



State of California—Health and Human Services Agency  
California Department of Public Health




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TO: Vaccines for Children (VFC) Providers

FROM: Sarah Royce, MD, MPH, Chief   
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SUBJECT: 2017 VFC Recertification is COMING SOON! Start planning now.

## BACKGROUND

VFC's Recertification is almost here. Recertification is a federal requirement that must be completed annually by enrolled providers in order to continue receiving publicly funded vaccines. Through Recertification, renewing providers agree to abide by current 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 will be launching 2017 Recertification in December 2016. As in previous years, once the system is available, providers will have 30 days to complete the process.

The following information will help your practice get a head start and collect required information ahead of time.

## 2017 VFC EDUCATIONAL REQUIREMENT

To access the online 2017 VFC Recertification page, key practice staff must first complete the federal educational requirement lessons available on our website [www.EZIZ.org](http://www.EZIZ.org). You may begin taking the required lessons and receive credit for completion starting December 1, 2016. **IMPORTANT:** If you complete the lessons before December 2016, you will not receive credit for 2017 Recertification.

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 Log	December 2016	✓	✓	✓	✓
	Vaccine Management Plan <u>(NEW)</u>	December 2016	✓	✓	✓	✓

### INFORMATION YOU WILL NEED

Most of the information you will need to complete your 2017 VFC Recertification will already be preloaded in the online system. However, you will still need to review the information and make any necessary updates or corrections. Utilize the 2017 Recertification Worksheet to gather the following information ahead of time to help the process go smoothly.

- **Practice Profile**
  - Your practice's profile information, including your shipping address and delivery days and times.
  - If your practice participates in an immunization information system or immunization registry, such as CAIR, SDIR, Healthy Futures (RIDE), or PHIMS, you will need your practice's registry ID.

- **Key Practice Staff**
  - The names, email addresses, and direct phone numbers of your practice's Vaccine Coordinator, Backup Vaccine Coordinator, Provider of Record, and Provider of Record Designee.
  - The current and valid medical license number and National Provider ID (NPI) number for your practice's Provider of Record and any other healthcare providers in your practice with vaccine prescription-writing privileges.
- **Vaccine Storage and Temperature Monitoring Equipment**
  - Brand, model, type, and grade of your refrigerator(s) and freezer(s).
  - Unit location/ID for each vaccine storage unit. Assign a different identifier for each unit (e.g., "back office/refrigerator 1"). Make sure to add a label to the outside of the unit with its assigned ID.
  - Type, model, serial number, and calibration expiration dates for primary and backup temperature monitoring devices used in vaccine storage units.
- **Patient Population**
  - Estimated number of VFC and non-VFC eligible children to be immunized during 2017 based on your patient population of the preceding year, as well as the sources of data used to formulate your estimates (Billing information, California Immunization Registry (CAIR) usage reports, Electronic Health Record (EHR) usage reports, VFC usage logs, or other sources).
- **Health Care Providers with Prescription Writing Privileges**
  - Providers with prescription-writing privileges who will administer VFC vaccines. Include only those who possess a medical license or are authorized to write vaccine prescriptions (e.g., MD, DO, NP). You will need their NPI number and medical license number to complete this information.
  - Locate NPI numbers through the National Plan & Provider Enumeration System (NPES) website:  
<https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do>
  - Verify license numbers through the California Department of Consumer Affairs website:  
<https://www.breeze.ca.gov/datamart/loginCADCA.do;jsessionid=6CAB34DB1E80CDCA5D0ACE1A8331DB20.vo19>.

If you have any questions about the VFC Recertification process, please contact the VFC Program at 1-877-2GET-VFC (1-877-243-8832).

Enclosure: 2017 VFC Recertification Worksheet