



LHD 317

Immunization Branch

Getting Ready for LHD 317 Recertification “Part 2” in myCAvax!

Dear Provider,

Thank you for your continued participation in the Local Health Department (LHD) 317 Program! Annual recertification and training are requirements for enrolled providers to continue receiving publicly purchased vaccines in the LHD 317 Program. In order to complete the recertification, providers must complete “Part 2” of the process in myCAvax. Not completing the 2024 Recertification process will result in the suspension of 317 vaccine ordering privileges, access to vaccine management functions and eventual account termination from the LHD 317 Program.

2024 LHD 317 myCAvax Recertification Process

LHD 317 Recertification in myCAvax opens on February 20th!

The official Go-Live date of the LHD 317 Program in myCAvax is scheduled for Tuesday, February 20th.

Gather Your Information Using the LHD 317 Recertification Worksheet

Utilize the [LHD 317 Recertification Worksheet](#) to gather essential pieces of information before beginning the online myCAvax recertification process. Please note, the fields highlighted in yellow will indicate information that will be migrated and pre-populated from MyVFCVaccines.

Complete the LHD 317 Program’s Educational Requirements

LHD 317 Program Key Practice Staff should complete the training modules on EZIZ.org. Starting on February 20th, a new lesson “LHD 317 Program Requirements” will be available to view and complete. The Provider of Record, Vaccine Coordinators and Provider of Record Designee should review this lesson in order to understand and acknowledge the 2024 program requirements. lesson in order to understand and acknowledge the 2024 program requirements.

Log in to myCAvax to access the online LHD 317 Recertification

At this time, the site's Primary Vaccine Coordinator, will have the initial access to log into myCAvax to complete the LHD 317 Recertification. Log in at <https://mycavax.cdph.ca.gov/s/login/> and click on "Recertify Location(s)."

Verify and Update Your Practice Information

Some fields in the myCAvax Recertification form will be pre-populated with information from the MyVFCVaccines system. Review and update the following information as necessary:

- Step 1: Provider Location Information (Address, Phone, LHD 317 Pin, Registry ID, Delivery Days etc)
This information will be pre-populated from information entered during Part 1 of the Recertification in MyVFCVaccines. Review and update as needed.
- Step 2: Key Practice Staff
The Vaccine Coordinator field will be pre-populated with contact information from MyVFCVaccines. The Vaccine Coordinator is expected to list staff members as the Provider of Record, Primary and Back Up Vaccine Coordinators, and Provider of Record Designee who are responsible for managing the adult patient population.
- Step 3: Storage Capacity
Enter all units that will be used to store LHD 317 vaccines and corresponding temperature monitoring devices. Existing storage units from other CDPH programs (BAP, SGF) are available to view and add to LHD 317 if stored in the same units. Brand new units need to be added.
- Step 4: Provider Population
This section will be pre-populated from information entered during Part 1 of the Recertification in MyVFCVaccines. Review and update the estimated number of adults 19 years of age and older who will receive immunizations in the upcoming 12-month period. Data should be based on immunization registry usage reports, Electronic Health Record usage reports, LHD 317 usage logs, billing information etc.
- Step 5: Health Care Providers with Prescription Writing Privileges
List all health care providers who will be administering LHD 317-supplied vaccines. All medical licenses must be verified and will be validated electronically. Your site

will be unable to move forward with completing the Recertification process if a license cannot be verified. You can verify the license number from the [California Department of Consumer Affairs](#). Please make sure you enter the name exactly as it appears on the medical license. Do not include title (MD, DO etc).

- *Step 6: Review Recertification and Request for E-Signature*
Review the information that was previously entered from Steps 1 - 5 are correct. Submit for an electronic signature from the LHD 317 Provider of Record.
- *Step 7: Review E-Signature*
The Provider of Record must review and acknowledge compliance with all the requirements outlined in the [2024 LHD 317 Provider Agreement](#) and [2024 Provider Agreement Addendum](#). The POR will be notified by email to review and sign the documents via DocuSign. Once the documents have been signed, the Recertification will be moved to Completed and Approved status.

Resources

[LHD 317 Provider Agreement](#)

[LHD 317 Provider Agreement Addendum](#)

[LHD 317 Recertification Worksheet](#)

If you have any questions about the LHD 317 Recertification process, please email us at the ProviderCallCenter@cdph.ca.gov or call us at 833-502-1245.

Thank you,



California Department of Public Health | Immunization Branch
Local Health Department 317 (LHD 317) Program

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EZIZ.org [eziz.org]