

IMPORTANT - PLEASE DO NOT RESPOND DIRECTLY TO THIS EMAIL



Vaccines for Children Program

1-877-243-8832 eziz.org

2018-2019 Influenza Vaccine Supply and Shipping Notification

September 14, 2018

Dear VFC Provider,

Initial flu vaccine doses have been received at VFC's vaccine distributor enough to begin processing and fulfillment of VFC provider orders in queue. Please expect initial flu shipments to start arriving **the week of September 17, 2018.**

Shipments will include approximately 30% of your confirmed order. The remaining balance of your order after this initial shipment will be automatically processed in multiple shipments (3-4 additional shipments) over the next 4-6 weeks, or sooner depending on available vaccine supply. Provider orders of 100 doses or less will be shipped in full for available products. Please refer to the [Vaccine Order Status](#) tab on EZIZ for details on supply levels by vaccine product.

In preparation for the receipt of your vaccine shipments and the start of your 2018 influenza vaccination efforts, we encourage your practice to follow [these steps](#).

BEFORE VACCINES ARRIVE

1. Staff Notification

- ✓ Share this communication with your clinic staff, especially staff with responsibilities for receiving, inspecting and/or storing vaccine shipments.

2. Verify Clinic Hours

- ✓ Log-in to your [MyVFCVaccines](#) account and verify that your clinic's hours of operation are current for the next couple of weeks. This is not only critical to ensure timely delivery of your vaccine shipments, but prevents undeliverable shipment attempts which may lead to vaccine being spoiled.
- ✓ If your clinic will be closed during planned vaccine shipments, please contact the VFC Program to place a delivery hold no later than close of business Monday September 17, 2018.

3. Vaccine Storage

- ✓ Confirm your vaccine storage unit has been prepared to receive initial vaccine shipments. This includes ensuring designated VFC supply space in your refrigerator has been identified and labeled to readily store VFC shipped doses.
- ✓ Verify any expired influenza vaccine doses have been removed from the refrigerator and returned to VFC's national vaccine distributor.
- ✓ Review your clinic's temperature logs to ensure your vaccine refrigerator is maintaining adequate temperatures, and all excursions in your data logger files have been identified and reported to VFC.

4. Staff Training

- ✓ Prior to beginning the administration of this season's influenza vaccines at your practice, review the following information with all staff administering and managing influenza vaccines:
 - 2018-2019 Influenza Vaccine Recommendations published by the Advisory Committee on Immunization Practices (ACIP) included in the VFC Program's Annual Influenza Program letter posted on www.eziz.org.
 - Influenza vaccine information for products that that you will be administering in your facility this year, including their dosages, age indications, and administration techniques. The "[Influenza Vaccine Identification Guide](#)" can help you with this step.
 - If you have new clinic staff, review VFC eligibility, vaccine administration documentation and tracking guidelines as well as temperature monitoring responsibilities, if applicable to their role.
 - If your clinic is manually tracking vaccine administration, review the VFC Program's [2018-2019 Flu Usage Log](#).

UPON VACCINE ARRIVAL

1. Vaccine Shipments

- ✓ Receive all vaccine shipments. Do not reject vaccine shipments without notification to the California VFC Program.
- ✓ Immediately upon receipt, receiving staff must notify clinic staff to ensure shipments are properly inspected, verified, and stored in the appropriate refrigerator unit immediately.
- ✓ Use the shipment's packing slip to confirm doses received are either VFC or privately purchased vaccines you may also be expecting. This can prevent confusing VFC or private shipments, and inadvertent administration of vaccine doses to non VFC eligible, or vice versa. Verify that the number and type of vaccine doses received matches the information **both** in your shipment's packing slip and in the e-mailed order confirmation.
- ✓ Check the temperature monitors included in your shipment to verify the vaccine has not been exposed to out-of-range temperatures during transit. If this has occurred, label the vaccines "Do not use.", refrigerate the vaccines, and contact the VFC Program for further instructions.
- ✓ As you store vaccines in the refrigerator, clearly identify and distinguish your VFC doses from your Private doses.
- ✓ If any shipment issues are identified, contact the VFC Program **immediately**. Complete [VFC's Vaccine Receiving Log and Checklist](#) to report any discrepancy in your order, or temperature shipment issues. This **MUST** be reported the same day of shipment receipt in order to get a satisfactory resolution to the shipment discrepancy from the vaccine distributor.

2. Vaccine Storage and Handling

- ✓ Influenza vaccines must be stored at a temperature range of 36°F to 46°F (2°C to 8°C). Multi-dose vials should be returned to recommended storage conditions between uses.
- ✓ Vaccine doses deemed spoiled due to exposure to out-of-range temperatures may not be readily replaced.
- ✓ Any out-of-range current, minimum or maximum temperatures must be reported to SHOTS (Storage and Handling Online Triage System) accessible through MyVFCvaccines.org

3. VFC Vaccine Administration Documentation, Tracking and Accountability

- ✓ Make sure that identified children with high-risk conditions are notified as soon as possible of vaccine availability, and vaccinated as early as possible.
 - ✓ Use every visit as an opportunity to immunize and protect patients against flu.
 - ✓ All VFC-administered doses must be logged in either the VFC Program's [2018-2019 Flu Usage Log](#), in an Immunization Information System, or your clinic's own system.
 - ✓ Your clinic is required to accurately account for all doses of influenza vaccines received through the VFC Program with each supplemental vaccine request, or upon request from the VFC Program.
 - ✓ VFC has a DO NOT borrow policy. This includes influenza vaccines.
 - ✓ VFC providers will be required to report the total number of vaccine doses administered at the end of the influenza season using data from the [2018-2019 Flu Usage Log](#), Registry, or similar tracking system.
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