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Director

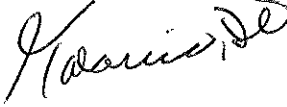
State of California—Health and Human Services Agency
California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

December 8, 2009

TO: Vaccines for Children (VFC) Providers

FROM: John Talarico, DO, MPH, Chief 
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 to ensure that children in your community are fully immunized. For continued participation in the program, all public and private provider sites currently receiving publicly purchased vaccines through VFC must renew their certification for participation on an annual basis. This process, also known as "VFC Recertification," is a federal requirement that must be met by all provider sites currently enrolled, including private providers, local health departments, nonprofit community health centers, schools, head start centers, colleges and universities, etc.

Through this process, enrolled practices provide our program with their practice's profile and agree with the program's federal conditions for participation. Information provided includes demographic information such as mailing address and vaccine delivery days/times, estimated number of VFC-eligible children to be immunized with VFC-supplied vaccines during the upcoming year, and listing of current staff with prescription privileges in the practice who will be administering VFC vaccines.

TIMELINE FOR SUBMISSION OF 2010 VFC PROVIDER RECERTIFICATION

In order to receive VFC supplied vaccines after January 2010, and continue as a VFC provider, all provider sites currently enrolled in the program **must submit a "2010 Annual Recertification" by January 15, 2010 (regardless of date of enrollment)**. In order to prevent delays with the processing of vaccine requests, VFC urges providers to complete this process by the stated deadline.

Organizations with multiple satellite clinics must complete and submit an individual Recertification for each site receiving VFC-supplied vaccines. Recertification submitted will be valid for 2010.

2010 RECERTIFICATION PROCESS

Last year, VFC introduced "E-Recertification," a new and streamlined process for the completion and submission of VFC Recertification. Practices enrolled in VFC were able to complete and submit their 2009 VFC Recertification forms on-line. For the 2010 VFC Recertification, currently enrolled practices will continue to complete and submit their recertification through E-Recertification on-line. **All you will need is access to the Internet and your practice's Provider Identification Number (PIN) and Zip code to login.** Once your online form is submitted, you will receive instant confirmation of submission.

To ensure the accurate completion of required information and facilitate a timely submission of forms, VFC has pre-populated annual recertification forms for each currently enrolled provider with information from the program's vaccine management database. This information will include the practice's estimated number of VFC eligible children by age, category, and eligibility, based on information provided during last year's recertification. Please carefully review, update, or modify displayed information for your practice prior to submitting the forms electronically.

Provider sites with limited or no internet access may request a set of paper-based VFC Recertification Forms via FAX or by calling the program's toll free number, 1(877) 243-8832. Paper-based forms must also be received by the January 15th deadline.

CHANGES IN THE 2010 RECERTIFICATION

Certification of Capacity to Store Vaccines

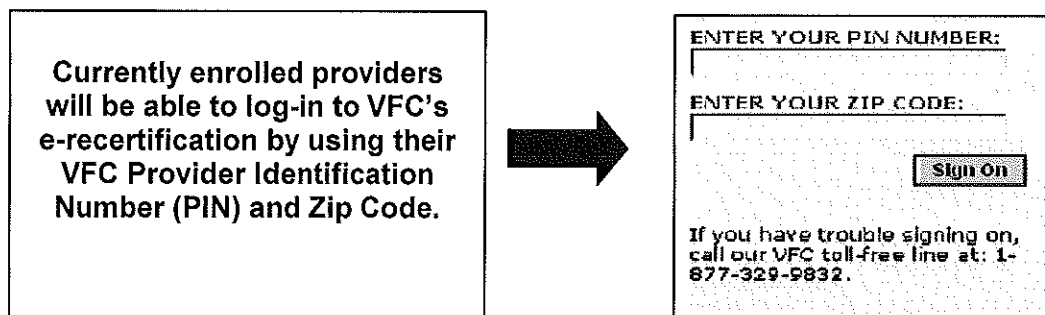
The 2010 Recertification includes a Certification of Capacity to Store VFC supplied vaccines. This new section highlights ten key areas of vaccine management practices that all participating providers must agree to in order to properly store and handle VFC vaccines.

E-Mailings

The VFC program is going green. Effective January 2010, all VFC program's official mailings will be sent electronically to participating providers. They will also be posted on VFC's Website at www.eziz.org, in the "Letters and Fax" section. During your 2010 recertification process, you will be prompted to provide an official e-mail address for your practice (Physician-in-Chief's e-mail address). You may also add additional e-mail addresses for your designated staff that is in charge of vaccine ordering and vaccine management.

ACCESSING AND SUBMITTING YOUR PRACTICE'S VFC RECERTIFICATION

VFC's on-line Recertification will be available 12/11/2009. It will be hosted on VFC's interactive website, www.eziz.org.



To log-in and complete your practice's recertification, follow the simple steps outlined below. It may take a few minutes to complete this process, and you will only be able to print and submit completed forms, so make sure you set some time aside when you are ready to start.

- 1) Go to VFC's website, www.eziz.org, and click on the "VFC-Recertification" link located in the "California VFC Program" section.
- 2) Before you log-in, we recommend printing the "Step-by-Step Instructions" located on the "Welcome" page to assist you with process.
- 3) Log-in utilizing your practice's VFC Provider Identification Number (PIN) and Zip Code. Double check that this is your practice's information.
- 4) Once you log-in, you will navigate through a series of screens. Follow instructions located on the right-hand side of each page to review, edit, or update information provided for your practice. For your convenience, we have pre-populated several fields with information about your practice from our database.
- 5) Provide us with your clinic's official e-mail address for the receipt of VFC Program Letters and important communications. You may also add additional e-mail addresses for your vaccine manager.
- 6) Carefully read and agree with the requirements on the Certificate to Store Vaccines page.
- 7) Carefully read and agree with federal participation requirements outlined in the "VFC Program Participation Agreement" page. The practice's Physician-in Chief or Medical Director must agree with these federal guidelines and signify agreement by entering his/her medical license number.
- 8) Click the "submit" button to send your form electronically and print a copy for your records.
- 9) Make sure to go back and explore our website and training site, www.eziz.org for updated information, resources, and more!

The attached document entitled "Instructions for completing your on-line VFC Recertification" outlines detailed steps for accessing, completing, and submitting annual recertification forms electronically.

QUESTIONS?

If you have any questions, please call your VFC Field Representative or the VFC Program at: 877-243-8832 (877-2GET-VFC). You can also visit our website at www.eziz.org.

Enclosures: E-Recertification Instructions
Going Green Postcard

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