Afternoon TEACH
Afternoon TEACH Series
Featured Topic:
Get your Practice Ready for 2019
Vaccines for Children (VFC)
Recertification

California Department of Public Health
Immunization Branch
Today’s Facilitator

Edgar Ednacot
Chief, Information and Education Section,
Immunization Branch
Webinar Tech Tips!

1. Listen to today’s webinar through the computer audio

2. If you cannot connect through the computer audio, have WebEx call you
Getting Your Question(s) Submitted

• Write down your questions in the Chat box as we move through the presentation
In case you have technical difficulties during the webinar use the email address below for assistance.

Cecilia.LaVu@cdph.ca.gov
Objectives of Today’s TEAch Session

1. Review the purpose of VFC’s Recertification
2. Review VFC Program requirements for 2019
3. Share tips to help your practice complete your VFC Recertification on-time
4. Discuss what happens after VFC Recertification
5. Answer questions you may have about the recertification process
Key Presenter

Christina Sapad, MPA
Assistant Chief, Vaccine Management and VFC Program Section
Immunization Branch
The Purpose of VFC Recertification:
Recertification Overview
Polling Question #1

What is VFC Recertification?

a. The EZIZ.org training lessons that need to be completed yearly.

b. The form used to update your Vaccine Coordinator.

c. A federal requirement in which enrolled providers renew their participation annually in the VFC Program in order to continue receipt of VFC vaccines.

d. I don’t know
What is VFC Recertification?

a. The EZIZ.org training lessons that need to be completed yearly.

b. The form used to update your Vaccine Coordinator.

c. A federal requirement in which enrolled providers renew their participation annually in the VFC Program in order to continue receipt of VFC vaccines.

d. I don’t know
The VFC Program was created 24 years ago to help provide vaccines to children whose parents or guardians may not otherwise afford or have access to vaccinations.

VFC Providers have been integral in improving the health of California’s children.

Nowadays, over 10M doses of vaccines are distributed annually to approximately 3,700 active enrolled providers in the state.

60% of CA population 18 years of age and under is eligible to receive VFC supplied vaccines.
The Vaccines for Children (VFC) program helps ensure that all children have a better chance of getting their recommended vaccines. VFC has helped prevent disease and save lives.

CDC estimates that vaccination of children born between 1994 and 2016 will:

- prevent 381 million illnesses
- help avoid 855,000 deaths
- save nearly $1.65 trillion in total societal costs

(That includes $360 billion in direct costs)

or $5,077 for each American

Updated 2017 analysis using methods from "Benefits from Immunization during the Vaccines for Children Program Era --- United States, 1999-2013."

www.cdc.gov/features/vfcprogram
What is VFC Recertification?

• Recertification, also referred to as ‘annual’ re-enrollment, is the process in which enrolled providers renew their participation in the VFC Program in order to continue receipt of VFC vaccines

• Annual recertification is a federal requirement to remain enrolled in the VFC Program

• Recertification is completed electronically through MyVFCvaccines
Overall steps of the Recertification Process includes:

1. Complete required EZIZ Lessons
2. Review participation summary from the previous year (Practice Profile)
3. Verify provider license
4. Update information for vaccine storage and temperature monitoring equipment
5. Review and Update patient estimates of VFC-eligible children to be immunized the coming year
6. Acknowledge and sign updated agreements with the VFC Program.
Important Definitions: Key Practice Staff

• **Provider of Record:**
  Physician-in-chief, medical director, or equivalent role that signs and agrees to the terms of the VFC “Provider Agreement” and the California VFC Program “Provider Agreement Addendum” and who is ultimately accountable for the practice’s compliance. The Provider of Record must be a licensed MD, DO, NP, PA, pharmacist, or a Certified Nurse Midwife with prescription-writing privileges in California.

• **Provider of Record Designee:**
  On-site person that is designated by the Provider of Record to sign VFC documents on his/her behalf and assume responsibility for VFC-related matters in the absence of the Provider of Record.
Important Definitions: Key Practice Staff

• **Vaccine Coordinator:**
  On-site employee who is fully trained and responsible for implementing and overseeing the provider’s vaccine management plan. The Vaccine Coordinator might be responsible for all vaccine management activities, including training other (especially new) staff. In other practices, a different person might have one or more vaccine management responsibilities.

• **Backup Vaccine Coordinator:**
  On-site employee who is fully trained in the practice’s vaccine management activities and fulfills the responsibilities of the Vaccine Coordinator if the Vaccine Coordinator is unavailable.
Key Dates & Information

• 2019’s VFC Recertification will launch on Wednesday, December 12, 2018.

• Recertification will be due on Monday, January 21, 2019.

• You must complete required training lessons before you can access the Recertification form.

• In order to continue to receive VFC Supplied vaccines during 2019, each VFC provider account must be on active-Recertified status.
Program Requirements
VFC Provider Agreement

• Outlines federal requirements to receive publicly funded VFC vaccines

• Review of this information is key for the provider of record!
CA-specific requirements:
• Vaccine management
• Training
• Storage equipment
• Vaccine ordering
• Vaccine administration
• Program integrity
Signing the Agreement

- By signing the VFC Provider Agreement and the VFC Provider Agreement Addendum, the Provider of Record agrees to follow all VFC requirements for participation in the VFC Program.

- The medical director, or equivalent, authorized to administer pediatric vaccines under CA law signs the provider agreement.

- Providers signing the agreement on behalf of a multi-provider practice must have the authority to sign on behalf of the entire organization.

- The Provider of Record is held accountable to the organization’s compliance, site visit requirements, and educational requirements.
2019 VFC Requirements - Highlights

• Administer all ACIP-recommended vaccines (including flu) in-house; do not refer patients to other facilities where they might be charged for vaccine administration.

• Ensure that VFC-eligible children have access to non-routine, ACIP-recommended vaccines when indicated or when requested.

• Administer all VFC-supplied vaccines at the approved location for the VFC PIN; administration of doses outside the approved location (e.g., special event clinics, health fairs, special school clinics, or mass vaccination clinics) is not routinely allowed and requires prior approval from the VFC Program.

• For non-Medi-Cal, VFC-eligible children, waive the administration fee if the parent/guardian is unable to pay. Never bill parents who are unable to pay the waived administration fees.
### Summary of all VFC Program Requirements

**California Vaccines for Children (VFC) Program**

**2019 Program Participation Requirements at a Glance**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Summary</th>
<th>Resources/Job Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vaccine Management Plan</strong></td>
<td>Maintain a current and completed vaccine management plan (for routine and emergency situations) that includes practice-specific, vaccine-management guidelines and protocols, names of staff with temperature monitoring responsibilities, and completion dates of required EZIZ lessons for key practice staff. Review and update the plan at least annually, when VFC Program requirements change, and when staff with designated vaccine-management responsibilities change. Designate a staff member responsible for updating the practice’s management plan. Ensure staff with assigned vaccine-management responsibilities review, sign, and date the vaccine management plan annually and each time it is updated. Keep the vaccine management plan in a location easily accessible by staff, ideally near the vaccine storage units. The vaccine management plan must be in a current, completed, and signed format. Ensure all staff members have read and signed the vaccine management plan.</td>
<td>EZIZ VFC Program Requirements lesson</td>
</tr>
<tr>
<td></td>
<td><strong>UPDATED!</strong></td>
<td>Vaccine Management Plan (IMM-1122)</td>
</tr>
<tr>
<td><strong>Key Practice Staff</strong></td>
<td>Designate and maintain key practice staff in the practice’s profile, and report key practice staff changes on the online form on MyVFCVaccines. Changes to the Provider or Provider of Record Designee cannot be made online, and a Key Practice Staff Change Request form needs to be completed and submitted to the VFC Program. There are four required VFC roles: <strong>Provider of Record (POR):</strong> The physician-in-chief, medical director, or equivalent role that signs and agrees to the terms of the VFC “Provider Agreement” and the California VFC Program “Provider Agreement Addendum” and is ultimately accountable for the practice’s compliance. Must be a licensed MD, DO, NP, PA, pharmacist, or a Certified Nurse Midwife with prescription-writing privileges in California. <strong>Provider of Record Designee:</strong> The on-site person designated by the Provider of Record to sign VFC documents on his/her behalf and to assume responsibility for VFC matters in his/her absence. <strong>Vaccine Coordinator:</strong> An on-site employee who is fully trained and responsible for implementing and overseeing the provider’s vaccine management plan. <strong>Backup Vaccine Coordinator:</strong> An on-site employee fully trained in the practice’s vaccine management activities and fulfills the responsibilities of the Vaccine Coordinator in his/her absence. <strong>Immunization Champion (optional):</strong> A staff member who goes above and beyond their normal duties to promote immunizations to patients and in the community.</td>
<td>Vaccine Coordinator Roles &amp; Responsibilities (IMM-966)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VFC Key Practice Staff Change Request Form (IMM-1166)</td>
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</tbody>
</table>
The Provider Operations Manual (POM) is a reference guide that helps providers stay compliant with VFC Program requirements.

This reference guide provides clear instructions that help providers incorporate VFC Program requirements and best practices into their existing practice protocols.
Polling Question #2

The Provider of Record must agree to comply with which document that details CA specific requirements related to vaccine management, training, storage equipment, vaccine ordering, vaccine administration and program integrity?

a. VFC Provider Agreement
b. VFC Provider Agreement Addendum
c. Program Participation Requirements at a Glance
d. Provider Operations Manual
Answer:

The Provider of Record must agree to comply with which document that details CA specific requirements related to vaccine management, training, storage equipment, vaccine ordering, vaccine administration and program integrity?

a. VFC Provider Agreement
b. VFC Provider Agreement Addendum
c. Program Participation Requirements at a Glance
d. Provider Operations Manual
Training and IT Requirements
VFC’s Educational Requirement

- Every provider must receive comprehensive training upon enrollment and annually thereafter.
- All key practice staff are required to fulfill federal educational requirements annually which includes a VFC programmatic training, covering VFC program requirements outlined in the agreement, and training on proper vaccine storage and handling.
- This requirement is met by completing a set of EZIZ Lessons.
- Lessons must be completed BEFORE each practice can re-enroll or recertify each year.

![Table showing the required lessons and their start dates](image)
<table>
<thead>
<tr>
<th>Lessons</th>
<th>Start Date</th>
<th>Key Practice Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Vaccine Coordinator</td>
</tr>
<tr>
<td>VFC Program Requirements (*)</td>
<td>Recertification Launch</td>
<td>✔</td>
</tr>
<tr>
<td>Storing Vaccines (*)</td>
<td>Recertification Launch</td>
<td>✔</td>
</tr>
<tr>
<td>Monitoring Storage Unit Temperatures (*)</td>
<td>Recertification Launch</td>
<td>✔</td>
</tr>
<tr>
<td>Conducting a Vaccine Inventory (*)</td>
<td>Recertification Launch</td>
<td>✔</td>
</tr>
<tr>
<td>Provider Operations Manual (NEW)</td>
<td>Recertification Launch</td>
<td>✔</td>
</tr>
<tr>
<td>Vaccine Management Plan (Updated)</td>
<td>Recertification Launch</td>
<td>✔</td>
</tr>
</tbody>
</table>

*Test-out option available
Provider Operations Manual (POM) Acknowledgement Lesson

This resource will be outlined as part of this year’s lessons.

✓ Keep the printed copy in a location easily accessible to key practice staff.

✓ Refer to the easy step-by-step procedures when staff have questions performing vaccine-related tasks.

✓ Click the check box at the end to receive credit for this lesson.
VFC’s Annual Educational Requirement

• If you took the required lessons in the previous year with a passing score and also received a passing score on this year’s Pre-lesson Check, you will have the option to skip the lesson (test-out) or take it again to refresh your knowledge.

• Other staff with vaccine management responsibilities should also take the EZIZ Lessons.
EZIZ Training Account

• Complete all lessons under one training account per user
  • Do not use/create multiple training accounts per person.
  • Contact the VFC Call Center if you do not remember your username or password.
• Ensure that your training account is linked to your practice’s VFC PIN.
• All key practice staff within the practice must have taken the lesson before the online form can be accessed.
When to Begin the Required Trainings

• Once Recertification is launched, you may begin taking the required lessons on www.EZIZ.org.

• Any lessons completed prior to the Recertification launch date will not receive credit towards 2019 VFC Recertification.
Internet Browsers

• Ensure that your Internet browser is up to date
• Use either Internet Explorer or Firefox
• Delete your browser history
• Install Adobe Flash and enable JavaScript
• Pop-ups will provide instructions as needed.
Congratulations! Your score qualifies you to skip the rest of this lesson (test-out). Please click OK to continue to the lesson, or click CANCEL to skip the lesson.

Are you sure that you want to restart all the lessons required for recertification?

This best viewed with Javascript. Please turn on Javascript by visiting site.
Polling Question #3

When should you begin taking the EZIZ lessons required for Recertification?

a. 1 month before Recertification launch
b. Now
c. Once Recertification launches
d. Never; I already passed the lesson last year.
Answer:

When should you begin taking the EZIZ lessons required for Recertification?

a. 1 month before Recertification launch
b. Now
c. Once Recertification launches
d. Never; I already passed the lesson last year.
Prepare for Recertification
Gather information needed ahead of time to complete the online VFC Recertification Form.
VFC will pre-load estimated number of VFC eligible children to be immunized during 2019 based on reported vaccine administration.

Your practice must verify and edit these figures, plus add private patients, based on your actual patients served during 2018.

**Tip:** Run reports now from your Electronic Health Record (EHR), Immunization Registry, or VFC Vaccine Usage Logs to gather patient population data.
The California Department of Consumer Affairs BreEZe online service allows consumers to verify professional licenses.

Verify Medical Licenses & NPI numbers ahead of time
Providers can look up their National Provider Identification (NPI) number on the National Plan & Provider Enumeration System (NPPES) website.
The VFC Program requires annual calibration testing for all primary and backup temperature monitoring devices, or every other year when the manufacturer recommends a period longer than two years.

Devices that are determined to not be accurate to ±1.0°F (+0.5°C) must be replaced.

**Tip:** Verify that your data logger (DDL) calibration is up to date

- Go to [http://eziz.org/vaccine-storage/calibrated-thermometers/](http://eziz.org/vaccine-storage/calibrated-thermometers/) for more information on data logger calibration testing
- Ensure that all staff with temperature monitoring responsibilities are trained on the use of your clinic’s data loggers
Plan Ahead: If any of your data loggers have an expired certificate of calibration, or will be expiring soon, make sure you send your DDLs for calibration services prior to submitting your recertification.

Verify Data Logger Calibrations and Gather Certificates of Calibration
All key practice staff are required to fulfill federal educational requirements by completing the EZIZ Lessons.

This must be done prior to accessing the 2019 Recertification form.

**Tip:** Keeping in mind that staff will need a couple of hours to complete all required lessons, calendar time in advance!

- Lessons cannot be completed prior to Recertification launch date.
- Any lessons completed prior to the Recertification launch date will not receive credit towards 2019 VFC Recertification.
Work with your VFC Field Representative now to correct any issues that may block you from completing Recertification

The following items will block you from accessing Recertification

1. Providers suspended for *mandatory corrective actions*
2. Providers with Digital MIN/MAX thermometers
3. Providers with a household grade combination refrigerator/freezer unit
Completing the Recertification Form
Recertification Form

- Set aside time to complete the Recertification form in one sitting.
- Information will be pre-filled on each page of the Recertification form. Ensure all the information is up to date or make changes as necessary.
- Information entered on each page will automatically be saved as you move forward.
Thank you for your participation in the California Vaccines for Children Program during 2018. Over 6 million children under 18 years of age in the state are eligible to participate in VFC Program. We appreciate your efforts in ensuring that California's children are protected against vaccine-preventable diseases.

Your VFC Practice Profile:

- **Your Practice Volume and Order Frequency:** Low Volume - Every 3 months
- **Total vaccine doses received in 2018:** 2630, Total Cost: $12,308.70
  - VFC: 160.00, Total Cost $12,308.70
  - Flu: 2,470.00, Total Cost $0.00
- **Vaccine doses wasted:** 4, Total cost: $158.28
  - Expired: 0, Total Cost $0.00
  - Wasted: 0, Total Cost $0.00
  - Spoiled: 4, Total Cost $158.28
- **VFC eligible children reported in 2018:** Ages <1: 17 Ages 1-6: 0
- **VFC eligible adolescents reported in 2018:** Ages 7-18: 0
- **Percentage of VFC eligible patients 0-18 years of age in your practice:** 100%

2018 Summary of VFC Population and Vaccine Administration (12 month period, January 2018 - December 2018):

Total VFC Eligible Children (<1 - 6 years) Reported in 2018: 17, 100%

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Pediatric Vaccine Administration, January 2018 - December 2018.

- **Report**
- **Target**

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* Total doses used include a sum of all products (single and combination vaccines) in the vaccine group.
* Target for rotavirus is based on the 3-dose schedule for RotaTeq®. Providers using Rotarix® will have a lower target usage due to the 2-dose schedule for Rotarix®.

**Key Provider Messages:**
- Providers enrolled in the VFC Program agree to provide all ACIP recommended vaccines for populations served.
Required Lesson Information for Your PIN

In order to access and complete VFC’s 2019 Recertification form, every California VFC provider must complete federal VFC educational requirements for the practice. The training modules are now available on the EZIZ.org training page. Providers cannot begin to recertify until training has been completed by key practice staff.

The following EZIZ accounts associated with your PIN have reviewed and acknowledged the Vaccine Management Plan and the new 2019 Provider Operation Manual and have completed the 3 lessons required for the Provider of Record and Provider of Record Designee:

- Christina Sapad

The following EZIZ accounts associated with your PIN have reviewed and acknowledged the Vaccine Management Plan and the new 2019 Provider Operation Manual and have completed the 4 lessons required for the Vaccine Coordinator and Backup Vaccine Coordinator:

- Christina Sapad

If you are ready to start the 2019 Recertification, click the start button below to begin.
# Practice Information

## Vaccines for Children (VFC) Program Provider eRecertification Form

It is a federal requirement that the Provider of Record of each enrolled site to which VFC Program vaccines will be delivered must complete and re-submit this form at least once a year. Enrolled sites should update their information whenever (1) the estimated number of eligible children to be served changes; (2) the status of the facility changes (e.g., a private provider becomes an agent of a federally qualified health center, etc.); or (3) the persons with prescription-writing privileges change. To change your provider type, please contact the VFC customer service line at 1-877-243-8832

### Practice Information / Shipping Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Practice Name (or trade name)</td>
<td></td>
</tr>
<tr>
<td>PIN</td>
<td>222222</td>
</tr>
<tr>
<td>Registry ID (if you have one)</td>
<td>VFC123</td>
</tr>
<tr>
<td>Vaccine Delivery / Shipping Address (no P.O. Box)</td>
<td></td>
</tr>
<tr>
<td>Delivery Address, Part 2</td>
<td></td>
</tr>
<tr>
<td>Employer ID Number (EIN) *</td>
<td></td>
</tr>
<tr>
<td>CHDP Provider? *</td>
<td>Yes</td>
</tr>
<tr>
<td>Facility Type?</td>
<td>State Licensed Community Health Center (non-Federal)</td>
</tr>
</tbody>
</table>

### Delivery Days and Times

- **Tuesday**: Open From 8AM to 5PM, Closed/Lunch From 12PM to 1PM
- **Wednesday**: Open From 8AM to 5PM, Closed/Lunch From 12PM to 1PM
- **Thursday**: Open From 8AM to 5PM, Closed/Lunch From 12PM to 1PM
- **Friday**: Open From 8AM to 5PM, Closed/Lunch From 12PM to 1PM

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**Notes:**
- *= required field  
- I = more information
## Key Practice Staff

![Vaccines for Children (VFC) Program Provider eRecertification Form](image)

Those that are also part of our Vaccines for Adults (VFA) Program will need to enter the primary VFA Contact.
Include any storage and temperature monitoring equipment that will be used for federally purchased vaccines (VFC and 317), including those located on mobile clinics.
You must check this box if you put 0 patients under privately insured.

“Acknowledge that our practice does not see privately insured patients based on the data source selected above. Misrepresentation of your patient estimates may lead to fraud.”
Additional Healthcare Providers

### Vaccines for Children (VFC) Program Provider eRecertification Form

#### Health Care Providers with Prescription Writing Privileges

Instructions: You must use this form to list all other health care providers at your facility with prescription writing privileges who will administer VFC-supplied vaccines. Note: It is not necessary to include the names of all staff who may administer VFC vaccine, but rather only those who possess a medical license or are authorized to write prescriptions.

<table>
<thead>
<tr>
<th>#</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>NATIONAL PROVIDER ID (NPI)</th>
<th>MEDICAL LICENSE NUMBER</th>
<th>TITLE</th>
<th>SPECIALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Doe</td>
<td>John</td>
<td>223456789</td>
<td></td>
<td>MD</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>2</td>
<td>Smith</td>
<td>Jane</td>
<td>547654321</td>
<td></td>
<td>NP</td>
<td>Family Practice</td>
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### Add New Providers:

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<th>NATIONAL PROVIDER ID (NPI)</th>
<th>MEDICAL LICENSE NUMBER</th>
<th>TITLE</th>
<th>SPECIALTY</th>
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<tbody>
<tr>
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</tbody>
</table>

* = required field; i = more information
VFC Provider Agreement

California Vaccines for Children (VFC) Program Provider Agreement Addendum

IMPORTANT: This section must be completed by the Provider of Record. This is a legal agreement between the Provider of Record and the VFC Program. To renew participation in the VFC Program and receive publicly funded vaccines, the clinic’s Provider of Record must review and agree to the following conditions on behalf of himself/herself and all the practitioners, nurses, and others associated with this clinic.

1. Vaccine Management Plan
   A. Maintain a current and completed vaccine management plan (for routine and emergency situations) that includes practice-specific vaccine management guidelines and protocols, names of staff with temperature monitoring responsibilities, and completion dates of required E2E2 lessons for key practice staff.
   B. Review and update the plan at least annually, when VFC Program requirements change, and when staff with designated vaccine-management responsibilities change.
   C. Designate a staff member responsible for updating the practice’s management plan.
   D. Ensure staff with assigned vaccine-management responsibilities review, sign, and date the vaccine management plan annually and each time it is updated.
   E. Store the vaccine management plan in a location easily accessible by staff, ideally near the vaccine storage units.

2. Training & Staffing
   A. Designate an on-site Provider of Record Designee authorized to sign VFC Program documents and assume responsibility for VFC-related matters in the absence of the Provider of Record.
   B. Designate fully trained, on-site Vaccine Coordinator and Backup Vaccine Coordinator as outlined in Vaccine Coordinator Roles & Responsibilities.
   C. Ensure Provider of Record and Designee, Vaccine Coordinator, and Backup, and other key practice staff comply with federal VFC educational requirements, such as annual E2E2 trainings; ensure staff demonstrate competency in their assigned VFC responsibilities.
   D. Ensure staff are knowledgeable of and familiar with all ACIP-recommended immunizations, including schedules, indications, dosages, and new products.
   E. Ensure staff, including supervisors and new employees, are properly trained on temperature monitoring, including proper use of the practice’s digital data loggers and the required corrective actions for out-of-range temperatures.
   F. Ensure staff authorized to accept packages are trained to immediately notify the Vaccine Coordinator when vaccines are delivered.
   G. Conduct regular vaccine transport drills to maintain competency and readiness for emergencies.
   H. Immediately report to the VFC Program any changes in key practice staff who have immunization-related responsibilities; a change in the Provider of Record or Designee requires a signed Key Practice Staff Change Request Form.

3. Vaccine Storage Units
   A. Use only refrigerators or freezers that comply with VFC vaccine storage unit requirements. Very high volume providers must use purpose-built (pharmacy-, biologic-, or laboratory-grade) refrigerators. Other providers may use refrigerators and freezers that are purpose-built (preferred) or commercial-grade (acceptable). Household-grade, stand-alone units are discouraged. Purpose-built combination units, including auto-dispensing units without doors, are allowed.
   B. Acknowledge that manual-defrost freezers are acceptable if the practice has access to an alternate storage unit when defrosting the freezer. The alternate storage unit must comply with VFC vaccine storage unit requirements and be monitored using a VFC-compliant digital data logger.
   C. Never use any of the following for routine vaccine storage: household-grade, combination refrigerator-freezers; compact, household-grade, stand-alone refrigerators (with capacity 11 cubic feet or less); dormitory-style or bar-style combination refrigerator/freezers; manual-defrost refrigerators; convertible units; cryogenic (Ultra-low) freezers; or any vaccine transport unit (including coolers and battery-operated units).
   D. Purchase new refrigerators (purpose-built) or freezers (any grade) if existing storage units experience frequent temperature excursions jeopardizing vaccine supply, or malfunctioning resulting in spoiled vaccines.

4. Vaccine Storage Unit Configuration
   A. Prepare vaccine refrigerators and vaccine freezers following VFC Program requirements.
   B. Place water bottles (in refrigerators) and ice packs (in freezers only) to stabilize temperatures. (Exception for purpose-built, auto-dispensing units without doors.)
   C. Place buffered probes in the center of the refrigerator and freezer near vaccines. (Exception for purpose-built, auto-dispensing units without doors.)
   D. Place the data logger’s digital display outside the unit to allow temperature monitoring without opening vaccine storage unit doors. (Exception for purpose-built, auto-dispensing units without doors.)
   E. Plug the vaccine refrigerator and freezer directly into nearby, dedicated wall outlets that do not have built-in GFI circuit switches and are not controlled by light switches; never plug vaccine storage units into extension cords, or power strips or surge protectors with an on/off switch.
   F. Post “Do Not Unplug” (DHHS-744) signs on electrical outlets and circuit breakers to prevent interruption of power.
   G. Set up vaccine refrigerators and vaccine freezers following VFC Program requirements.
   H. Clearly identify VFC-supplied and privately purchased vaccines. Designate and label separate shelf space or mesh baskets.
   I. Clearly label shelves or baskets to group vaccines by pediatric, adolescent, and adult types.
   J. Allocate enough space to position vaccines or baskets 2-3 inches away from walls, storage unit floor, and other baskets to allow space for air circulation. (Exception for purpose-built, auto-dispensing units without doors.)
   K. Post VFC temperature logs on vaccine storage unit doors or in an easily accessible location.

5. Digital Data Loggers
In addition to the VFC Agreement, 317 providers (LHDs) will see a 317 Agreement. VFA Providers have a separate 317 Agreement tailored towards VFA requirements.
What Happens After Recertification
After Submitting Recertification

• Email confirmation will be sent to all key practice staff and the person who completed the Recertification Form

• Any required follow-up actions will be at the top of confirmation of submission page and the confirmation email

• View your submitted Recertification on your MyVFCvaccines home page and click on the link “View Recertification”
Review and Update Vaccine Management Plan

• Review your vaccine management plan and update with any changes

• All key practice staff must sign the plan annually
If You Need to Update Information After Recertification
Not Submitting Recertification
Not Submitting Recertification On-Time

• Not submitting Recertification by the stated deadline will lead to account suspension
  • No VFC orders can be placed
  • No VFC vaccine transfers to the clinic can be submitted

• Failure to submit within a certain time period after the deadline will lead to termination from the VFC Program
Summary
Plan ahead & set time

- Designate time on your calendar to complete Recertification activities
- Check with your IT Department to ensure your browsers are up-to-date, and Adobe Flash Player and JavaScript are enabled
- Run reports now from your Electronic Health Record (EHR), Immunization Registry, or VFC Vaccine Usage Logs to gather patient population data
- Ensure your data logger calibration certificates are up-to-date
- Verify medical license information for health care providers with prescription-writing privileges that will be administering vaccines
Steps for Successful Completion

Plan ahead and set aside time

Optional-Complete Recertification Worksheet

Verify Medical Licenses & NPI numbers ahead of time

Verify Data Logger Calibrations and gather Certificates of Calibration

VFC Provider Education (take the lessons first)

Internet Browser is up to date and Adobe Flash is enabled

Complete the Recertification Form

Review Program Requirements & Program Operations Manual

Complete Recertification process by January 21, 2019
Question and Answer Session

- Thank you for your submitted questions!
- Any unanswered questions will be added to VFC’s Recertification FAQs document and posted on EZIZ along with this webinar recording.

### EZIZ Lessons

<table>
<thead>
<tr>
<th>Required Lesson</th>
<th>Start Date</th>
<th>Key Practice Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC Program Requirements *</td>
<td>Recertification Launch</td>
<td>✔️ ✔️ ✔️ ✔️ ✔️</td>
</tr>
<tr>
<td>Storing Vaccines*</td>
<td>Recertification Launch</td>
<td>✔️ ✔️ ✔️ ✔️ ✔️</td>
</tr>
<tr>
<td>Monitoring Storage Unit Temperatures*</td>
<td>Recertification Launch</td>
<td>✔️ ✔️ ✔️ ✔️ ✔️</td>
</tr>
<tr>
<td>Conducting a vaccine inventory *</td>
<td>Recertification Launch</td>
<td>✔️ ✔️ Encouraged Encouraged</td>
</tr>
<tr>
<td>Provider Operations Manual (NEW)</td>
<td>Recertification Launch</td>
<td>✔️ ✔️ ✔️ ✔️ ✔️</td>
</tr>
<tr>
<td>Vaccine Management Plan (Updated)</td>
<td>Recertification Launch</td>
<td>✔️ ✔️ ✔️ ✔️ ✔️</td>
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</tbody>
</table>

* Test-out option available

### FAQs

1. **Q:** What lessons are the Vaccine Coordinator, Backup Vaccine Coordinator, Provider of Record, and Provider of Record Designee required to complete for 2019 Recertification?
   **A:** The lessons required by role are listed below:

2. **Q:** When can providers and key practice staff start taking the EZIZ lessons required for 2019 Recertification?
   **A:** Once 2019 Recertification has launched, they may begin taking the required lessons and receive credit for completion. **IMPORTANT:** Any lessons completed prior to the Recertification launch date will not receive credit towards 2019 VFC Recertification.

3. **Q:** Does it matter what internet browser I use to complete the lessons?
   **A:** There are certain browsers and versions that can be used to complete the lessons, however Internet Explorer and Mozilla Firefox have been the most compatible with the EZIZ lessons. Ensure that your internet browsers are up-to-date and that your browser history is cleared to prevent issues with accessing the lessons. The lessons will require that Adobe Flash and JavaScript are enabled.

4. **Q:** One of the lessons did not display my post-lesson test results - how do I know if I passed?
   **A:** If there is a link that says “Certificate” and a date completed in your learning history for that lesson, then you passed. If there is a link that says “Retry”, then you did not pass the lesson and must retake it.
Thank You

We would like to thank you for your renewed participation in the California Vaccines for Children (VFC) Program!

Please complete the survey to let us know how we are doing and to suggest future topics you would like more information on.