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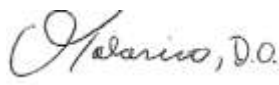


EDMUND G. BROWN JR.
Governor

December 27, 2011

IZB-FY1112-07

TO: California Vaccines for Children (VFC) Program Providers

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

SUBJECT: Annual Vaccines for Children (VFC) Recertification

BACKGROUND

The Vaccines for Children (VFC) Program and the Immunization Branch thank you for your participation in the VFC Program. We appreciate your efforts in ensuring that California's children are fully immunized. For continued participation in the VFC Program, all public and private providers currently receiving publicly funded vaccines through VFC must renew their certification for participation on an annual basis. This process, also known as recertification, is a federal requirement that must be met by all participating providers, including private providers, local health departments, non-profit community health centers, schools, colleges, universities, et cetera.

Through this process, enrolled providers provide our program with their practice's profile, including demographic information, estimated number of VFC eligible children to be immunized with VFC-supplied vaccines during the upcoming year, and listings of practice staff with prescription privileges who will be administering VFC vaccines. During this process, the practice's chief physician or medical director also renews the VFC Provider Agreement, which outlines the federal conditions for participation in the program and the certification of capacity to store VFC-supplied vaccines.

TIMELINE FOR SUBMISSION OF 2012 VFC PROVIDER RECERTIFICATION

In order to continue enrollment and receive VFC-supplied vaccines, all provider sites currently enrolled in the program **must submit a "2012 Annual Recertification" by January 31, 2012 (regardless of date of enrollment)**. In order to prevent a lapse in enrollment and delay in processing of vaccine requests, providers must complete this process by the stated deadline. Once submitted, recertification will be valid for 2012.

2012 RECERTIFICATION PROCESS

Currently enrolled practices will complete and submit their recertification forms through e-Recertification, accessible through [MyVFCVACCINES](#). Log in using your practice's Provider Identification Number (PIN) and the corresponding zip code, then select the 2012 VFC Recertification icon to begin the process.

Verification of Information

Once logged in, the system will prompt you to review the pre-loaded information for your practice. VFC prepopulates annual recertification forms with existing information in our Vaccine Management System (based on information provided during the preceding year). Information includes general practice information, contact persons, vaccine shipping information, active healthcare providers with prescription privileges, and the practice's estimated number of VFC-eligible children to be vaccinated with VFC-supplied vaccine in 2012. Information displayed should be carefully reviewed, updated, and/or modified prior to submission.

Agreement with Federal Participation Requirements & Submission of Forms

In addition to the review, verification, and updating of information (if needed), participating providers agree to comply with federal participating requirements for the program outlined in the VFC Program Participation Agreement, and to acknowledge compliance with items listed on the program's Certification of Capacity to Store VFC-Supplied Vaccines. Once the forms are submitted, the system will generate an instant e-mail confirmation of submission. A copy of this confirmation should be kept in the clinic's records.

Limited or no Internet Access

Provider sites with limited or no internet access may request paper-based VFC Recertification forms via FAX or by calling the program's customer service center at (877) 243-8832. Paper-based forms must be received by the **January 31, 2012** deadline.

CHANGES FOR THE 2012 RECERTIFICATION

E-Mails

The VFC Program utilizes an all-electronic mode of communication (e-mailing) to disseminate all program-related letters, updates, and vaccine order confirmations. Each practice is required to provide an official e-mail of record, corresponding to the practice's physician in chief, for the receipt of all official program communications.

In addition to an official e-mail of record, each practice may provide additional clinic staff e-mails for the receipt of VFC communications and specifically designate a practice staff to receive VFC Order Confirmations. Please note that the VFC practice's physician of record will always receive all official VFC Program letters.

All official communications disseminated via e-mail are also posted on the program's website.

Practice's VFC Category

VFC providers are categorized by the total volume of VFC vaccine doses received annually. This category determines each provider's order frequency (how often VFC orders can be submitted to VFC), the type of VFC vaccine storage unit required for each practice, and the frequency each VFC representative will visit your practice. The new VFC Practice Category Section in your 2012 recertification will display your practice's category and corresponding information.

VFC Customer Satisfaction Survey

Before submitting your 2012 recertification, the system will prompt you to complete a brief VFC customer satisfaction survey. Your feedback will be requested on such subjects as VFC Program and participation requirements, the customer service center, quality assurance visits, and field staff. You can also comment on other topics, including immunization education opportunities and resources to assist your practice in keeping updated with immunization information, recommendations, and requirements.

VFC Practice Locator

Parents/guardians of VFC-eligible children benefit from the VFC program's provider practice locator tool, which is hosted on the program's website. The tool provides information on enrolled providers nearest to their residence. Information displayed for participating providers encourages parents to call and obtain information on the practice as well as verify that the clinic is accepting new patients. If your clinic is NOT open to the public (e.g., Youth Correctional Facilities, School-based Health Centers, etc.) and would like to be removed from the locator, please indicate so in the VFC practice locator section of your 2012 recertification.

Accessing and Submitting Your Practice's VFC Recertification

VFC's On-line recertification will be available 12/27/2011 on VFC's website, www.eziz.org. Detailed step-by-step instructions on submitting your practice's recertification are included in the attached 2012 recertification instructions sheet.

cc: CDPH Immunization Branch Field Representatives
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Local Health Department CHDP Program Directors
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