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TO: California Vaccines for Children (VFC) Program Providers

FROM: Kathleen Harriman, PhD, MPH, RN *Kathleen Harriman*
on behalf of Sarah Royce, MD, MPH, Chief
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Division of Communicable Disease Control, Immunization Branch

SUBJECT: 2020 Vaccines for Children (VFC) Recertification

The California Department of Public Health (CDPH) Immunization Branch would like to thank you for your participation in the Vaccines for Children (VFC) Program. The VFC Program was created to help provide vaccines to children whose parents or guardians may not otherwise afford or have access to vaccinations. In California, over 6 million children are eligible for the VFC Program. By ensuring that VFC-eligible children are vaccinated and vaccines are stored properly to maintain efficacy, VFC Providers have been integral in improving the health of California's children.

BACKGROUND

Annual Recertification is a federal requirement for VFC Providers in order to maintain active status in the VFC Program and receive publicly purchased vaccines. All public and private providers must recertify (renew) their enrollment yearly. New providers that enrolled prior to December 2019 will also be expected to complete 2020 VFC Recertification. Not completing the 2020 VFC Recertification process will result in suspension of vaccine ordering privileges and eventual account termination from the VFC Program.

Through Recertification, renewing providers agree to comply with current VFC Program participation requirements, update key practice information, and provide updated patient estimates of all children (both VFC-eligible and privately insured patients) in the practice who will be receiving immunization services in the coming year. The VFC Program uses Recertification information to verify that the enrolled provider (or practice) meets eligibility criteria for continued enrollment and has a valid California medical license to prescribe and administer vaccines.



TIMELINE FOR SUBMISSION OF 2020 VFC RECERTIFICATION

The 2020 VFC Recertification form is now available on your [MyVFCvaccines](#) home page on [EZIZ.org](#). Providers will have more than 30 days to complete and submit Recertification. In order to prevent a lapse in participation in the VFC Program and delays in processing of vaccine requests, providers must complete and submit their practice's Recertification by **Monday, January 20, 2020**. Once submitted, Recertification will be valid through 2020.

2020 RECERTIFICATION PROCESS

Step 1 – Ensure that your VFC account is in good standing

Only providers with active accounts in good standing with the VFC Program will be able to access the 2020 VFC Recertification form through [MyVFCVaccines](#), once all key practice staff have completed all required lessons.

Providers who have outstanding mandatory corrective actions stemming from a VFC site visit will not be able to access the Recertification form until the corrective actions have been resolved. Please contact your [VFC Field Representative](#) for more information.

Step 2 - Gather Information on the VFC Recertification Worksheet

Utilize the [2020 VFC Recertification Worksheet](#) to gather information before beginning the Recertification process.

Step 3 – Complete the VFC Program's 2020 Educational Requirements

Every California VFC Provider must first complete federal VFC educational requirements for the practice in order to access and complete 2020 VFC Recertification. The training modules are now available on the EZIZ.org [training page](#). Any lessons that were completed prior to the date of this letter will not receive credit for 2020 Recertification. 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.

Test-Out Option:

- There are four lessons, in addition to a review and acknowledgement of the Vaccine Management Plan and the VFC Provider Operations Manual.
- The VFC Program Requirements Lesson is newly updated and must be taken by all key practice staff. There is no test-out option.
- For all other required lessons, if you took the lessons previously with a passing score and also received a passing score on this year's Pre-lesson Check, you will have the option to skip the lesson (test-out) or take it again to refresh your knowledge.

Web browsers:

- Ensure that your internet browsers are up-to-date and that your browser history is deleted to prevent issues with accessing the lessons.
- For PCs Internet Explorer is the preferred browser to use to take the lessons, and for Mac devices Mozilla Firefox is preferred. Due to technical issues, other browsers are not recommended for taking the lessons.
- The lessons will require that Adobe Flash and JavaScript are enabled.

Refer to the table below for the required lessons for each key practice staff:

✓ = 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 <i>(New)</i>	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 <i>(Updated)</i>	Recertification Launch	✓	✓	✓	✓
	Vaccine Management Plan	Recertification Launch	✓	✓	✓	✓

*Test-out option available

Step 4 – Log in to the VFC Recertification Form

Log in with your practice’s VFC PIN and ZIP Code on your [MyVFCVaccines](#) account and click on the “Submit Recertification Form” button.

- Most of the information you will need to complete and submit your 2020 VFC Recertification will be preloaded in the online system. Allot enough time to complete the online Recertification form in one session.

Step 5 – Review Your VFC Practice Profile

Your VFC Practice Profile page displays useful information about your practice’s participation in the VFC Program during the past calendar year. This page includes your:

- Current practice volume and order frequency
- Total vaccine doses ordered, expired, wasted, and spoiled
- 2019 VFC patient estimates
- Comparison of vaccines administered with target usage

- This summary is based on your clinic's reported vaccine usage from January through December 2019 and allows you to see your practice's compliance with the administration of all recommended vaccines by the Advisory Committee on Immunization Practices (ACIP) to VFC-eligible patients in your practice.
- Note that these targets are based on the use of certain vaccines and compared against other ACIP recommended vaccines. The purpose is to help providers identify if certain vaccines are being used more or less frequently than others.

Outside of Recertification, the link to your Practice Profile will be available on your MyVFCvaccines account. Print and review with clinic staff.

Step 6 - Verify and update your practice information

Most fields in the Recertification form will be pre-populated with the information the VFC program has on file. Review and update the following information as necessary:

- Practice information (Registry ID, delivery days and times, etc.)
 - Only a single Registry ID is allowed to be entered per VFC PIN. The Registry ID in the VFC Recertification Form must be registered at the same location as the VFC PIN. If there are multiple Registry IDs associated with your practice, select the Registry ID that holds the greatest amount of VFC-related data (e.g., VFC vaccine inventory, VFC-eligible patients). For any CAIR-related questions, please contact the CAIR Help Desk at 800-578-7889.
- Key practice staff (only accounts associated with your VFC PIN who have completed the required EZIZ training lessons will display)
- Vaccine storage unit and temperature monitoring equipment used to store federally-purchased vaccines (VFC and 317/VFA). Update data logger calibration, add new vaccine storage units or remove old equipment.
- Estimates of all children (both VFC-eligible and privately insured patients) to be immunized in the coming year. Update the data based on immunization registry usage reports, Electronic Health Record (EHR) usage reports, VFC usage logs, billing information, or other sources.
- Health-care providers in the practice with prescription-writing privileges who will be administering VFC-supplied vaccines
 - Health-care provider medical licenses will be validated electronically. Enter your name as it appears on the medical license. Do not include middle name, middle initial, or title (e.g., MD, DO, etc.). VFC Providers with unverifiable licenses will be requested to contact the VFC Customer Service Center with correct information in order to complete the recertification process. You can verify that you have the correct license numbers through the California Department of Consumer Affairs website: <https://www.breeze.ca.gov/datamart/loginCADCA.do?jsessionid=6CAB34DB1E80CDCA5D0ACE1A8331DB20.vo19>.

Step 7 – Review Provider Agreement and Provider Agreement Addendum

The Provider of Record must review and electronically acknowledge compliance with all items outlined in the [2020 VFC Provider Agreement](#), and the [2020 CA VFC Program Provider Agreement Addendum](#) displayed on the Recertification form. The provider's electronic signature acknowledges agreement with all current VFC Program requirements and that the provider has the capacity to order, receive, store, manage, and administer publicly purchased vaccines. The provider signing the VFC Provider agreement and its Addendum on behalf of a multi-provider practice must have the authority to sign on behalf of the entity.

Step 8 – Submit the 2020 VFC Recertification Form

Once the 2020 VFC Recertification form has been submitted, the system will generate an email confirmation of submission to all key practice staff plus the person submitting the Recertification form. A copy of your submitted Recertification form can be accessed on the practice's MyVFCvaccines account.

Step 9 - Provider Satisfaction Survey

This is the last step of 2020 VFC Recertification. A link to complete and submit a provider satisfaction survey will appear after submitting your Recertification. Your input is greatly valued and will guide enhancement to our program, educational resources, staff training, and systems.

2020 VFC REQUIREMENTS AT A GLANCE

Refer to the [2020 Program Participation Requirements at a Glance](#) (IMM-1240) for a current summary of California's VFC Program requirements and an overview of what is new for 2020. This document highlights requirements that enrolled providers are agreeing to during Recertification in order to receive federally funded vaccines as well as resources available to help practices meet these requirements. Print and share with relevant clinic staff.

If you have any questions about the recertification process, please contact the VFC Program at 877-2GET-VFC (877-243-8832).

Enclosures:

- 2020 Program Participation Requirements at a Glance (IMM-1240)
- 2020 VFC Provider Agreement (IMM-1241)
- 2020 VFC Provider Agreement Addendum (IMM-1242)
- 2020 VFC Recertification Frequently Asked Questions (FAQs) (IMM-1245)
- 2020 VFC Recertification Process (IMM-1277)
- 2020 VFC Recertification Worksheet (IMM-1207)