



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




KAREN L. SMITH, MD, MPH
Director and State Health Officer

EDMUND G. BROWN JR.
Governor

January 31, 2018

IZB-FY-17-18-06

TO: California Vaccines for Children (VFC) Program Providers

FROM: Sarah Royce, M.D., M.P.H., Chief 
Center for Infectious Diseases
Division of Communicable Disease Control, Immunization Branch

SUBJECT: 2018 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

Annual 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 2018 VFC Recertification process will result in a change in the practice's account 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 2018 VFC RECERTIFICATION

The 2018 VFC Recertification form is now available on your [MyVFCvaccines](#) home page on [EZIZ.org](#). Providers will have 30 days to complete and submit the practice's recertification. In order to prevent a lapse in participation in the VFC Program and delays in processing of vaccine requests, providers must complete and submit their practice's Recertification by **March 2, 2018**. Once submitted, Recertification will be valid through 2018.

NEW FOR 2018

Refer to the 2018 Program Participation Requirements at a Glance (IMM-1240) for a current summary of California's VFC Program requirements and an overview of what is new for 2018. This document highlights requirements that enrolled providers are agreeing to during Recertification in order to receive federally-funded vaccines.

Digital Data Logger Requirement

Use of digital data loggers (DDLs) for temperature monitoring of VFC-supplied vaccines is required for all VFC Providers. This means that any refrigerators and freezers storing VFC-supplied vaccines in your practice must no longer have traditional Min/Max thermometers to monitor vaccine storage unit temperatures that contain VFC vaccines that will be administered to VFC-eligible children. These units must now have VFC compliant DDLs, or similar continuous temperature monitoring systems. This is also applicable to your practice's back-up thermometer(s). In order to continue participation in the VFC Program in 2018, providers must be compliant with the [digital data logger requirement](#). Otherwise, your 2018 VFC Recertification will be incomplete and ordering privileges will be suspended.

VFC Temperature Logs

The VFC Program's Refrigerator and Freezer Temperature Logs have been updated. Fahrenheit refrigerator logs reflect the recommended temperature range of 36.0° to 46.0°F (2.0° to 8.0°C). The new logs have been incorporated as part of the 2018 EZIZ educational requirement in order for key practice staff to review them and acknowledge their implementation in the practice. Begin using the new temperature logs after your current month's temperature log is complete. The new temperature logs can be ordered for free from the [VFC Materials Store](#).

2018 RECERTIFICATION PROCESS

Completion of the VFC Program's 2018 Educational Requirements

In order to access and complete 2018 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](#). Any lessons that were completed prior to the date of this letter will not receive credit for 2018

Recertification. Providers cannot begin to recertify until training has been completed by all key practice staff.

There are four lessons, along with a review and acknowledgement of the new Vaccine Management Plan and the new VFC Refrigerator and Freezer Temperature Logs. The “Monitoring Storage Unit Temperatures” and “Storing Vaccines” lessons have been updated to reflect new requirements and recommendations; therefore, you must complete the lessons and may not test-out. If you took the “VFC Program Requirements” and “Conducting a Vaccine Inventory” lessons in the previous year with a passing score and you also receive a passing score on this year’s Pre-lesson Check, you will have the option to skip the lesson (test-out) or take it again to refresh your knowledge.

Refer to the table below for the required lessons for each of the key practice staff. Keep in mind that staff will need to set aside a couple of hours in order to complete all required lessons.

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

*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 [2018 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 do not have digital data loggers for monitoring vaccine storage unit temperatures, 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 that the Registry ID populating the form is correct or if the Registry ID is not correct, to enter the correct Registry ID (if your clinic participates in CAIR2 or another regional immunization registry). Only a single Registry ID is allowed to be entered per VFC PIN. The Registry ID in the VFC Recertification Form must be registered at the same location as the VFC PIN. If there are multiple Registry IDs associated with your practice, select the Registry ID that holds the greatest amount of VFC-related data (e.g., VFC vaccine inventory, VFC-eligible patients). For any CAIR-related questions, please contact the CAIR Help Desk at 800-578-7889.

Accessing Your Practice's VFC Recertification

Providers with active accounts in good standing with the VFC Program will be able to access the 2018 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 [2018 Recertification Coming Soon](#) letter dated December 21, 2017. Utilize the [2018 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 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 2018 VFC Recertification will be preloaded in the online system. Review, verify, and update if necessary. This includes your practice's information, including key practice staff, 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 VFC-supplied vaccines.

As you complete your Recertification, please keep the following in mind:

- Useful information about your practice's participation in the VFC Program during 2017 will display in your VFC Profile page. This page will also display your practice's vaccine administration summary of pediatric and adolescent vaccines. This summary is based on your clinic's reported vaccine administration information from January through December 2017. Utilizing this information, you can see how your practice is doing with the administration of all recommended vaccines by the Advisory Committee on Immunization Practices (ACIP) to VFC-eligible patients in your practice; and whether or not the practice is in compliance with immunization schedules, recommended vaccines, and dosages established by the ACIP, as required by the VFC Program.
- Vaccine usage summary graphs will also help your clinic determine if doses administered for each vaccine group (i.e., all DTaP containing vaccines are considered within the DTaP group) are in line with target vaccine usage. Targets are based on key sentinel vaccines for the purpose of highlighting under-utilization or over-utilization of a particular vaccine. Note that targets for pediatric vaccine administration are based on vaccine doses recommended for children 0-6 years, utilizing Pneumococcal Conjugate and Hib vaccine administration as guiding vaccines. Targets for adolescent vaccine administration are based on vaccine doses recommended for children 7-18 years, utilizing Tdap usage to guide targets. Targets for influenza vaccine are based on influenza doses received during the preceding influenza season.
- 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 Customer Service 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 [2018 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 2018 VFC "Provider Agreement," and the 2018 CA VFC Program "Provider Agreement Addendum."

Confirmation of 2018 VFC Recertification Submission

Once the 2018 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

your submitted Recertification form can be accessed on the practice's MyVFCvaccines account.

VFC Customer Satisfaction Survey

This is the last step of 2018 VFC Recertification. A link to complete and submit a customer satisfaction survey will appear after submitting your Recertification. Your input is greatly valued.

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

Enclosures

- 2018 Program Participation Requirements at a Glance (IMM-1240)
- 2018 VFC Recertification Worksheet (IMM-1207)
- 2018 VFC Recertification Instruction Sheet