

2020 Program Participation Requirements at a Glance

Requirement	Summary	Resources/Job Aids
<p>Vaccine Management Plan</p> <p><i>UPDATED!</i></p>	<p>Maintain a current and completed vaccine management plan (VMP) 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.</p> <p>Review and update the VMP at least annually, when VFC Program requirements change, and when staff with designated vaccine-management responsibilities change.</p> <p>Designate a staff member responsible for updating the practice’s VMP.</p> <p>Staff with assigned vaccine-management responsibilities must review, sign, and date the VMP annually and each time it is updated.</p> <p>Follow emergency guidelines to prepare for, respond to, and recover from any vaccine-related emergencies.</p> <p>Store the vaccine management plan in a location easily accessible by staff, ideally near the vaccine storage units.</p> <p>For practices using mobile units to administer VFC-supplied vaccines: Mobile-only clinics or clinics with mobile units must maintain a current and complete Mobile Unit Vaccine Management Plan and keep it in the mobile unit.</p>	<p>EZIZ VFC Program Requirements lesson</p> <p>Vaccine Management Plan (IMM-1122)</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p> <p>Mobile Unit Vaccine Management Plan (IMM-1276)</p>
<p>Key Practice Staff</p> <p><i>UPDATED!</i></p>	<p>Designate and maintain key practice staff in the practice’s profile. Immediately report to the VFC Program changes to key practice staff. A change in the Provider of Record or Designee requires a signed Key Practice Staff Change Request Form.</p> <p>There are four required VFC roles:</p> <p>Provider of Record (POR): The on-site physician-in-chief, medical director, or equivalent, who signs 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.</p> <p>Provider of Record Designee: The on-site person who is authorized to sign VFC Program documents and assumes responsibility for VFC-related matters in the absence of the Provider of Record.</p> <p>Vaccine Coordinator: An on-site employee who is fully trained and responsible for implementing and overseeing the practices vaccine management plan.</p> <p>Backup Vaccine Coordinator: 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.</p>	<p>Vaccine Coordinator Roles & Responsibilities (IMM-968)</p> <p>VFC Key Practice Staff Change Request Form (IMM-1166)</p>

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	<p>Immunization Champion (optional): A staff member who goes above and beyond their normal duties to promote immunizations to patients and in the community.</p>																																																		
<p>Staff Training Requirements</p> <p><i>UPDATED!</i></p>	<p>Anyone acting in VFC roles (Provider of Record and Designee; Vaccine Coordinator and Backup) must complete the required EZIZ lessons when hired and annually thereafter; staff must demonstrate competency in their assigned VFC roles.</p> <p>Any clinician who administers VFC-supplied vaccines must be knowledgeable of and familiar with all ACIP-recommended immunizations, including schedules, indications, dosages, and new products.</p> <p>All staff who conduct VFC Program eligibility screening, documentation, and billing (e.g., front- or back-office staff) must be knowledgeable of VFC eligibility, documentation, and billing requirements.</p> <p>All staff and supervisors who monitor storage unit temperatures or sign off on VFC temperature logs must complete the related EZIZ lesson when hired and annually thereafter; they must be fully trained on use of the practice’s data loggers.</p> <p>Train staff who are authorized to accept packages to immediately notify the Vaccine Coordinator when VFC-supplied vaccines are delivered.</p> <p>Conduct regular vaccine transport drills to maintain competency and readiness for emergencies.</p> <p>Required training by role:</p> <table border="1" data-bbox="386 808 1625 1507"> <thead> <tr> <th colspan="2" data-bbox="386 808 743 954" rowspan="2">✓ = Required Lesson</th> <th data-bbox="743 808 928 954" rowspan="2">When to Start Lesson</th> <th colspan="4" data-bbox="928 808 1625 847">Key Practice Staff</th> </tr> <tr> <th data-bbox="928 847 1104 954">Vaccine Coordinator</th> <th data-bbox="1104 847 1281 954">Backup Vaccine Coordinator</th> <th data-bbox="1281 847 1457 954">Provider of Record</th> <th data-bbox="1457 847 1625 954">Provider of Record Designee</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 954 470 1312" rowspan="4">Lessons</td> <td data-bbox="470 954 743 1062">VFC Program Requirements (New)</td> <td data-bbox="743 954 928 1062">Recertification Launch</td> <td data-bbox="928 954 1104 1062">✓</td> <td data-bbox="1104 954 1281 1062">✓</td> <td data-bbox="1281 954 1457 1062">✓</td> <td data-bbox="1457 954 1625 1062">✓</td> </tr> <tr> <td data-bbox="470 1062 743 1127">Storing Vaccines*</td> <td data-bbox="743 1062 928 1127">Recertification Launch</td> <td data-bbox="928 1062 1104 1127">✓</td> <td data-bbox="1104 1062 1281 1127">✓</td> <td data-bbox="1281 1062 1457 1127">✓</td> <td data-bbox="1457 1062 1625 1127">✓</td> </tr> <tr> <td data-bbox="470 1127 743 1234">Monitoring Storage Unit Temperatures*</td> <td data-bbox="743 1127 928 1234">Recertification Launch</td> <td data-bbox="928 1127 1104 1234">✓</td> <td data-bbox="1104 1127 1281 1234">✓</td> <td data-bbox="1281 1127 1457 1234">✓</td> <td data-bbox="1457 1127 1625 1234">✓</td> </tr> <tr> <td data-bbox="470 1234 743 1312">Conducting a Vaccine Inventory*</td> <td data-bbox="743 1234 928 1312">Recertification Launch</td> <td data-bbox="928 1234 1104 1312">✓</td> <td data-bbox="1104 1234 1281 1312">✓</td> <td data-bbox="1281 1234 1457 1312">Encouraged</td> <td data-bbox="1457 1234 1625 1312">Encouraged</td> </tr> <tr> <td data-bbox="386 1312 470 1507" rowspan="2">Review & Acknowledge</td> <td data-bbox="470 1312 743 1419">Provider Operations Manual (Updated)</td> <td data-bbox="743 1312 928 1419">Recertification Launch</td> <td data-bbox="928 1312 1104 1419">✓</td> <td data-bbox="1104 1312 1281 1419">✓</td> <td data-bbox="1281 1312 1457 1419">✓</td> <td data-bbox="1457 1312 1625 1419">✓</td> </tr> <tr> <td data-bbox="470 1419 743 1507">Vaccine Management Plan</td> <td data-bbox="743 1419 928 1507">Recertification Launch</td> <td data-bbox="928 1419 1104 1507">✓</td> <td data-bbox="1104 1419 1281 1507">✓</td> <td data-bbox="1281 1419 1457 1507">✓</td> <td data-bbox="1457 1419 1625 1507">✓</td> </tr> </tbody> </table>	✓ = Required Lesson		When to Start Lesson	Key Practice Staff				Vaccine Coordinator	Backup Vaccine Coordinator	Provider of Record	Provider of Record Designee	Lessons	VFC Program Requirements (New)	Recertification Launch	✓	✓	✓	✓	Storing Vaccines*	Recertification Launch	✓	✓	✓	✓	Monitoring Storage Unit Temperatures*	Recertification Launch	✓	✓	✓	✓	Conducting a Vaccine Inventory*	Recertification Launch	✓	✓	Encouraged	Encouraged	Review & Acknowledge	Provider Operations Manual (Updated)	Recertification Launch	✓	✓	✓	✓	Vaccine Management Plan	Recertification Launch	✓	✓	✓	✓	<p>EZIZ Training Lessons</p> <p>Provider Operations Manual (IMM-1248) Chapter One</p>
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	*Test-out option available	
<p>Vaccine Storage Units</p> <p><i>UPDATED!</i></p>	<p>Participating providers agree to store all VFC-supplied vaccines in vaccine refrigerators and freezers that meet California VFC Program requirements. Adherence to storage and handling requirements is certified as part of annual provider recertification and during both routine and unannounced site visits conducted by VFC Field Representatives.</p> <ul style="list-style-type: none"> Use only refrigerators and 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 refrigerators are discouraged. Purpose-built combination units, including auto-dispensing units without doors, are allowed. Only use manual-defrost freezers 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 (DDL). Never store VFC-supplied vaccines in a cooler. 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 combined refrigerator/freezers, manual defrost refrigerators, convertible units, or cryogenic (ultra-low) freezers, or any vaccine transport unit (including coolers and battery-operated units). Purchase new refrigerators (purpose-built) or freezers (any grade) if existing storage units malfunction frequently or experience frequent temperature excursions. <p>For providers designated solely as mass vaccinators: Only use purpose-built vaccine transport units for transport and on-site storage.</p>	<p>EZIZ Vaccine Storage requirements</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>
<p>Vaccine Storage Unit Configuration</p> <p><i>UPDATED!</i></p>	<p>Prepare vaccine refrigerators and vaccine freezers following VFC Program requirements.</p> <ul style="list-style-type: none"> Place water bottles (in refrigerators) and ice packs (in freezers only) to stabilize temperatures. (Exception for purpose-built, auto-dispensing units without doors.) Place data logger buffered probes in the center of refrigerators and freezers near vaccines. (Exception for purpose-built, auto-dispensing units without doors.) Place data logger digital displays outside of the storage units to allow temperature monitoring without opening the vaccine storage unit door. (Exception for purpose-built, auto-dispensing units without doors.) Plug the 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 storage units into extension cords, power strips, or surge protectors with an on/off switch. Post “Do Not Unplug” signs on electrical outlets and circuit breakers to prevent interruption of power. <p>Set up vaccine refrigerators and vaccine freezers following VFC Program requirements.</p> <ul style="list-style-type: none"> Clearly identify unit space or containers that will store VFC-supplied and privately purchased vaccines. Group vaccines by pediatric, adolescent, and adult types. Allocate enough space to position vaccines or baskets 2-3 inches away from walls, floor, and other baskets to allow space for air circulation. (Exception for purpose-built, auto-dispensing units without doors.) 	<p>Preparing Vaccine Storage Units (IMM-962)</p> <p>Setting Up Vaccine Storage Units (IMM-963)</p> <p>Do Not Unplug Sign (IMM-744)</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>

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<p>Digital Data Loggers (DDLs)</p> <p><i>UPDATED!</i></p>	<p>Post VFC temperature logs on vaccine storage unit doors or in an easily accessible location.</p> <p>All staff, including supervisors and new employees, must be properly trained on temperature monitoring including proper use of the practice’s digital data loggers and the required corrective action for out-of-range temperatures.</p> <ul style="list-style-type: none"> Equip all refrigerators and freezers (primary, backup, overflow, or any other temporary unit) storing VFC-supplied vaccines with VFC-compliant digital data loggers. (For purpose-built, auto-dispensing units with doors: built-in, internal data loggers must meet VFC Program requirements except for buffered probes, which are NOT required.) Only use data loggers that include the following minimum features: a digital display of current, minimum, and maximum temperatures; minimum accuracy of ±1.0°F (0.5°C); a buffered temperature probe (only use the probe that comes with the device) immersed in a vial filled with up to 60mL liquid (e.g., glycol, ethanol, glycerin), loose media (e.g., sand, glass beads), or a solid block of material (e.g., Teflon®, aluminum); an audible or visual out-of-range temperature alarm; logging interval of 30 minutes; a low-battery indicator; and memory storage of 4,000 readings or more. A battery source is required for backup devices used during vaccine transport. Keep on hand at least one back (battery operated) DDL for emergency vaccine transport. Depending on the size of the practice, additional devices might be needed <p>When purchasing new data loggers: New devices must be able to generate a summary report of recorded temperature data since the device was last reset; summary reports must include minimum and maximum temperatures, total time out of range (if any), and alarm settings. Devices that only generate CSV data files or Excel spreadsheets are not acceptable.</p>	<p>EZIZ Data Logger Requirements</p> <p>Digital Data Logger Pre-Purchase Worksheet (IMM-1236)</p> <p>Data Logger Setup & Use (IMM-1206)</p> <p>Certificate of Calibration Quick Guide (IMM-1119)</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>
<p>Digital Data Logger Configuration & Maintenance</p> <p><i>NEW SECTION!</i></p>	<p>Digital data loggers must be configured to meet VFC Program requirements.</p> <ul style="list-style-type: none"> Configure key settings for primary and backup digital data loggers, including device name, low and high temperature alarm limits, immediate notification of out-of-range temperatures, and a maximum logging interval of 30-minutes. Store the backup digital data logger’s buffered probe in the vaccine refrigerator and its digital display in a cabinet; document the device’s location on the practice’s vaccine management plan. (Exception for purpose-built, auto-dispensing units without door: store the entire device in a cabinet.) Calibrate primary and backup devices annually (both device and probe together), or every other year when manufacturers recommend a period longer than two years—ideally by a laboratory with accreditation from an ILAC MRA signatory body. Certificates issued by non-accredited laboratories must meet all VFC Program requirements for certificates of calibration. Calibrate primary and backup devices on different schedules to ensure all refrigerators and freezers storing VFC-supplied vaccines are always equipped with data loggers. Keep certificates of calibration on file and make them available to the VFC Program upon request. 	<p>EZIZ Data Logger Requirements</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>

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	<ul style="list-style-type: none"> Purchase a new data logger if existing device or probe malfunctions, is damaged, or if device provides repeated, inaccurate temperature readings. (Exception for replacement probes recommended and replaced by the device manufacturer or calibration company.) 	
<p>Vaccine Orders & Accountability</p> <p><i>UPDATED!</i></p>	<p>Trained and authorized clinic staff must submit vaccine orders through the practice’s account on MyVFCvaccines.org following VFC Program requirements.</p> <ul style="list-style-type: none"> Order all ACIP-recommended vaccines (including flu and special-order vaccines) to meet the needs of the total VFC-eligible patient population reported for the VFC PIN. Order only one brand and formulation for each vaccine to avoid administration errors. Order all vaccine doses in sufficient quantities to last until the next order period; order quantities must factor in VFC vaccine doses administered (since the previous order) and the VFC doses on hand (at the time of the order). Order vaccines according to the provider’s assigned order frequency; provider who have not ordered vaccine in the past calendar year might be terminated from the VFC Program. Order vaccines using the approved practice address for the VFC PIN. Account for every dose of VFC-supplied vaccine ordered and received by the provider’s practice. Report all VFC vaccine doses administered (since the previous order) and doses on hand (at the time of the order) on each vaccine order. Vaccine doses administered must be based on actual vaccine administration logs or registry/EMR administration summary reports. Maintain accurate and separate stock records (e.g., purchase invoices, receiving packing slips) for privately purchased vaccines and make them available to the VFC Program upon request. 	<p>Vaccine Ordering Worksheet (IMM-1246)</p> <p>Vaccine Physical Inventory form (IMM-1052)</p> <p>Usage Logs:</p> <p>VFC Daily Usage Log (IMM-1053)</p> <p>Private Daily Usage Log (IMM-1053P)</p> <p>Flu Daily Usage Log (IMM-1053F)</p> <p>Provider Operations Manual (IMM-1248) Chapter 4</p>
<p>Receiving & Inspecting Vaccine Deliveries</p> <p><i>UPDATED!</i></p>	<p>Follow VFC Program requirements:</p> <ul style="list-style-type: none"> Never reject vaccine shipments. Receive, inspect, and store vaccines and diluents within manufacturer-recommended ranges immediately upon delivery. Immediately report all shipment issues using the VFC Vaccine Receiving Log and Checklist. Keep packing slips for all vaccine shipments received, including publicly funded and private vaccine shipments. The practice must be open with staff available to receive vaccines at least one day a week (other than Monday) and for at least four consecutive hours. 	<p>Vaccine Receiving Log and Checklist (IMM-1112)</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>
<p>Vaccine Storage</p> <p><i>UPDATED!</i></p>	<p>Dedicate vaccine refrigerators and freezers to the storage of vaccines only; if storage of medications or biologics is necessary, store below vaccines on a different shelf.</p> <ul style="list-style-type: none"> Store frozen vaccines (MMR, MMRV, and Varicella) between -58.0°F and 5.0°F (-50.0°C and -15.0°C) according to manufacturer recommendations. Store refrigerated vaccines between 36.0°F and 46.0°F (2.0°C and 8.0°C) according to manufacturer recommendations. Store vaccines in original packaging and allow space for air circulation. Store VFC-supplied and privately purchased vaccines separately and grouped by vaccine type. Do not store vaccines in storage unit doors, drawers, or bins. Place vaccines with the earliest expiration dates toward the front of the storage unit and use first. 	<p>EZIZ Storing Vaccines lesson</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>

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	<ul style="list-style-type: none"> Always store VFC-supplied vaccines at the approved location for the VFC PIN. (For practices conducting outreach clinics: Obtain VFC approval before storing vaccines at outreach clinics.) 	
<p>Monitoring Storage Unit Temperatures</p> <p>UPDATED!</p>	<p>Monitoring storage unit temperatures consistently and accurately plays an important role in protecting the vaccines that protect your patients.</p> <ul style="list-style-type: none"> Record vaccine storage unit temperatures on VFC temperature logs. Monitor and record current, minimum and maximum temperatures twice each day: at the beginning and end of each business day. (For VFC-approved outreach clinics: Special event clinics, health fairs, special school clinics, and mass vaccination clinics must monitor and record current, minimum, and maximum temperatures on the VFC Hourly Vaccine Temperature log for Outreach Clinics every hour. Attach the data logger download, or summary report, if available, to the VFC Refrigerated Vaccine Transport log.) VFC temperature logs must be legible and completed accurately in ink. Neatly cross out, correct, initial, and date any inadvertent documentation error immediately. Download and review temperature data files at the end of every two-week reporting period. The supervisor must review and sign the temperature logs at the end of every two-week reporting period, acknowledging that the log is complete, temperatures were recorded twice daily, staff initialed each entry, and necessary corrective actions were taken. Replace doses (on a dose-for-dose basis) as instructed by the VFC Program if storage unit temperatures are not monitored and documented, if temperature logs or temperature data files are falsified, or if temperature logs or temperature data files are missing during a site visit. Retain VFC temperature logs and temperature data files for three years. 	<p>EZIZ Monitoring Storage Unit Temperatures lesson</p> <p>Refrigerators:</p> <p>Recording Refrigerator & Freezer Temperatures (IMM-1029)</p> <p>Refrigerator Temp Log Fahrenheit (IMM-1125)</p> <p>Refrigerator Temp Log Celsius (IMM-1127)</p> <p>Hourly Vaccine Temperature Log for Outreach Clinics (IMM-1255)</p> <p>Refrigerated Vaccine Transport Log (IMM-1132)</p> <p>Freezers:</p> <p>Freezer Temp Log Fahrenheit (IMM-1126)</p> <p>Freezer Temp Log Celsius (IMM-1128)</p> <p>Provider Operations Manual (IMM-1248) Chapter 3</p>
<p>Temperature Excursions</p> <p>UPDATED!</p>	<p>Vaccines stored out of range might be deemed non-viable and considered a negligent vaccine loss. A temperature excursion does not automatically mean that exposed vaccines are non-viable or unusable. Follow VFC Program requirements:</p> <ul style="list-style-type: none"> Take immediate action to prevent vaccine spoilage and to correct any improper storage condition for all out-of-range storage unit temperatures. Staff must respond to all data logger alarms. 	<p>MyVFCvaccines - SHOTS</p> <p>SHOTS Guide (IMM-1224)</p> <p>Transporting Refrigerated Vaccines: Guidelines for Emergency Vaccine</p>

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	<ul style="list-style-type: none"> Quarantine and do not administer any vaccines exposed to out-of-range temperatures until their viability has been determined by vaccine manufacturers. Identify and report every temperature excursion to Storage and Handling Online Triage System (SHOTS) at MyVFCvaccines.org and comply with any instructions provided. Communicate every temperature excursion to vaccine manufacturers if instructed by SHOTS. Transport vaccines in the event of extended power outages or unit malfunctions following the guidelines for proper refrigerated vaccine transport and frozen vaccine transport. 	Transport and Short-Term Storage (IMM-983) Transporting Frozen Vaccines: Guideline for Emergency Vaccine Transport and Short-Term Storage (IMM-1130) Provider Operations Manual (IMM-1248) Chapter 3
<p>Vaccine Inventory Management</p> <p>(Spoiled, Expired, & Wasted Doses)</p> <p>UPDATED!</p>	<p>Vaccine inventory management is an essential practice that can prevent inadvertent vaccine loss.</p> <ul style="list-style-type: none"> Conduct a physical vaccine inventory at least monthly and before ordering vaccines. Use the VFC Vaccine Physical Inventory Form or equivalent electronic or paper form. Never borrow VFC-supplied vaccines to supplement private stock, or vice versa. For vaccines that will expire within 6 months and cannot be used: Notify the VFC Call Center prior to transferring to another VFC provider to prevent negligent provider loss. Remove spoiled, expired, and wasted vaccines from storage units after identification to prevent inadvertent use. Report all spoiled, expired, or wasted vaccines doses of VFC-supplied vaccines prior to submitting a new vaccine order. Do not report any VFC-supplied vaccines as spoiled without guidance from vaccine manufacturers and/or the VFC Program. Monitor vaccine storage units regularly and purchase additional storage units if capacity cannot accommodate the inventory in a manner consistent with VFC Program requirements. 	EZIZ Conducting a Vaccine Inventory lesson Provider Operations Manual (IMM-1248) Chapter 3 Inventory: How to Do a Physical Inventory (IMM-1090) Vaccine Inventory Form (IMM-1052) Prevent Vaccine Loss flyer (IMM-1113)
<p>Vaccine Transfers & Transports</p> <p>UPDATED!</p>	<p>Vaccine transfers can be minimized by consistent inventory management, but providers might need to transfer vaccines to other VFC providers if vaccines are likely to expire before administration or in the event of an emergency. If vaccines need to be transferred, follow VFC Program Requirements:</p> <ul style="list-style-type: none"> Contact the VFC Call Center prior to transferring VFC-supplied vaccines. If transfers are approved, only transfer VFC-supplied vaccines to other VFC Providers. Never routinely transfer VFC-supplied vaccines to/from other VFC providers. Transport vaccines only when necessary and follow the guidelines for proper refrigerated vaccine transport and frozen vaccine transport. Complete the VFC Refrigerated Vaccine Transport Log or Frozen Vaccine Transport Log each time vaccines are transported. 	<p>Refrigerated vaccines:</p> Transporting Refrigerated Vaccine job aid (IMM-983) Refrigerated Vaccine Transport Log (IMM-1132) <p>Frozen vaccines:</p> Transporting Frozen Vaccines job aid (IMM-1130)

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	<ul style="list-style-type: none"> • In case of emergency: Only transport VFC-supplied vaccines alternate storage locations equipped with vaccine storage units and temperature monitoring devices that meet VFC Program requirements. • Never transport VFC-supplied vaccines to personal residences. • Use backup, battery-operated, digital data loggers to monitor temperatures during vaccine transport and at VFC-approved off-site clinics—ideally using portable, battery-operated or other temporary-powered coolers for off-site clinics. • Replace any vaccines that were transported without proper documentation of temperature monitoring on a dose-for-dose basis as instructed by the VFC Program. 	Frozen Vaccine Transport Log (IMM-1116) Vaccine Management Plan (IMM-1122) Provider Operations Manual (IMM-1248) Chapter 3
VFC Eligibility Screening & Documentation	<p>In order for children to receive vaccines through the VFC Program, providers must screen for and document VFC Program eligibility in the child’s permanent medical record — at each immunization visit. Follow VFC Program requirements for patient eligibility screening and documentation:</p> <ul style="list-style-type: none"> • Screen all children from birth through 18 years of age for VFC eligibility (Medi-Cal eligible, uninsured, American Indian/Alaska Native, and underinsured children seen at a FQHC or RHC) prior to vaccine administration—at every immunization visit. • Document all elements of VFC’s “Patient Eligibility Screening Record” form, including the screening date, VFC eligibility (Y/N), and any eligibility criterion (or criteria) if met. • Keep all VFC eligibility records on file for three years. 	VFC Patient Eligibility Screening Record form (IMM-1111) VFC’s Who’s Eligible flier (IMM-1088) VFC Eligibility & Documentation Requirements (IMM-1161) Provider Operations Manual (IMM-1248) Chapter 2
ACIP Recommendations & Standards	<p>The VFC Program entitles eligible children to all vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). As a VFC Program participant, your practice is also required to ensure that VFC-eligible children have access to ACIP-recommended vaccines not routinely administered, such as Meningococcal Group B (MenB) and Pneumococcal polysaccharide (PPSV23) vaccines and make them available when indicated or requested.</p> <p>Follow VFC Program requirements:</p> <ul style="list-style-type: none"> • Comply with recommendations about immunization schedules, dosages, and contraindications as established by the ACIP and included in the VFC Program. Offer all age-appropriate vaccines according to patient populations served. • Administer VFC-supplied vaccines only to children who meet VFC eligibility criteria. • Distribute the current Vaccine Information Statements (VIS) before vaccine administration. • Maintain records in accordance with the National Childhood Vaccine Injury Act (NCVIA), which includes reporting clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS). • Acknowledge that revaccination is recommended if non-viable vaccines have been administered to patients. <p>Record information about each immunization given, including:</p> <ul style="list-style-type: none"> • the name of the vaccine • the date it was given 	CDC Recommended Immunization Schedules Non-Routine Vaccine Availability Plan (IMM-1263) Instructions for using VIS Current Vaccine Information Statements VAERS and VERP flyer (IMM-1153) Provider Operations Manual (IMM-1248) Chapter 1

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	<ul style="list-style-type: none"> the route and administration site the lot number and manufacturer the name and title of the person who administered it the practice's name and address the VIS publication date and date VIS was provided 	
<p>Vaccine Administration</p> <p><i>UPDATED!</i></p>	<p>Administer all VFC-supplied vaccines at the approved practice address for the VFC PIN; do not refer patients to other facilities where they might be charged for vaccine administration. (For VFC-approved outreach clinics: Special event clinics, health fairs, special school clinics, and mass vaccination clinics require prior approval from the VFC Program; frozen vaccines may not be administered off-site; the practice must submit a summary report that includes doses administered within 15 days after the end of the clinic.)</p> <p>Recommended non-routine, ACIP-recommended vaccines when indicated or when requested.</p> <p>Acknowledge and follow VFC Program and manufacturer guidance, including revaccination, if non-viable vaccines have been administered to patients.</p> <p>Document all VFC vaccine doses administered using the VFC Daily Usage Log, Flu Usage Log, an immunization registry, or equivalent electronic or paper form.</p>	<p>Daily Usage Log (IMM-1053)</p> <p>Flu Usage Log (IMM-1053F)</p> <p>Provider Operations Manual (IMM-1248) Chapter 2</p>
<p>Billing for Vaccine Administration</p> <p><i>UPDATED!</i></p>	<p>Immunize all VFC-eligible children with VFC-supplied vaccines at no charge to the patient for vaccines. Do not deny vaccine administration because the parent/guardian is unable to pay the administration fee.</p> <p>Providers may charge VFC-eligible children not covered by Medi-Cal (i.e. uninsured, American Indian/Alaska Natives, and underinsured children seen at a FQHC or RHC) up to the <u>current</u> federal maximum regional administration charge of \$26.03 per dose (not antigen) of vaccine. Waive the administration fee if the parent/guardian is unable to pay. Never bill parents who are unable to pay the waived administration fees.</p> <p>For non-MediCal, VFC-eligible children: Waive the administration fee if the parent/guardian is unable to pay. Never bill parents/guardians who are unable to pay the waived administration fees.</p> <p>For Medi-Cal children: Bill Medi-Cal for vaccine administration fees and accept reimbursement rates set by Medi-Cal or the contracted Medi-Cal health plans. Never bill the difference between Medi-Cal's administration fee and the administration fee cap to the parent/guardian.</p> <p>Note: Pharmacies, urgent care and other specialty VFC providers agree to vaccinate all "walk-in" VFC-eligible children and not refuse to vaccinate these children based on a parent's inability to pay the administration fee.</p>	<p>Provider Operations Manual (IMM-1248) Chapter 2</p>
<p>Program Enrollment, Recertification, Withdrawal, & Termination</p>	<p>Prospective providers must specify key practice staff; complete necessary training requirements; download and review job aids; comply with storage unit requirements; and complete and submit the online Provider Enrollment Form.</p> <p>Each year the Provider of Record must recertify their participation in the VFC Program by updating their information, completing required EZIZ training, and signing new requirement agreements. Failure to recertify will lead to termination. A waiting period to request re-enrollment will apply.</p>	<p>http://eziz.org/vfc/enrollment/</p> <p>http://eziz.org/vfc/provider-requirements/recertification/</p>

Requirement	Summary	Resources/Job Aids
UPDATED!	<p>Providers may voluntarily withdraw from the VFC Program. The VFC Program also may terminate a VFC “Provider Agreement” and remove the provider from the VFC Program for failure to comply with program requirements.</p> <p>In both cases, the Provider of Record must return or transfer all unused VFC-supplied vaccines. Enrolled providers are responsible for all VFC-supplied vaccines in their practice until their Provider Agreement has been officially terminated.</p>	<p>Participation Withdrawal Request Form</p> <p>Provider Operations Manual (IMM-1248) Chapter 1</p>
Fraud & Abuse UPDATED!	<p>Providers agree to participate in a manner intended to avoid fraud and abuse. Fraud and/or abuse of VFC-supplied vaccines will require restitution and may lead to termination from the VFC Program.</p> <ul style="list-style-type: none"> • Fraud is an intentional deception or misrepresentation made by a person with the knowledge that deception could result in some unauthorized benefit to himself or other person. Fraud results in a financial gain for the provider but with an inadvertent cost to the VFC Program. • Abuse is a provider practice inconsistent with sound fiscal, business, or medical practice which results in unnecessary costs to the Medicaid program. Abuse results in inadvertent costs to the VFC Program and consists of any actions that lead to negligent loss. Providers agree to replace all vaccines deemed non-viable due to provider negligence. 	<p>Provider Operations Manual (IMM-1248) Chapter 5</p>
Documentation & Record Retention Requirements	<p>Maintain all paper-based and electronic records related to the VFC Program for a minimum of three (3) years.</p> <p>Make records available to public health officials, including local health jurisdictions, CA Dept. of Public Health, and Department of Health and Human Services, upon request.</p> <p>Records includes patient screening/eligibility verification, temperature logs, vaccine ordering records, medical records which verify vaccine administration, vaccine purchase and accountability records, VFC training records, vaccine management plan, recertification forms, etc.</p>	<p>Provider Operations Manual (IMM-1248) Chapter 5</p>
Site Visits UPDATED!	<p>Enrolled providers agree to site visits from VFC Program staff, including scheduled compliance visits, unannounced storage and handling visits, and visits for educational and programmatic support. Providers must immediately report changes in their practice address, which also requires a site visit.</p> <p>Unannounced storage and handling visits serve as spot checks to ensure VFC-supplied vaccines are administered to VFC-eligible children and are managed and stored according to VFC Program requirements.</p> <p>Provider of Record or the Designee must sign and acknowledge receipt of site visit findings and agree to complete required follow up within specified periods.</p>	<p>Provider Operations Manual (IMM-1248) Chapter 5</p>
Program Integrity UPDATED!	<p>Clinic staff must conduct themselves in an ethical, professional, and respectful manner in all interactions with VFC Program staff.</p> <p>Never destroy, alter, or falsify immunization or VFC Program-related records.</p> <p>Make all vaccine administration records (privately and publicly funded) available to representatives from the California Department of Public Health Immunization Branch and the VFC Program.</p> <p>Comply with all mandatory corrective actions and the timeline provided by the VFC Program.</p>	