



RON CHAPMAN, MD, MPH  
Director & State Health Officer

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



EDMUND G. BROWN JR.  
Governor

December 12, 2014

IZB-FY-14-15-3

TO: Vaccines for Children (VFC) Providers

FROM: Maria E. Volk, MPA, Acting Chief *Maria E. Volk*  
Center for Infectious Diseases  
Division of Communicable Disease Control, Immunization Branch

SUBJECT: 2015 VFC Recertification is COMING SOON!

## BACKGROUND

VFC's Recertification is almost here. Recertification is a federal requirement that must be completed annually by enrolled providers in order to continue to receive publicly-funded vaccines. Through Recertification, renewing providers agree to 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.

For 2015, VFC's program recertification will be launched after the holiday break, in early January 2015. The anticipated launch date will be the week of January 5, 2015. As in previous years, once the system is available, providers will have 30 days to complete the process.

The following information may help your practice get a head start with this process by collecting required information for Recertification submission, and get an advance peak of key changes for continued participation during 2015.

## 2015 VFC EDUCATIONAL REQUIREMENT (EZIZ LESSONS)

To access the online 2015 VFC Recertification page, key clinic staff must complete the federal educational requirement lessons available on our website [www.EZIZ.org](http://www.EZIZ.org). You may start taking required lessons and receive credit for completion starting January 2015, once recertification has been launched. Some lessons are currently being updated with new and pertinent information from what was previously available for 2014. Unfortunately, if you complete the lessons prior to January 2015, you may not receive proper credit for 2015 recertification.

The 2015 VFC Educational requirement has been expanded. In addition to the clinic's primary Vaccine Coordinator, the clinic's Back-Up Vaccine Coordinator will also be required to take 5 lessons. Additionally, the Provider of Record and Provider of Record Designee will each be required to take 4 lessons. Please refer to the table below for a list of the required lessons that will be available in January 2015.

Each lesson will take approximately 15-20 minutes to complete. So consider that key clinic staff will need to set aside a couple of hours during January in order to complete lessons and access recertification forms.

Lessons	Lesson Availability	Key Clinic Staff			
		Vaccine Coordinator	Back-up Vaccine Coordinator	Provider of Record	Provider of Record Designee
VFC Program Requirements	January 2015	✓	✓	✓	✓
Storing Vaccines	January 2015	✓	✓	✓	✓
How to Record Refrigerator Temperatures	January 2015	✓	✓	✓	✓
How to Record Freezer Temperatures	January 2015	✓	✓	✓	✓
Conducting a Vaccine Inventory	January 2015	✓	✓	Optional	Optional

### INFORMATION YOU WILL NEED

Most of the information you will need to complete your 2015 VFC Provider Agreement will already be preloaded in the online system. However, you will still need to review the information and make any updates or corrections as necessary.

Gathering the following information ahead of time will save time and help the process go smoothly.

- **Practice Profile**
  - Confirm your practice's profile information, including your shipping address, delivery dates and times.
- **Key Practice Staff**
  - The names, email addresses, and direct phone numbers of your practice's Vaccine Coordinator, Back-up 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 prescription-writing privileges who administer vaccines
- **Vaccine Storage and Temperature Monitoring Equipment**
  - Brand and model of your refrigerator(s) and freezer(s)

- The types of thermometers used for each of your practice's refrigerator(s) and freezer(s), back-up thermometer, serial numbers, and calibration expiration date for the thermometers
- **Patient Estimates**
  - Review your billing information, California Immunization Registry (CAIR) usage reports, Electronic Health Record (EHR) usage reports, VFC usage logs, or other sources as needed to confirm estimates of your patient population to be immunized during 2015.
  - You will need to provide the number of VFC and non-VFC eligible children to be immunized during 2015 as part of your clinic's recertification, and the sources of data used to formulate your estimates.
- **Health Care Providers with Prescription Writing Privileges**
  - Add or modify the providers with prescription writing privileges who will administer VFC vaccines. Include only those who possess a medical license or are authorized to write prescriptions (ex: MD, DO, NP). You will need their NPI number and medical license number to complete this information.
  - You can locate NPI numbers through the National Plan & Provider Enumeration System (NPPES) website:  
<https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do>
  - 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 MANAGEMENT PLANS**

Now is a good time to review and update your practice's Routine and Emergency Vaccine Management Plans. Vaccine management plans that contain all the required components of the VFC Program are available for download on the VFC website [www.eziz.org](http://www.eziz.org). Completed plans contain important information that can help guide you when filling-out the recertification form. The plans must be reviewed annually, or more frequently if changes occur, and all information in the plan must be up-to-date.

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