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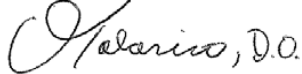


EDMUND G. BROWN JR.
Governor

January 7, 2013

IZB-FY1213-11

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 Immunization Branch would like to thank you for your participation in the Vaccines for Children Program (VFC). We appreciate your efforts to ensure that California's children are fully immunized. 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, and colleges and universities.

The recertification process requires that enrolled providers submit 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 updated 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 (outlining federal conditions for participation in the program) and the Certification of Capacity to Store and Manage VFC Supplied vaccines.

TIMELINE FOR SUBMISSION OF 2013 VFC PROVIDER RECERTIFICATION

In order to continue enrollment and receive VFC supplied vaccines, all provider sites currently enrolled the program **must submit a "2013 Annual Recertification" by February 8, 2013.** 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 2013.

2013 RECERTIFICATION PROCESS

Accessing and Submitting Your Practice's VFC Recertification

VFC's On-line Recertification will be available January 8, 2013 on VFC's website www.eziz.org. Upon logging into MyVFCVACCINES using your practice's Provider Identification Number (PIN) and the corresponding Zip code, select the 2013 VFC recertification icon to begin the process. Detailed step-by step instructions on submitting your practice's recertification are included in the attached 2013 Recertification Instructions Sheet.

Verification of Information

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 provided during 2012. Once logged in, the system prompts users to review, verify, or edit the pre-loaded information for their practice.

Agreement with Federal Participation Requirements & Submission of Forms

In addition to updating and verifying information provided for your practice, participating providers must annually agree to comply with the program's federal participating requirements, outlined in the VFC Program Participation Agreement, and acknowledge compliance with all items included in the program's Certification of Capacity to Store and Manage VFC-Supplied Vaccines. The practice's provider of record (or Chief Physician) must carefully review all items outlined in the agreement prior to electronically signing the agreement. Once the forms are submitted, the system will generate an instant e-mail confirmation of submission. A copy of this confirmation should be kept for the clinic's records.

Limited or No Internet Access

Provider sites with limited or no internet access may request a hard-copy set of VFC Recertification forms via fax or by calling the program's Customer Service Center at (877) 243-8832. These forms must be received by the deadline.

CHANGES FOR THE 2013 RECERTIFICATION

Clinic Contacts

Slight modifications have been made to the 2013 Recertification Form to collect the clinic's provider of record information upfront. In addition, all enrolled providers must identify and submit the name and contact information for the clinic's Vaccine Manager. This position is responsible for key requirements and provides oversight for all vaccine management in the office.

Population Estimates

Providers must report the estimated number of patients 0-18 years of age who will receive immunizations in their practice during 2013 (January-December). This includes VFC and non-VFC- eligible patients 0-18 years of age. For VFC eligible patients, VFC has provided estimates

based on data reported on 2012. Providers must review and update numbers as necessary. Practices must provide estimates for non-VFC populations.

Provider Agreement and Certification of Capacity to Store and Manage Vaccines

The 2013 Provider Agreement and Certification of Capacity to Store and Manage Vaccines have been updated to reflect new federal requirements for participation in the VFC Program. Providers must carefully review items included in these documents in order to ensure compliance with all program requirements.

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