



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




GAVIN NEWSOM
Governor

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TO: California Local Health Department (LHD) 317 Providers

FROM: Robert Schechter, M.D., Immunization Branch Chief 
Center for Infectious Diseases
Division of Communicable Disease Control

SUBJECT: 2025 Annual LHD 317 Recertification

Key takeaways from this letter:



- ✓ By February 14, 2025, complete the LHD 317 Recertification process, including the required lessons on [EZIZ](#) and the Recertification form on [myCAvax](#).
- ✓ Not completing Recertification will result in suspension of vaccine ordering.

LHD 317 PARTICIPATION AND RECERTIFICATION BACKGROUND

Thank you for your participation in the Local Health Department (LHD 317) Program, which provides many immunizations for vulnerable adults. Annual recertification and training are required to continue in the LHD 317 Program. Not completing the 2025 LHD 317 Recertification process will result in suspension of vaccine ordering privileges.

Through recertification, providers agree to comply with LHD 317 Program requirements, update practice information, and update estimates of all LHD 317-eligible and privately insured adults who will be immunized in the coming year. The LHD 317 Program verifies that the applicant is eligible for continued enrollment and has a valid California medical license.

The Vaccines for Children Program or Vaccine for Adults Program under CDPH have separate Recertification forms. Please refer to those programs for more details.

SUBMIT 2025 LHD 317 RECERTIFICATION VIA [myCAvax](#) BY FEBRUARY 14, 2025

Once verified, recertification will be valid through 2025.



2025 RECERTIFICATION PROCESS

Step 1 – Ensure Your LHD 317 Account is in Good Standing

Only active Program providers in good standing can access the 2025 LHD 317 Recertification form. Providers who have outstanding mandatory corrective actions may access the form once the actions have been resolved. Please contact your [CDPH Field Representative](#) for more information.

Step 2 – Gather Your Information Using the LHD 317 Recertification Worksheet

Utilize the [2025 LHD 317 Recertification Worksheet](#) to gather information before beginning the recertification process.

Step 3 – Complete the LHD 317 Program’s 2025 Educational Requirements

Every California LHD 317 Provider must first complete [LHD 317 educational requirements](#) before accessing the 2025 LHD 317 Recertification form. The training modules are now available on the EZIZ.org [training page](#) for key practice staff to complete.

In addition to completing the EZIZ lessons, key practice staff must acknowledge the Vaccine Management Plan. Providers cannot begin to recertify until training has been completed by all key practice staff. Keep in mind that staff will need to set aside a couple of hours to complete all required lessons.

IMPORTANT NOTE! Since myCAvax is connected to validate EZIZ training lessons, the User ID used to complete the EZIZ training lessons must match the email listed on the myCAvax program location account. Each key practice staff must have a unique email and EZIZ user ID.

Clinics only need to complete the lessons corresponding to the CDPH Immunization Program in which they are enrolled. The “LHD 317 Program Requirements” module is required for the Primary Vaccine Coordinator, Backup Vaccine Coordinator, Provider of Record and Provider’s Designees. Other modules on Storing Vaccines, Monitoring Storage Unit Temperatures, Conducting a Vaccine Inventory and the Vaccine Management Plan are encouraged for these staff.

The LHD 317 Program Requirements training should have a completion date of 12/1/2024 or later to receive credit. Although the myCAvax system will only validate the LHD 317 Program Requirements training, it is highly encouraged that key practice and other related staff complete the other EZIZ lessons. Staff will receive credit if EZIZ lessons were completed for other CDPH Immunization Programs.

Step 4 – Log in to the LHD 317 Recertification Form

Log in to your [myCAvax](#) with your unique username and password and click on “Submit Recertification(s).”

IMPORTANT NOTE! Only Vaccine Coordinators (Primary, Back Up, Organizational, and Additional Vaccine Coordinators) will have access to completing the Recertification form. The Provider of Record and Designee do not have access unless they are also one of the Vaccine Coordinators.

Step 5 – Verify and Update Your Practice Information

Most fields in the Recertification Form will be pre-populated with LHD 317 program information on myCAvax. Review and update the following information as necessary:

- **Step 5A - Provider Location Information:** (Program Location Name, Shipping and Vaccine Administration Address, Phone, LHD 317 PIN, CAIR/IIS ID, Delivery Days etc.) This information may be pre-populated from information from program information already on myCAvax. Review and update as needed:
 - **CAIR/IIS ID:** California law requires all California providers, including active VFC providers, to enter every immunization administered, as well as a patient's race and ethnicity, into a California immunization registry, CAIR or Healthy Futures/RIDE. Providers without an immunization registry ID will not be able to proceed with 2025 Recertification. For more information, see the California Department of Public Health's [Immunization Registry FAQs](#).
 - Only a single Registry ID is allowed to be entered per Program Location and LHD 317 Pin. The Registry ID in the LHD 317 Recertification Form must be registered at the same location as the LHD 317 PIN. If there are multiple Registry IDs associated with your practice, select the Registry ID that holds the greatest amount of LHD 317 vaccine inventory or LHD 317-eligible patients. For CAIR questions, please contact CAIRHelpdesk@cdph.ca.gov or 800-578-7889. For RIDE/Healthy Futures questions, contact support@myhealthyfutures.org or 209-468-2292.
- **Step 5B - Key practice staff:** The clinic must list a Provider of Record, Primary Vaccine Coordinator, Backup Vaccine Coordinator, and Provider of Record Designee. These staff members should be those who manage adult patients in the LHD 317 program. Medical Licenses will be validated to ensure active status of license. Key Practice Staff must have their EZIZ program training completed to proceed with recertification. Please direct any staff members who have not completed the training to the following link: [EZIZ training](#). Review and manage these roles on the Recertification form.
 - **Optional Key Practice Staff:** Sites may now list an Organization and/or an Additional Vaccine Coordinator. Optional Key practice staff will only display if you already have those roles for your clinic. Assigning contacts to these roles is not mandatory. Assigning and/or changing an Organization Vaccine Coordinator is subject to CDPH Approval.
 - **Additional Staff Members:** Sites have the option to add additional staff members who should receive program communications.

- **Step 5C - Vaccine Storage Units:** Enter all units that will be used to store LHD 317 vaccines and corresponding temperature monitoring devices. Existing units from other CDPH programs (BAP, SGF, VFC) are available to view and add to LHD 317 if stored in the same units. Any new units need to be added. If you have a storage unit that is no longer in use, designate the Unit priority as 'No longer in use'.
 - **IMPORTANT NOTE!** The LHD 317 Program requires that all digital data loggers (DDLs) used for temperature monitoring of LHD 317-supplied vaccines (including backup DDLs) have a current certificate of calibration. Having expired certificates of calibration may lead to vaccine orders being held.
 - **NEW!** Verify your unit's certificate of calibration is still valid and upload a copy of their certificate of calibration for each DDL in each vaccine storage unit.
 - **NEW!** Sites can now list more than 1 backup thermometer. The program location must have at least 1 back up thermometer with a valid certificate of calibration to proceed.
- **Step 5D - Provider Population:** Review and update the estimated number of all adults 19 years of age and older who will receive immunizations in the upcoming 12-month period. Update the data based on immunization registry usage reports, Electronic Health Record usage reports, LHD 317 usage logs, billing information, and so forth.
 - **NEW!** The site must now report the estimated number of adults 19 years of age and older by eligibility – uninsured, underinsured, and privately insured.
- **Step 5E - Health Care Providers with Prescription Writing Privileges:** List all health care providers who will be administering LHD 317-supplied vaccines. Your site will be unable to move forward with the recertification process if a license cannot be verified.
 - The clinic must have at least one medical staff listed.
 - The first contact listed in your medical staff will be your Provider of Record.
 - All medical licenses must be verified and will be validated electronically.
 - 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 (e.g., MD, DO, etc.).
 - Locate NPI numbers through the National Plan & Provider Enumeration System (NPPES) website: <https://npiregistry.cms.hhs.gov/>.

Step 6 - Review Recertification Information and Submit for E-Signature: Review the information that was entered from Steps 1 - 5 of the Recertification Form. If any edits are needed, click on the "Back" button to go back to the previous pages. Otherwise click on "Submit for E-Signature" to send the Provider Agreement and Addendum to the Provider of Record for their electronic signature.

Step 7 – Review and Sign the Provider Agreement and Provider Agreement

Addendum: An email will be sent to the Provider of Record to review and electronically acknowledge compliance with all the requirements outlined in the [2025 LHD 317 Provider Agreement](#) and [2025 Provider Agreement Addendum](#). The POR will click on the link in the email to review and sign the documents via DocuSign. The provider's electronic signature acknowledges agreement with all current LHD 317 Program requirements and that the provider has the capacity to order, receive, store, manage, and administer publicly purchased vaccines. Once the documents have been signed, the recertification status will be moved to "Completed."

MY TURN VACCINE LOCATOR

The [MyTurn Vaccine Locator](#) tool can help patients find clinics and providers that accept walk-in patients, offer the vaccines they need, and provide vaccination services based on their insurance status and ability to pay. For a LHD 317 site to appear on the "My Turn Public" portal, navigate to the Vaccine Locator Tab on your myCAvax Homepage, outside of the Recertification form. The clinic should select the 'My Turn Vaccine Locator Opt-in' tab, click the location's 'Manage Vaccine Locator Form' link, and complete the information form to opt-in. [More information about the benefits of MyTurn.](#)

My Turn Clinic Webinar: Please join CDPH to see live demonstrations and learn how My Turn Clinic can streamline vaccine administration and clinic management.

When: Tuesday, January 14, 2025

Time: 12:00 pm – 1:00 pm

Register here: [Benefits of Using My Turn Clinic](#)

If you have any questions about the recertification process, please contact the LHD 317 Program at 833-502-1245 or ProviderCallCenter@cdph.ca.gov.

Enclosures:

[2025 LHD 317 Provider Agreement](#)

[2025 LHD 317 Provider Agreement Addendum \(IMM-1515\)](#)

[2025 Recertification Frequently Asked Questions \(FAQs\) \(IMM-1245\)](#)

[2025 Recertification Process \(IMM-1277\)](#)

[2025 LHD 317 Recertification Worksheet \(IMM-1521\)](#)

[myCAvax Recertification Demo and Knowledge Center Resource](#)