

# 2023 Program Participation Requirements at a Glance

Requirement	Summary	Resources/Job Aids
<p><b>Vaccine Management Plan</b></p> <p><i>Applicable if VFA vaccines are not stored in same unit as VFC doses and managed by different staff.</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 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 VMP in a location easily accessible by staff, ideally near the vaccine storage units.</p> <p>Practices using mobile units to administer VFA-supplied vaccines must maintain a current and complete Mobile Unit VMP and keep it in the mobile unit.</p>	<p><a href="#">Vaccine Management Plan (IMM-1122)</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p> <p><a href="#">Mobile Unit Vaccine Management Plan (IMM-1276)</a></p>
<p><b>Key Practice Staff</b></p> <p><i>Providers must also designate a Primary VFA Contact as part of the key practice staff roles.</i></p>	<p>Designate and maintain key practice staff in the practice’s profile on <a href="#">MyVFCVaccines</a>. Immediately report to the program changes to key practice staff. A change in the Provider of Record or Designee requires a signed Key Practice Staff Change Request Form. In addition, VFA providers must have a Primary VFA Contact.</p> <p><b>Primary VFA Contact:</b> An on-site employee responsible for managing the clinic's VFA program.</p> <p><b>Provider of Record (POR):</b> The on-site physician-in-chief, medical director, or equivalent who signs and agrees to the terms of the VFA “Provider Agreement” and the “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><b>Provider of Record Designee:</b> The on-site person who is authorized to sign VFA Program documents and assumes responsibility for VFA-related matters in the absence of the Provider of Record.</p> <p><b>Vaccine Coordinator:</b> An on-site employee who is fully trained and responsible for implementing and overseeing the practice's vaccine management plan.</p> <p><b>Backup Vaccine Coordinator:</b> 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><b>Immunization Champion (optional):</b> A staff member who goes above and beyond their normal duties to promote immunizations to patients and in the community.</p>	<p><a href="#">Vaccine Coordinator Roles &amp; Responsibilities (IMM-968)</a></p> <p><a href="#">VFC Key Practice Staff Change Request Form (IMM-1166)</a></p>

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<p><b>Staff Training Requirements</b></p> <p><i>The Primary VFA Contact must also complete required EZIZ training.</i></p>	<p>All adult clinic staff who administer VFA vaccines must be knowledgeable of and familiar with all ACIP-recommended adult immunizations, including schedules, indications, dosages, and new products.</p> <p>Anyone acting in VFA roles (Provider of Record and Designee; Vaccine Coordinator and Backup, Primary VFA contact) must complete the required EZIZ lessons when hired and annually thereafter; staff must demonstrate competency in their assigned roles.</p> <p><b>If VFA vaccines are not stored in the same unit as VFC doses and managed by different staff:</b> All staff and supervisors who monitor storage unit temperatures or sign off on temperature logs must also complete the required EZIZ lessons (below) when hired and annually thereafter; they must be fully trained on the use of their practice's data loggers.</p> <p>Required training by role (*Test-out option available):</p> <table border="1" data-bbox="369 532 1612 1263"> <thead> <tr> <th colspan="2" data-bbox="369 532 726 711" rowspan="2">✓ = Required Lesson</th> <th data-bbox="730 532 915 711" rowspan="2">When to Start Lesson</th> <th colspan="4" data-bbox="919 532 1612 571">Key Practice Staff</th> </tr> <tr> <th data-bbox="919 574 1094 711">Vaccine Coordinator</th> <th data-bbox="1098 574 1272 711">Backup Vaccine Coordinator</th> <th data-bbox="1276 574 1451 711">Provider of Record and Designee</th> <th data-bbox="1455 574 1612 711">Primary VFA Contact</th> </tr> </thead> <tbody> <tr> <td data-bbox="369 714 457 1068" rowspan="4">Lessons</td> <td data-bbox="462 714 726 824">VFC Program Requirements *</td> <td data-bbox="730 714 915 824">Recertification Launch</td> <td data-bbox="919 714 1094 824">✓</td> <td data-bbox="1098 714 1272 824">✓</td> <td data-bbox="1276 714 1451 824">✓</td> <td data-bbox="1455 714 1612 824">✓</td> </tr> <tr> <td data-bbox="462 828 726 889">Storing Vaccines*</td> <td data-bbox="730 828 915 889">Recertification Launch</td> <td data-bbox="919 828 1094 889">✓</td> <td data-bbox="1098 828 1272 889">✓</td> <td data-bbox="1276 828 1451 889">✓</td> <td data-bbox="1455 828 1612 889">✓</td> </tr> <tr> <td data-bbox="462 893 726 1003">Monitoring Storage Unit Temperatures*</td> <td data-bbox="730 893 915 1003">Recertification Launch</td> <td data-bbox="919 893 1094 1003">✓</td> <td data-bbox="1098 893 1272 1003">✓</td> <td data-bbox="1276 893 1451 1003">✓</td> <td data-bbox="1455 893 1612 1003">✓</td> </tr> <tr> <td data-bbox="462 1006 726 1068">Conducting a Vaccine Inventory*</td> <td data-bbox="730 1006 915 1068">Recertification Launch</td> <td data-bbox="919 1006 1094 1068">✓</td> <td data-bbox="1098 1006 1272 1068">✓</td> <td data-bbox="1276 1006 1451 1068">Encouraged</td> <td data-bbox="1455 1006 1612 1068">✓</td> </tr> <tr> <td data-bbox="369 1071 457 1263" rowspan="2">Review &amp; Acknowledge</td> <td data-bbox="462 1071 726 1182">Provider Operations Manual</td> <td data-bbox="730 1071 915 1182">Recertification Launch</td> <td data-bbox="919 1071 1094 1182">✓</td> <td data-bbox="1098 1071 1272 1182">✓</td> <td data-bbox="1276 1071 1451 1182">✓</td> <td data-bbox="1455 1071 1612 1182">✓</td> </tr> <tr> <td data-bbox="462 1185 726 1263">Vaccine Management Plan</td> <td data-bbox="730 1185 915 1263">Recertification Launch</td> <td data-bbox="919 1185 1094 1263">✓</td> <td data-bbox="1098 1185 1272 1263">✓</td> <td data-bbox="1276 1185 1451 1263">✓</td> <td data-bbox="1455 1185 1612 1263">✓</td> </tr> </tbody> </table> <p>All staff who conduct program eligibility screening, documentation, and billing (e.g., front- or back-office staff) must be knowledgeable of VFA eligibility, documentation, and billing requirements.</p> <p>Train staff who are authorized to accept packages to immediately notify the Vaccine Coordinator when VFA vaccines are delivered. Conduct regular vaccine transport drills to maintain competency and readiness for emergencies.</p>						✓ = Required Lesson		When to Start Lesson	Key Practice Staff				Vaccine Coordinator	Backup Vaccine Coordinator	Provider of Record and Designee	Primary VFA Contact	Lessons	VFC Program Requirements *	Recertification Launch	✓	✓	✓	✓	Storing Vaccines*	Recertification Launch	✓	✓	✓	✓	Monitoring Storage Unit Temperatures*	Recertification Launch	✓	✓	✓	✓	Conducting a Vaccine Inventory*	Recertification Launch	✓	✓	Encouraged	✓	Review & Acknowledge	Provider Operations Manual	Recertification Launch	✓	✓	✓	✓	Vaccine Management Plan	Recertification Launch	✓	✓	✓	✓	<p><a href="#">EZIZ Training Lessons</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 1</a></p>
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<p><b>Vaccine Storage Units</b></p> <p><i>Storage of VFA vaccines must meet the same requirements as VFC vaccines, even when stored in separate units and managed by different staff.</i></p>	<p>Participating providers agree to store all VFA vaccines, including those stored in separate units than VFC vaccines, in refrigerators and freezers that meet California VFC program storage requirements. Adherence to these requirements is certified as part of annual provider recertification and during both routine and unannounced site visits.</p> <ul style="list-style-type: none"> <li>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 units are discouraged. Purpose-built combination units, including auto-dispensing units without doors, are allowed.</li> <li>Manual-defrost freezers are allowed for use if the practice has access to an alternate storage unit when defrosting the freezer (Note: Defrost manual-defrost freezers only when frost exceeds 1cm or the manufacturer’s suggested limit). The alternate storage unit must have appropriate freezer temperatures and be monitored using a <a href="#">VFC-compliant Digital Data Logger</a>. Never store VFA vaccines in a cooler.</li> <li>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).</li> <li>Purchase new refrigerators (purpose-built) or freezers (any grade) if existing storage units malfunction frequently or experience frequent temperature excursions.</li> </ul> <p><b>For providers designated solely as mass vaccinators:</b> Only use purpose-built vaccine transport units for transport and on-site storage.</p>	<p><a href="#">EZIZ Vaccine Storage requirements</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p>
<p><b>Vaccine Storage Unit Configuration</b></p> <p><i>Storage of VFA vaccines must meet the same requirements for VFC vaccines, even when stored in separate units and managed by different staff.</i></p>	<p><b>Prepare vaccine refrigerators and freezers following program requirements:</b></p> <ul style="list-style-type: none"> <li>Place water bottles (in refrigerators) and ice packs (in freezers only) to stabilize temperatures (exception for purpose-built, auto-dispensing units without doors).</li> <li>Place data logger buffered probes in the center of refrigerators and freezers near vaccines (exception for purpose-built, auto-dispensing units without doors).</li> <li>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).</li> <li>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.</li> <li>Post “Do Not Unplug” signs on electrical outlets and circuit breakers to prevent interruption of power.</li> </ul> <p>Set up vaccine refrigerators and freezers following program requirements:</p> <ul style="list-style-type: none"> <li>Clearly identify unit space or containers that will store, VFC, VFA-supplied and privately purchased vaccines.</li> <li>Group vaccines by pediatric, adolescent, and adult types.</li> <li>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).</li> </ul> <p>Post VFC temperature logs on vaccine storage unit doors or in an easily accessible location.</p>	<p><a href="#">Preparing Vaccine Storage Units (IMM-962)</a></p> <p><a href="#">Setting Up Vaccine Storage Units (IMM-963)</a></p> <p><a href="#">Do Not Unplug Sign (IMM-744)</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p>

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<p data-bbox="155 147 319 212"><b>Digital Data Loggers (DDLs)</b></p> <p data-bbox="113 363 344 461"><i>Requirements for DDLs are the same for VFA and VFC.</i></p>	<p data-bbox="369 147 1604 207">All staff, including supervisors and new employees, must be properly trained on temperature monitoring including proper use of the practice’s DDLs and the required corrective action for out-of-range temperatures.</p> <ul data-bbox="422 215 1667 760" style="list-style-type: none"> <li>• Equip all refrigerators and freezers (primary, backup, overflow, or any temporary unit) storing VFA vaccine with VFC-compliant DDLs. (For purpose-built, auto-dispensing units with doors: built-in, internal DDLs must meet program requirements except for buffered probes, which are NOT required).</li> <li>• Only use DDLs that include the following minimum features: a digital display of current, minimum, and maximum temperatures; minimum accuracy of <math>\pm 1.0^{\circ}\text{F}</math> (<math>0.5^{\circ}\text{C}</math>); 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.</li> <li>• Digital data loggers, including backup digital data loggers, 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.</li> <li>• Keep on hand at least one back-up (battery operated) DDL for emergency vaccine transport. Depending on the size of the practice, additional devices might be needed.</li> <li>• Digital data loggers must have a current and valid Certificate of Calibration, including backup digital data loggers.</li> </ul>	<p data-bbox="1694 147 1877 207"><a href="#">EZIZ Data Logger Requirements</a></p> <p data-bbox="1694 245 1997 337"><a href="#">Digital Data Logger Pre-Purchase Worksheet (IMM-1236)</a></p> <p data-bbox="1694 375 1965 435"><a href="#">Data Logger Setup &amp; Use (IMM-1206)</a></p> <p data-bbox="1694 472 1965 532"><a href="#">Certificate of Calibration Quick Guide (IMM-1119)</a></p> <p data-bbox="1694 570 2003 630"><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p>
<p data-bbox="113 805 344 902"><b>Digital Data Logger Configuration &amp; Maintenance</b></p> <p data-bbox="163 1016 294 1044"><b>UPDATED!</b></p> <p data-bbox="113 1125 344 1292"><i>DDL configuration and maintenance requirements are the same for VFA and VFC.</i></p>	<p data-bbox="369 805 1220 833">Digital data loggers (DDLs) must be configured to meet program requirements.</p> <ul data-bbox="422 841 1667 1450" style="list-style-type: none"> <li>• Configure key settings for primary and backup DDLs, including device name, low and high temperature alarm limits, immediate notification of out-of-range temperatures, and a maximum logging interval of 30-minutes.</li> <li>• Store the backup DDL'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).</li> <li>• Calibrate primary and backup devices every two or three years according to the manufacturer’s suggested timeline (both device and probe together)—ideally by a laboratory with accreditation from an ILAC MRA signatory body. <ul data-bbox="516 1101 1640 1385" style="list-style-type: none"> <li><b>NOTES:</b></li> <li>○ If the manufacturer supplies a pre-calibrated replacement probe upon device calibration expiration, the device and probe do not need to be calibrated together.</li> <li>○ New devices that only generate CSV data files or Excel spreadsheets are not acceptable. If your current device only generates CSV data files or Excel spreadsheets, it must be replaced with a digital data logger that meets current VFC Program requirements.</li> <li>○ Practices are required to keep on hand at least one backup, battery-operated digital data logger for use during recalibration, when the primary device breaks, when the primary device does not meet calibration requirements, or during emergency vaccine transport.</li> </ul> </li> <li>• Certificates issued by non-accredited laboratories must meet all program requirements for certificates of calibration.</li> </ul>	<p data-bbox="1694 805 1877 865"><a href="#">EZIZ Data Logger Requirements</a></p> <p data-bbox="1694 902 2003 963"><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p> <p data-bbox="1694 1000 1965 1060"><a href="#">Certificate of Calibration Quick Guide (IMM-1119)</a></p>

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	<ul style="list-style-type: none"> <li>• Calibrate primary and backup devices on different schedules to ensure all refrigerators and freezers storing VFA vaccines are always equipped with data loggers.</li> <li>• Keep certificates of calibration on file and make them available to the VFA Program upon request.</li> <li>• Purchase a new DDL 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).</li> </ul>	
<p><b>Vaccine Orders &amp; Accountability</b></p> <p><b>UPDATED!</b></p> <p><b>Providers must meet specific VFA requirements regarding vaccine orders and accountability.</b></p>	<p>Trained and authorized clinic staff must submit vaccine orders through the practice’s account on <a href="#">MyVFCVaccines</a> following program requirements:</p> <ul style="list-style-type: none"> <li>• Order ACIP-recommended adult vaccines according to eligible population served by the clinic (age, risk factors, and uninsured/underinsured), vaccine usage, and on-hand inventory.</li> <li>• Order only one brand and formulation for each vaccine to avoid administration errors.</li> <li>• Order vaccines according to the quarterly VFA order frequency in sufficient quantities to last until the next order period; order quantities must factor in VFA doses administered (since previous order) and the VFA doses on hand (at the time of the order). Providers who have not ordered vaccine in the past calendar year may be terminated from the VFA Program.</li> <li>• Order vaccines using the approved practice address for the VFC PIN.</li> <li>• Account for every dose of VFA vaccine ordered and received by the provider’s practice.</li> <li>• Report all VFA 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. Consider using the 317 Adult Vaccine Daily Usage Log as a back-up method.</li> <li>• Document in or submit through data exchange, the immunizations given to VFA-eligible patients as “317” doses to the local immunization registry (CAIR2-/Healthy Futures).</li> <li>• Review 317 doses reported in the immunization registry a minimum of every six months.</li> <li>• Maintain accurate and separate stock records (e.g., purchase invoices, receiving packing slips) for privately purchased vaccines and make them available to the program upon request.</li> </ul>	<p><a href="#">How to Do a Physical Inventory (IMM-1229)</a></p> <p><a href="#">317 Vaccines Physical Inventory form (IMM-1227)</a></p> <p><a href="#">317 Vaccines Daily Usage Log (IMM-1053 317)</a></p> <p><a href="#">VFA Provider Agreement</a></p> <p><a href="#">VFA CAIR Webinar</a></p> <p><a href="#">Local CAIR Representative (LCR) Contacts</a></p> <p><a href="#">Local Data Exchange (DE) Contacts</a></p> <p><a href="#">Healthy Futures</a></p>
<p><b>Receiving &amp; Inspecting Vaccine Deliveries</b></p> <p><b>Requirements for receiving and inspecting vaccines deliveries are the same for VFA and VFC.</b></p>	<p>Follow program requirements:</p> <ul style="list-style-type: none"> <li>• Never reject vaccine shipments.</li> <li>• Receive, inspect, and store vaccines and diluents within manufacturer-recommended ranges immediately upon delivery.</li> <li>• Immediately report all shipment issues using the 317 Vaccine Receiving Log and Checklist.</li> <li>• Keep packing slips for all vaccine shipments received, including publicly funded and private vaccine shipments.</li> <li>• 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.</li> </ul>	<p><a href="#">317 Vaccine Receiving Log and Checklist (IMM-1216)</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p>

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<p><b>Vaccine Storage</b></p> <p><i>Storage of VFA vaccines must meet the same requirements for VFC vaccines, even when stored in separate units and managed by different staff.</i></p>	<p>Dedicate vaccine refrigerators and freezers to the storage of vaccines only; if storage of medications or biologics is necessary, store them below vaccines on a different shelf.</p> <ul style="list-style-type: none"> <li>• Store frozen vaccines (MMR and Varicella) between -58.0°F and 5.0°F (-50.0°C and -15.0°C) according to manufacturer recommendations.</li> <li>• Store refrigerated vaccines between 36.0°F and 46.0°F (2.0°C and 8.0°C) according to manufacturer recommendations.</li> <li>• Store vaccines in original packaging and allow space for air circulation.</li> <li>• Store VFA, VFC and privately purchased vaccines separately and grouped by vaccine type.</li> <li>• Do not store vaccines in storage unit doors, drawers, or bins.</li> <li>• Place vaccines with the earliest expiration dates toward the front of the storage unit and use first.</li> <li>• Always store VFA vaccines at the approved location for the VFC PIN. <b>For practices conducting outreach clinics:</b> obtain VFA approval at least 4 weeks prior to the scheduled outreach clinics.</li> </ul>	<p><a href="#">EZIZ Storing Vaccines lesson</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p>
<p><b>Monitoring Storage Unit Temperatures</b></p> <p><b>UPDATED!</b></p> <p><i>Monitoring storage unit temperatures for VFA vaccines must meet the same requirements for VFC, even when stored in separate units and managed by different staff.</i></p>	<p>Monitoring storage unit temperatures consistently and accurately plays an important role in protecting the vaccines that protect your patients. This is particularly critical if VFA vaccines are stored in separate units than VFC vaccines.</p> <ul style="list-style-type: none"> <li>• Record vaccine storage unit temperatures on VFC temperature logs.</li> <li>• Monitor and record current, minimum, and maximum temperatures twice each day: at the beginning and end of each business day on VFC temperature logs. <b>(For VFA-approved outreach clinics:</b> special event clinics, health fairs, special school clinics, and mass vaccination clinics must monitor and record current, minimum, and maximum temperatures on the <a href="#">VFC Hourly Vaccine Temperature log for Outreach Clinics every hour</a>. Attach the data logger download, or summary report, if available, to the Refrigerated 317 Vaccine Transport log).</li> <li>• VFC temperature logs must be legible and completed accurately in ink.</li> <li>• Neatly cross out, correct, initial, and date any inadvertent documentation error immediately.</li> <li>• Download and review temperature data files for any unreported out-of-range temperatures at the end of every two-week reporting period.</li> <li>• 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.</li> <li>• Replace doses (on a dose-for-dose basis) as instructed by the VFA 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.</li> <li>• Retain VFC temperature logs and temperature data files for three years, even after your provider location is no longer participating in the VFC Program (due to provider-initiated withdrawal or VFC-initiated termination).</li> </ul>	<p><a href="#">EZIZ Monitoring Storage Unit Temps lesson</a></p> <p><b>Refrigerators:</b></p> <p><a href="#">Recording Refrigerator &amp; Freezer Temperatures (IMM-1029)</a></p> <p><a href="#">Refrigerator Temp Log Fahrenheit (IMM-1125)</a></p> <p><a href="#">Refrigerator Temp Log Celsius (IMM-1127)</a></p> <p><a href="#">Refrigerated 317 Vaccine Transport Log (IMM-1213)</a></p> <p><b>Freezers:</b></p> <p><a href="#">Freezer Temp Log Fahrenheit (IMM-1126)</a></p> <p><a href="#">Freezer Temp Log Celsius (IMM-1128)</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p>

Requirement	Summary	Resources/Job Aids
<p><b>Taking Action for Temperature Excursions</b></p> <p><i>Providers must follow VFC requirements for reporting temperature excursions for VFA vaccines.</i></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 program requirements:</p> <ul style="list-style-type: none"> <li>• Take immediate action to prevent vaccine spoilage and to correct any improper storage condition for all out-of-range storage unit temperatures.</li> <li>• Staff must respond to all data logger alarms.</li> <li>• Quarantine and do not administer any vaccines exposed to out-of-range temperatures until their viability has been determined by vaccine manufacturers.</li> <li>• Identify and report every temperature excursion to Storage and Handling Online Triage System (SHOTS) at <a href="#">MyVFCVaccines</a> and comply with any instructions provided.</li> <li>• Communicate every temperature excursion to vaccine manufacturers if instructed by SHOTS.</li> <li>• Transport vaccines in the event of extended power outages or unit malfunctions following the guidelines for proper refrigerated vaccine transport and frozen vaccine transport.</li> </ul>	<p><a href="#">MyVFCVaccines</a> - SHOTS</p> <p><a href="#">SHOTS Guide (IMM-1224)</a></p> <p><a href="#">Transporting Refrigerated Vaccines: Emergency Transport and Short-Term Storage (IMM-983)</a></p> <p><a href="#">Transporting Frozen Vaccines: Emergency Transport and Short-Term Storage (IMM-1130)</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 3</a></p>
<p><b>Vaccine Inventory Management (Spoiled, Expired, &amp; Wasted Doses)</b></p> <p><i>Providers must follow VFA and VFC requirements for vaccine inventory management.</i></p>	<p>Vaccine inventory management is an essential practice that can prevent inadvertent vaccine loss:</p> <ul style="list-style-type: none"> <li>• Conduct a physical vaccine inventory at least monthly and before ordering vaccines. Use the 317 Vaccine Physical Inventory Form or equivalent electronic or paper form.</li> <li>• Never borrow VFA vaccines to supplement private stock, or vice versa.</li> <li>• <b>For vaccines that will expire within 6 months and cannot be used:</b> Notify <a href="mailto:my317vaccines@cdph.ca.gov">my317vaccines@cdph.ca.gov</a> and your Field Representative prior to transferring to another VFA provider to prevent negligent provider loss.</li> <li>• Remove spoiled, expired, and wasted vaccines from storage units to prevent inadvertent use.</li> <li>• Report all spoiled, expired, and wasted vaccines doses of VFA vaccines to <a href="mailto:my317vaccines@cdph.ca.gov">my317vaccines@cdph.ca.gov</a> and your Field Representative prior to submitting a new vaccine order.</li> <li>• Do not report any VFA vaccines as spoiled without guidance from vaccine manufacturers and/or the program.</li> <li>• Monitor vaccine storage units regularly and purchase additional storage units if capacity cannot accommodate the inventory in a manner consistent with program requirements.</li> </ul>	<p><a href="#">EZIZ Conducting a Vaccine Inventory lesson</a></p> <p><b>Inventory:</b> <a href="#">How to Do a Physical Inventory (IMM-1229)</a></p> <p><a href="#">317 Vaccines Physical Inventory Form (IMM-1227)</a></p> <p><a href="#">Prevent Vaccine Loss Flyer (IMM-1113)</a></p>
<p><b>Vaccine Transfers &amp; Transports</b></p> <p><i>Providers must follow VFA and VFC requirements for vaccine transfers and transports.</i></p>	<p>Vaccine transfers can be minimized by consistent inventory management, but providers might need to transfer vaccines to other VFA providers if vaccines are likely to expire before administration or in the event of an emergency. If vaccines need to be transferred, follow program requirements:</p> <ul style="list-style-type: none"> <li>• Contact <a href="mailto:my317vaccines@cdph.ca.gov">my317vaccines@cdph.ca.gov</a> and your Field Representative prior to transferring VFA vaccines.</li> <li>• If transfers are approved, only transfer VFA vaccines to other VFA providers.</li> <li>• Never routinely transfer VFA vaccines to/from other VFA providers.</li> <li>• Transport vaccines only when necessary and follow the guidelines for refrigerated or frozen vaccine transport.</li> <li>• Complete the 317 Refrigerated or Frozen Vaccine Transport Log each time vaccines are transported.</li> <li>• <b>In case of emergency:</b> Only transport VFA vaccines to alternate locations equipped with vaccine storage units and temperature monitoring devices that meet program requirements.</li> <li>• Never transport VFA vaccines to personal residences.</li> </ul>	<p><b>Refrigerated vaccines:</b> <a href="#">Transporting Refrigerated Vaccine Job Aid (IMM-983)</a></p> <p><a href="#">Refrigerated 317 Vaccine Transport Log (IMM-1213)</a></p> <p><b>Frozen vaccines:</b> <a href="#">Transporting Frozen Vaccines Job Aid (IMM-1130)</a></p>

Requirement	Summary	Resources/Job Aids
	<ul style="list-style-type: none"> <li>• Use backup, battery-operated, digital data loggers to monitor temperatures during vaccine transport and at VFA-approved off-site clinics—ideally using a portable vaccine refrigerator (if a portable vaccine refrigerator is not available, use qualified containers and pack-outs) for off-site clinics.</li> <li>• Replace any vaccines that were transported without proper documentation of temperature monitoring on a dose-for-dose basis as instructed by the program.</li> </ul>	<a href="#">Frozen 317 Vaccine Transport Log (IMM-1214)</a>  <a href="#">Vaccine Management Plan (IMM-1122)</a>  <a href="#">VFC/VFA Provider Office Locator</a>
<p><b>VFA Eligibility Screening &amp; Documentation</b></p> <p><i>Providers must follow specific VFA requirements for eligibility and documentation.</i></p>	<p>Follow program requirements for patient eligibility screening and documentation:</p> <ul style="list-style-type: none"> <li>• Screen all adults 19 years of age and older for VFA eligibility: uninsured (NO public or private health insurance) or underinsured (health insurance does not cover some or all vaccines) prior to vaccine administration—at every immunization visit.</li> <li>• Document all elements of VFA’s “317 Eligibility Screening Record” form, including the screening date, VFA eligibility (Y/N), and any eligibility criteria if met (date of birth verifying 19 years of age and older and whether uninsured OR underinsured). Document program eligibility in the patient’s Electronic Health Record.</li> <li>• Keep all VFA eligibility records on file for three years.</li> </ul>	<a href="#">317 Eligibility Screening Record (IMM-1226)</a>  <a href="#">VFA Eligibility Based on Insurance Status (IMM-1247)</a>  <a href="#">VFA FAQs, Part II, Patient Eligibility</a>  <a href="#">VFA Patient Vaccine Poster (IMM-1258)</a>  <a href="#">Vaccine Eligibility Guidelines (IMM-1222)</a>
<p><b>ACIP Recommendations &amp; Standards</b></p> <p><i>Providers must follow ACIP recommendations and standards when administering VFA vaccines.</i></p>	<p>The VFA Program provides eligible adults with access to vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). Follow program requirements:</p> <ul style="list-style-type: none"> <li>• Comply with recommendations about immunization schedules, dosages, and contraindications as established by the ACIP and included in the VFA Program. Offer all age-appropriate vaccines according to patient populations served.</li> <li>• Administer VFA vaccines only to adults who meet VFA eligibility criteria.</li> <li>• Distribute the current Vaccine Information Statements (VIS) before vaccine administration.</li> <li>• 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).</li> <li>• Acknowledge that re-vaccination is recommended if non-viable vaccines have been administered to patients.</li> <li>• Record information about each immunization given, including: <ul style="list-style-type: none"> <li>• the name of the vaccine</li> <li>• the date it was given</li> <li>• the route and administration site</li> <li>• the lot number and manufacturer</li> <li>• the name and title of the person who administered it</li> <li>• the practice’s name and address</li> <li>• the VIS publication date and date VIS was provided</li> </ul> </li> </ul>	<a href="#">CDC Recommended Immunization Schedules</a>  <a href="#">Instructions for using VIS Current Vaccine Information Statements</a>  <a href="#">VAERS and VERP flyer (IMM-1153)</a>  <a href="#">Immunization Record and History (IMM-542P)</a>



Requirement	Summary	Resources/Job Aids
<p><b>Vaccine Administration</b></p> <p><b>UPDATED!</b></p> <p><i>Providers must follow vaccine administration requirements specific to VFA.</i></p>	<p>Administer all VFA 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. Special event clinics, health fairs, special school clinics, and mass vaccination clinics require prior approval from the VFA Program at least 4 weeks before the scheduled event; 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>Recommend non-routine, ACIP-recommended vaccines when indicated or when requested.</p> <p>Acknowledge and follow program and manufacturer guidance, including revaccination, if non-viable vaccines have been administered to patients.</p> <p>Document all VFA vaccine doses administered using an immunization registry or Electronic Health Record (EHR). Review doses reported in the immunization information system a minimum of every six months. Note: documentation into an EHR system is sufficient if data is transmitted from your system to CAIR or RIDE/Healthy Futures.</p>	<p><a href="#">VFA Vaccine Daily Usage Log (IMM-1053 317)</a></p> <p><a href="#">Provider Operations Manual (IMM-1248) Chapter 2</a></p> <p><a href="#">VAERS and VERP flyer (IMM-1153)</a></p> <p><a href="#">Link to CDC Adult Immunization Schedule</a></p>
<p><b>Vaccine Administration Fees</b></p> <p><i>Providers must follow vaccine administration fee requirements specific to VFA.</i></p>	<p>To reduce financial barriers for patients and ensure that VFA-eligible patients will not incur additional costs outside of any routine copay for the clinic visit, program sites shall:</p> <ul style="list-style-type: none"> <li>• Not charge eligible patients or third-party payers for the cost of VFA vaccines.</li> <li>• Not charge a vaccine administration fee to eligible patients for VFA vaccines.</li> <li>• Prominently <a href="#">post a sign</a> clearly visible to patients which communicates that:</li> </ul> <p><b><i>“FREE vaccines are available to adult patients who are uninsured or have insurance that doesn’t cover (certain) vaccines. We do not charge these patients for getting the vaccine or for the cost of the vaccine.”</i></b></p>	<p><a href="#">VFA Patient Vaccine Poster Spanish   Arabic   Armenian Cambodian   Chinese (simplified)   Farsi   Hindi Hmong   Japanese   Korean Lao   Portuguese   Punjabi Russian   Tagalog   Thai Vietnamese</a></p>
<p><b>Program Enrollment, Recertification, Withdrawal, &amp; Termination</b></p> <p><i>Requirements are the same for VFA and VFC.</i></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 program by updating their information, completing required EZIZ training, and signing new requirement agreements. <b>Failure to recertify will lead to termination.</b></p> <p>Providers may voluntarily withdraw from the VFA Program. The VFA Program also may terminate a VFA “Provider Agreement” and remove the provider from the program for failure to comply with program requirements.</p> <p>In both cases, the Provider of Record must return spoiled/expired vaccine or transfer all unused VFA vaccines. Enrolled providers are responsible for all VFA vaccines in their practice until their Provider Agreement has been officially terminated.</p>	<p><a href="#">Program Recertification</a></p> <p><a href="#">VFA Disenrollment Request Form (IMM-1261)</a></p>
<p><b>Fraud &amp; Abuse</b></p> <p><i>Requirements are the same for VFA and VFC.</i></p>	<p>Providers agree to participate in a manner intended to avoid fraud and abuse. Fraud and/or abuse of VFA vaccines will require restitution and may lead to termination from the program.</p> <ul style="list-style-type: none"> <li>• <b>Fraud</b> 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 program.</li> </ul>	<p><a href="#">VFA Provider Agreement</a></p>

Requirement	Summary	Resources/Job Aids
	<ul style="list-style-type: none"> <li>• <b>Abuse</b> is a provider practice inconsistent with sound fiscal, business, or medical practice which results in unnecessary costs to the program. Abuse results in inadvertent costs to the program and consists of any actions that lead to negligent loss. Providers agree to replace all vaccines deemed non-viable due to provider negligence.</li> </ul>	
<p><b>Documentation &amp; Record Retention Requirements</b></p> <p><i>Documentation &amp; record retention requirements are the same for VFA and VFC.</i></p>	<p>Maintain all paper-based and electronic records related to the VFA Program for a minimum of three (3) years.</p> <p>Make records available to public health officials, including local health jurisdictions, California Department of Public Health, and Department of Health and Human Services, upon request.</p> <p>Records include patient screening/eligibility verification, temperature logs, vaccine ordering records, medical records which verify vaccine administration, vaccine purchase and accountability records, VFA training records, vaccine management plan, recertification forms, etc.</p>	<p><a href="#">VFA Provider Agreement</a></p>
<p><b>Site Visits</b></p> <p><i>Requirements for site visits are the same for VFA and VFC.</i></p>	<p>Enrolled providers agree to site visits from program staff (or authorized representative), 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 or account ownership, which may require additional follow-up.</p> <p>Unannounced storage and handling visits serve as spot checks to ensure VFA vaccines are administered to VFA-eligible adults and are managed and stored according to 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><a href="#">VFA Provider Agreement</a></p>
<p><b>Program Integrity</b></p> <p><i>Requirements related to program integrity are the same for VFA and VFC.</i></p>	<p>Clinic staff must conduct themselves in an ethical, professional, and respectful manner in all interactions with VFA Program staff.</p> <p>Never destroy, alter, or falsify immunization or VFA 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 VFA Program.</p> <p>Comply with all mandatory corrective actions and the timeline provided by the VFA Program. Unresolved mandatory corrective actions may result in prevention of completion of recertification process and/or placement on a conditional enrollment. Failure to complete required recertification may lead to program termination.</p> <p><b>Acknowledge that failure to meet conditional enrollment conditions may lead to permanent termination from the VFA Program.</b></p>	<p><a href="#">VFA Provider Agreement</a></p>