



California
Vaccines for
Adults Program

April 28, 2025

VFA Vaccine Ordering Now Open!

Dear VFA Provider,

The VFA vaccine ordering period is **now open and will close on Monday, May 12, 2025**. After this date, you will not be able to place an order until the next ordering period projected for **July 2025**. The VFA Program does **not** offer VFA supplemental orders. Refer to the [VFA Resources Page](#) for any program resources and EZIZ clinic resources for provider job aids to use in your practice and help guide your ordering.

2025 VFA Quarter 1 Vaccine Ordering Policy

1. HPV is now available to order.
2. PCV21 is now available to order.
3. Vaccine dose requests for HPV, PCV and Shingrix will be capped at 40 doses. Based on available budget, this is subject to change in the future.
4. RSV Arexvy vaccine is still available to order. VFA sites can **order up to 20 doses**. Vaccine requests will be approved based on availability and ordering will close once our annual allocation has been depleted.

Required CAIR Documentation

The vaccine doses provided by the VFA Program must be used to support the eligible uninsured and underinsured patient population. **The VFA Program requires reported doses administered with each VFA order be based on doses recorded in CAIR as “317.”**

The VFA Order Request pages were updated to display IIS administration information in two new columns under the ‘Doses Administered’ section:

- ‘IIS Qty Used Since Last Order’ column
- ‘% Doses Submitted to IIS’ column

The number of reported doses administered and the doses in CAIR as “317” should closely match. If that is not the case, **this may affect doses the VFA Program approves for your clinic in the future**. Please work with your EHR vendor, Local CAIR

Representative, and/or CAIR Data Exchange Specialist to identify and resolve issues as soon as possible. Refer to the steps on CAIR documentation improvement [here](#)!

Reminders Before Placing a Vaccine Order

1. Only the Primary Vaccine Coordinator, Back Up Vaccine Coordinator and/or Additional Coordinator have access to login to your [myCAvax](#) account to place vaccine orders.
2. Before starting your vaccine order, complete all transfers, waste events and returns.
3. VFA providers are required to order based on administered doses and on- hand inventory.
4. Ensure the current VFA inventory in your vaccine storage units matches the on-Hand Inventory you enter.
5. Providers are accountable for all publicly supplied vaccines upon receipt and must be able to provide documentation to support their numbers.
6. Report doses administered on each vaccine order using quantities reported to the regional immunization registry (CAIR/Healthy Futures) as “317.”
7. Account for every dose of VFA-supplied vaccine ordered and received by the provider location.
8. The Primary and Back Up Vaccine Coordinator should monitor their emails for changes to the clinic's order status.

Vaccine Order Processing and Shipment Notes

1. Orders will be reviewed and approved daily; however, VFA sites should allow up to 2 weeks after order submission for review, processing, and shipment of the order.
2. If vaccine inventory or accountability corrections are needed prior to order approval, VFA Program staff will notify the clinic's Vaccine Coordinator. Please respond as soon as possible to prevent delays to order approval. **Orders needing corrections will be held in queue until requested corrections are resolved, otherwise orders will expire after 2 weeks of pending corrections.**
3. Delivery windows are dependent on provider's days/hours of operation. Update the clinic's hours in myCAvax for any holiday or temporary closures. **McKesson does not ship vaccines on Fridays and no deliveries are made on Mondays.**
4. Monitor for emails regarding order confirmations, advance shipment notices of vaccine, and temperature monitoring alerts.

Enclosures

[VFA Ordering and Distribution Cadence Calendar and VFA Ordering and Distribution Table](#)

Note: Distribution cadence applies to approved VFA orders only. Time period for order review and approval may vary.

Questions? Contact the Provider Call Center at (833) 502 – 1245 or email us at ProviderCallCenter@cdph.ca.gov.

Thank you for your continued commitment to prevent the most vulnerable patients in your communities against vaccine preventable diseases!

Thank you,



California Department of Public Health, Immunization Branch
Vaccines for Adults (VFA) Program

Phone: 833-502-1245

Email: my317vaccines@cdph.ca.gov

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