

December 13, 2024

2025 LHD 317 Recertification is Coming Soon! Start Planning Now!

Background

Thank you for your continued participation in the Local Health Department (LHD) 317 Program, which ensures access to most ACIP immunizations for vulnerable uninsured and underinsured adults. Annual recertification and training are program requirements to continue receiving publicly purchased vaccines 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 participation requirements, update practice information, and provide updated estimates of all LHD 317-eligible and privately insured adults who will be immunized in the coming year. The LHD 317 Program then verifies that the practice is eligible for continued enrollment and has a current and valid California medical license to prescribe and administer vaccines.

Getting Ready for LHD 317 Recertification

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.

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.

3. Complete the LHD 317 Program's 2025 Educational Requirements

Every California LHD 317 Provider must first complete [LHD 317 educational requirements](#) for the practice in order to access and complete the 2025 LHD 317 Recertification. The training modules are now available on the [EZIZ.org training page](#).

Clinics will only need to complete the lesson corresponding to the CDPH Immunization Program they are enrolled in. 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.

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.

4. Confirm Your Immunization Registry ID

AB 1797 requires all California providers to enter every immunization administered into a California immunization registry. As a result of this law, all active participants of California's LHD 317 Program are required to enter all vaccine doses administered into CAIR or RIDE. For more information, see the California Department of Public Health's [AB 1797 Immunization Registry FAQs](#).

IMPORTANT NOTE! Only a single Registry ID is allowed to be entered per Program Location. 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 800-578-7889, or CAIRHelpdesk@cdph.ca.gov. For RIDE/Healthy Futures questions, please contact 209-468-2292, or support@myhealthyfutures.org.

5. Check If Your Data Logger Calibration Is Up to Date and Meets LHD 317 Requirements

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.

- Verify your unit's certificate of calibration is still valid. Clinics will be required to upload a copy of their certificates of calibration. If any of your data loggers have an expired certificate of calibration, or will be expiring soon, make sure you send your DDLs for calibration services prior to Recertification launch or purchase a new DDL.

6. Generate Patient Reports from your EHR or Immunization Registry

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. Data should be based on immunization registry usage reports, Electronic Health Record usage reports, LHD 317 usage logs, billing information etc. Generate reports on actual patient population served by your practice during 2024.

- a. **NEW!** The site must now report the estimated number of adults 19 years of age and older by eligibility – uninsured, underinsured, and privately insured.

7. Verify your Clinic Staff's License Numbers Ahead of Time

Contact information, medical licenses, and National Provider ID (NPI) for any new Key Practice Staff and Health Care Providers with Prescription-Writing Privilege must be reported.

Plan ahead:

- In order to ensure you report the correct information, we encourage your practice to verify your staff's license numbers ahead of time through the California Department of Consumer Affairs website: <https://www.breeze.ca.gov/datamart/loginCADCA.do>.
- Locate NPI numbers through the National Plan & Provider Enumeration System (NPPES) website: <https://npiregistry.cms.hhs.gov/>.

MY TURN VACCINE LOCATER

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. In order for a LHD 317 site to appear on the "My Turn Public" portal, they will need to 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. For more information about the benefits of MyTurn, [click here](#).

Please join CDPH for an interactive webinar 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 LHD 317 Recertification process, please contact the Provider Call Center at 833-502-1245.

Resources:

- [2025 VFA/LHD Recertification Worksheet \(IMM-1521\)](#)
- [LHD 317 Agreement](#)
- [2025 VFA/LHD 317 Agreement Addendum](#)
- [2025 Recertification Process](#)

Thank you,



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

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EZIZ.org