VFA Vaccine Ordering Now Open!

Dear VFA Provider,

The VFA vaccine ordering period is **now open and will close on Thursday, October 10, 2024.** After this date, you will not be able to place an order until the next ordering period projected for **January 2025.** The VFA Program does not offer VFA supplemental orders.

VFA Quarter 4 Vaccine Ordering Policy

1. HPV vaccine will be unavailable to order this quarter.
2. Vaccine dose requests for PCV 20 and Shingrix will be capped at 40 doses. Based on available budget, this is subject to change in the future.

The vaccine doses provided by the VFA Program must be used to support the eligible uninsured and underinsured patient population. **The VFA Program requires reported doses administered with each VFA order be based on doses recorded in CAIR as "317."**

The number of reported doses administered and the doses in CAIR as "317" should closely match. If that is not the case, **this may affect doses the VFA Program approves for your clinic.** Please work with your EHR vendor, Local CAIR Representative, and/or CAIR Data Exchange Specialist to identify and resolve issues as soon as possible. Refer to the steps on CAIR documentation improvement [here](#)!

Reminders Before Placing a Vaccine Order:
1. Only the Primary Vaccine Coordinator, Back Up Vaccine Coordinator and/or Additional Coordinator have access to login to your [myCAvax](#) account to place vaccine orders.

2. Before starting your vaccine order, complete all transfers, waste events and returns.

3. VFA providers are required to order based on administered doses and on hand inventory.

4. Ensure the current VFA inventory in your vaccine storage units matches the On-Hand Inventory you enter.

5. Providers are accountable for all publicly supplied vaccines upon receipt and must be able to provide documentation to support their numbers.

6. Report doses administered on each vaccine order using quantities reported to the regional immunization registry (CAIR/Healthy Futures) as "317."

7. Account for every dose of VFA-supplied vaccine ordered and received by the provider location.

8. The Primary and Back Up Vaccine Coordinator should monitor their emails for changes to the clinic's order status.

Vaccine Order Processing and Shipment Notes:

1. Orders will be reviewed and approved daily; however, VFA sites should allow up to 2 weeks after order submission for review, processing, and shipment of the order.

2. If vaccine inventory or accountability corrections are needed prior to order approval, VFA Program staff will notify the clinic's Vaccine Coordinator. Please respond as soon as possible to prevent delays in order approval. **Orders needing corrections will be held in queue until requested corrections are resolved or orders will expire after 2 weeks of pending corrections.**

3. Delivery windows are dependent on provider's days/hours of operation. Update the clinic's hours in myCAvax for any holiday or temporary closures. **McKesson does not ship vaccines on Fridays and no deliveries are made on Mondays.**

4. Monitor for emails regarding order confirmations, advance shipment notices of vaccine, and temperature monitoring alerts.

Enclosures:

VFA Ordering and Distribution Cadence Calendar and VFA Ordering and Distribution Table

Note: Cadence applies to approved VFA orders only. Time period for order review and approval may vary.

Thank you for your continued commitment to prevent the most vulnerable patients in your communities against vaccine preventable diseases!

Questions? Contact the Provider Call Center at (833) 502 – 1245 or email us at ProviderCallCenter@cdph.ca.gov.

Thank you,

California Department of Public Health | Immunization Branch
Vaccines for Adults (VFA) Program
Email: my317vaccines@cdph.ca.gov
Provider Call Center:
Phone: 833-502-1245
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