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California Department of Public Health




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TO: California Vaccines for Children (VFC) Program Providers

FROM: Sarah Royce, M.D., M.P.H., Chief   
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SUBJECT: 2017 Vaccines for Children (VFC) Recertification

The California Department of Public Health (CDPH) Immunization Branch would like to thank you for your participation in the Vaccines for Children (VFC) Program. The VFC Program was created to help provide vaccines to children whose parents or guardians may not otherwise afford or have access to vaccinations. By ensuring that eligible children are vaccinated and vaccines are stored properly to maintain efficacy, VFC providers have been integral in improving the health of California's children.

## BACKGROUND

Recertification is a federal requirement for VFC providers. In order to maintain active status in the VFC Program and receive publicly purchased vaccines, all public and private providers must recertify (renew) their enrollment yearly. Not completing the 2017 VFC Recertification process will result in a change of a practice's active status, and vaccine ordering privileges will be suspended.

Through Recertification, renewing providers agree to comply with current VFC Program participation requirements, update key practice information, and provide updated patient estimates of children in the practice who will be receiving immunization services in the coming year. The VFC Program uses Recertification information to verify that the enrolled provider (or practice) meets eligibility criteria for continued enrollment and has a valid California medical license to prescribe and administer vaccines. The provider's electronic signature acknowledges agreement with all current VFC Program requirements and that the provider has the capacity to order, receive, store, and manage publicly purchased vaccines.

## **TIMELINE FOR SUBMISSION OF 2017 VFC RECERTIFICATION**

The 2017 VFC Recertification form is now available on your [MyVFCvaccines](#) home page on [EZIZ.org](#). In order to prevent a lapse in enrollment and delay in processing of vaccine requests, providers must complete and submit their practice's Recertification by **January 27, 2017**. Once submitted, Recertification will be valid through 2017.

### **NEW FOR 2017**

#### **California VFC Program "Provider Agreement Addendum"**

The VFC Program "Provider Agreement Addendum" (formally the "Certification of Capacity to Store and Manage Vaccines") has been updated to reflect federal participation requirements on vaccine management and program integrity; it must be carefully reviewed to ensure compliance with VFC Program requirements. For a summary of current VFC Program requirements, please refer to the "2017 Program Participation Requirements at a Glance" and review it with all key practice staff.

#### **Vaccine Management Plan**

The VFC Program's "Vaccine Management Plan" template has been revised and must be reviewed and acknowledged as part of the EZIZ educational requirement for 2017. Update your current vaccine management plan utilizing this template. Key practice staff who are involved with vaccine management must review the "Vaccine Management Plan" annually and sign and date the signature page.

#### **VFC Profile Page**

Review your VFC Profile Page before you complete the online Recertification Form. Useful information about your practice's participation in the VFC Program during 2016 will display, such as your practice volume, order frequency, vaccine doses ordered and wasted, and your VFC eligible patient population. This page will also display your clinic's vaccine administration summary of pediatric and adolescent vaccines. Providers enrolled in the VFC Program must comply with immunization schedules, recommended vaccines and dosages established by the Advisory Committee on Immunization Practices (ACIP). Based on your vaccine utilization reports from December 2015 to December 2016, information on this page is shown to see how your practice is doing with administration of all ACIP-recommended vaccines to your patients. Refer to the graphs to see if doses administered for each vaccine group are provided in line with target vaccine usage. Targets for pediatric vaccine administration are based on vaccine doses recommended for children 0-6 years, utilizing Pneumococcal Conjugate and Hib vaccine administration as sentinel vaccines. Targets for adolescent vaccine administration are based on vaccine doses recommended for children 7-18 years, utilizing Tdap usage to estimate targets.

## 2017 RECERTIFICATION PROCESS

### Completion of VFC’s 2017 Educational Requirements

In order to access and complete 2017 VFC Recertification, every California VFC provider must complete federal VFC educational requirements for the practice. The training modules are now available on the EZIZ.org [training page](#). Providers cannot begin to recertify until training has been completed by key practice staff.

There are four lessons, along with a review and acknowledgement of the new “Vaccine Management Plan” and the VFC “Refrigerator and Freezer Temperature Logs.” Please refer to the table below for a list of the required lessons for each of the key practice staff. Keep in mind that staff will need to set aside a couple of hours during December in order to complete all required lessons.

The four required lessons were introduced in prior years. If you took these lessons in the previous year with a passing score and also received a passing score on this year’s Pre-lesson Check, you will have the option to skip the lesson, or take it again if you would like to refresh your knowledge.

Before you begin your lessons, be sure to click the RESET button to reset your lesson history on the EZIZ Learning History Page so that you can receive credit for 2017 Recertification. Each lesson will take approximately 15-30 minutes to complete.

Legend: ✓ = Required Lesson		Start Date	Key Practice Staff			
			Vaccine Coordinator	Backup Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements*	December 2016	✓	✓	✓	✓
	Storing Vaccines*	December 2016	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures*	December 2016	✓	✓	✓	✓
	Conducting a Vaccine Inventory*	December 2016	✓	✓	Encouraged	Encouraged
Review & Acknowledge	Refrigerator and Freezer Temperature Logs	December 2016	✓	✓	✓	✓
	Vaccine Management Plan <b>(NEW)</b>	December 2016	✓	✓	✓	✓

\*Test-out option available

After all lessons are completed by key practice staff, log-in to your [MyVFCVaccines](#) account to access the Recertification Form.

### **Gather Information in Advance**

Utilize the [2017 VFC Recertification Worksheet](#) to gather information ahead of time to help the process go smoothly. Before accessing the online Recertification Form:

- Allot enough time to complete the form in one session
- If you have any mandatory corrective actions stemming from a VFC site visit or have a household-grade combination refrigerator/freezer, work with your VFC field representative to ensure that you meet requirements.
- If you are part of the California Immunization Registry (CAIR), verify your Registry ID.

### **Registry IDs and VFC**

As part of the completion of your practice's VFC Recertification form, you will be asked to either confirm or enter your Registry ID (if your clinic participates in CAIR or another Immunization Registry). Each VFC PIN can only be linked to a single Registry ID. The Registry ID must correspond to the same site (VFC PIN) in the Recertification form. This information will be used to begin the process of establishing a link between VFC's MyVFCVaccines system and California's Immunization Registry (CAIR2). Future benefits of linking both systems will include automatic loading of VFC vaccine shipments into your CAIR2 inventory, as well as streamlining vaccine administration and vaccine inventory information from CAIR to your VFC Order form for an efficient vaccine ordering process.

### **Accessing Your Practice's VFC Recertification**

Providers in good standing with the VFC Program (active accounts) will be able to access the 2017 VFC Recertification form through [MyVFCVaccines](#). Log in with your practice's VFC PIN and ZIP Code. Instructions and information needed to submit your practice's Recertification were outlined in the [2017 Recertification Coming Soon](#) letter dated November 10, 2016. Utilize the [2017 VFC Recertification Worksheet](#) to gather information ahead of time and to help the process go smoothly.

Providers who have outstanding mandatory corrective actions stemming from a VFC site visit, or have a household-grade combination refrigerator/freezer, will not be able to access the Recertification form until this is resolved. Please contact your VFC Field Representative for more information.

## **Completing and Submitting Your Practice's VFC Recertification**

Most of the information you will need to complete and submit your 2017 VFC Recertification will be preloaded in the online system. Review, verify, and update if necessary. This includes your practice's information, including key practice contacts, estimates of VFC-eligible children to be immunized in the coming year, and health-care providers in the practice with prescription-writing privileges who will be administering vaccines. As you complete your Recertification, please keep the following in mind:

- Health-care provider medical licenses will be validated electronically. Enter your name as it appears on the medical license. Do not include middle name, middle initial, or title (e.g., MD, DO, etc.). VFC providers with unverifiable licenses will be requested to contact the VFC Call Center with correct information in order to complete the recertification process. You can verify that you have the correct license numbers through the California Department of Consumer Affairs website: <https://www.breeze.ca.gov/datamart/loginCADCA.do;jsessionid=6CAB34DB1E80CDCA5D0ACE1A8331DB20.vo19>.
- Vaccine storage unit and temperature monitoring equipment information will be prepopulated. Confirm that the information on file is correct. If vaccine storage units and/or temperature monitoring equipment have changed, gather this information in advance to help expedite the submission process. Please refer to the [2017 VFC Recertification Worksheet](#) for guidance.
- Once all required information has been completed and verified, the practice's Provider of Record must review and electronically acknowledge compliance with all items outlined in the 2017 VFC "Provider Agreement," and the 2017 VFC Program "Provider Agreement Addendum."

## **Confirmation of 2017 VFC Recertification Submission**

Once the 2017 VFC Recertification form has been submitted, the system will generate an e-mail confirmation of submission to the practice's Provider of Record. A copy of this confirmation can be accessed on the practice's MyVFCvaccines account.

If you have any questions about the recertification process, please contact the VFC Program at 877-2GET-VFC (877-243-8832).

### **Enclosures:**

- 2017 Program Participation Requirements at a Glance (IMM-1240)
- 2017 VFC Recertification Worksheet (IMM-1207)
- 2017 VFC Recertification Instruction Sheet