

# FLU Vaccination Action Plan



## 3 Habits of Highly Successful VFC Clinics

Use any of these top flu strategies—gathered from providers like you. Choose a few that you can easily do now and develop a plan to slowly implement the others.

### 1. Empower Your Staff

#### Designate a “flu lead” to plan and implement strategies.

- Identify strategies that can be easily used in your practice.
- Assign staff to each task.
- Develop a plan to implement more strategies over time.

#### Train all staff to communicate about flu vaccine in the same way.

- Use the “[presumptive approach](#)” to set the tone that getting flu vaccine is **routine** like other vaccines. Assume that patients will get vaccinated. Examples:  
“I see that Maria has not received her flu shot yet! I’ll get that ready for her now.” Or  
“Today we’ll be protecting your baby from flu by giving him/her the flu vaccine.”
- Review [Tips for Talking with Parents about Flu Vaccine](#) to address common concerns.
- Discuss sick visits as an opportunity to immunize and under what circumstances.
- Arrange annual training for Medical Assistants (MAs) on your flu vaccine products (appropriate ages, who is due for a second dose, etc.).  
See [CDPH webinar on respiratory diseases](#).
- Encourage your team to use every interaction to promote flu vaccine:
  - Front desk staff can share VIS ahead of time via email or at check-in.
  - MA encourages vaccination.
  - If parent declines, then the provider can ease specific concerns.

#### Walk the talk. Ensure clinic staff get flu shots.

- Purchase and offer flu vaccine onsite to staff.
- Require staff to get a flu shot or offer raffle prizes to encourage vaccination.
- Document flu vaccine declinations.
- Create “[I got my flu shot](#)” stickers or buttons for staff.

Assigned to:

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## 2. Set Goals and Monitor Progress

### Assess your flu vaccine needs and set a goal.

- Estimate your flu vaccine needs **through June**. Using an EHR or immunization registry, calculate your patient population. Add estimated number of new patients.
- Review your **"VFC Flu Target"** regularly in your myCAvax account to help you set your practice goals.

### Order enough flu vaccine and track your inventory regularly.

- Order age-appropriate flu vaccine to reach your target.
- Pre-book all flu vaccine doses you need for the upcoming season every January. Vaccine arrives in multiple shipments.
- Check flu vaccine inventory **weekly** once flu vaccine arrives.
- Place additional orders through June, as needed.

### Schedule team meetings 1-2 times a month to:

- Review VFC Flu Reports Compare your order and admin data to your flu target
- Compare rates by provider to identify successes.
- Troubleshoot barriers (e.g., how to address patient concerns).

Assigned to:

## 3. Enhance Your Clinic Workflow

### Use your EHR or immunization registry to screen all patients.

- Regularly generate a list of patients who still need flu vaccine.
- Review charts before the start of each day.
- Use prompts/flags to remind clinicians when patients are due.
- Encourage MAs to use routing slips or other reports to remind physicians.

### Create demand for flu vaccine throughout the year.

- Administer flu vaccine **until the last dose expires** (usually June).
- Empower parents with reliable flu vaccine information before the appointment.
- Recall patients due for flu vaccine: Call, text, or use your patient portals.** Try: "Did you know? Flu can cause serious complications, even healthy children need protection. We make flu and COVID vaccines available at the same visit. Many of our patients like this convenience. Call us to schedule an appointment today!"
- Distribute [flu factsheets](#) to patients in their language.
- Display [flu posters](#) in the office or reminders on TV screens and your website.

### Make it easy for patients to come in.

- Start scheduling flu shot appointments early; prioritize high-risk patients and children who need 2 doses.
- Offer shot-only, drive-up, weekend or evening appointments.
- Offer flu shots for siblings (or the entire family) at the same visit.
- Administer flu vaccine and any other shot due during all appointments, including sick visits. Consider co-administering with COVID-19 vaccine.
- For kids 6 months - 8 years receiving their first flu vaccine ever, **schedule their appointment for the 2nd dose before they leave the office.**