



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



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TO: Vaccines for Children (VFC) Providers

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SUBJECT: 2016 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 receiving 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.

The VFC Program will be launching 2016 Recertification mid December. The anticipated launch date will be the week of December 14, 2015. 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.

2016 VFC EDUCATIONAL REQUIREMENT

To access the online 2016 VFC Recertification page, key practice staff must first complete the federal educational requirement lessons available on our website www.EZIZ.org. You may begin taking most of the required lessons and receive credit for completion starting December 1, 2015. If you complete the lessons before December 2015, you will not receive credit for 2016 Recertification.

A new online interactive lesson, called "Monitoring Storage Unit Temperatures" will be available this year. This lesson replaces two previous lessons called "Monitoring Refrigerator Temperatures" and "Monitoring Freezer Temperatures," combining key information into one comprehensive training. This new lesson, along with a review and acknowledgement of the new 2016 VFC Refrigerator and Freezer Temperature Logs will be available once Recertification is open. In the meantime, key practice staff can begin completing the other lessons that are available starting December 1, 2015.

Please refer to the table below for a list of the required lessons for each of the key clinic staff. Keep in mind that staff will need to set aside a couple of hours during December in order to complete lessons.

Before you begin your lessons, be sure to reset your lesson history on the EZIZ Learning History Page so that you can receive credit for 2016 Recertification. Each lesson will take approximately 15-30 minutes to complete. Three of the required lessons have been introduced in prior years. For these 3 lessons, you may find out after taking the pre-test, that you will have the option to test-out for 2016. This means that because you have taken these lessons in the previous year receiving a passing score, and also received a passing score on this year's pre-lesson test, you will have the option to skip the lesson, or proceed if you would like to refresh your knowledge for that lesson.

Legend: ✓ = Required Lesson		Start Date	Key Clinic Staff			
			Vaccine Coordinator	Back-up Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements	December 2015	✓	✓	✓	✓
	Storing Vaccines	December 2015	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures <u>(NEW)</u>	December 2015	✓	✓	✓	✓
	Conducting a Vaccine Inventory	December 2015	✓	✓	Optional	Optional
Review & Acknowledge	2016 Refrigerator Temperature Log <u>(NEW)</u>	December 2015	✓	✓	✓	✓
	2016 Freezer Temperature Log <u>(NEW)</u>	December 2015	✓	✓	✓	✓

INFORMATION YOU WILL NEED

Most of the information you will need to complete your 2016 VFC Recertification 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. Utilize the 2016 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, 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).
 - 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.
 - The types of thermometers used for each of your practice's refrigerator(s) and freezer(s), back-up thermometer, serial numbers, and calibration expiration dates 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 pediatric patient population to be immunized during 2016.
 - You will need to provide the number of VFC and non-VFC eligible children to be immunized during 2016 as part of your clinic's recertification, as well as 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 (e.g., 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>.

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

Enclosure: 2016 VFC Recertification Worksheet