



California
Vaccines for
Adults Program

February 6, 2025

VFA Vaccine Ordering Window Extended to 2/14/2025!

Dear VFA Provider,

The VFA vaccine ordering period **has been extended and will close on Friday, February 14, 2025**. After this date, you will not be able to place an order until the next ordering period projected for **April 2025**. The VFA Program does **not** offer VFA supplemental orders. Please note, VFA Recertification is also due on **February 14, 2025**. If Recertification is not submitted by the deadline, the account will be placed on Hold then Suspended.

IMPORTANT NOTE: The California Department of Public Health (CDPH) Immunization Branch's thoughts go out to those affected by ongoing wildfires and power outages. For providers affected by the wildfires in the Los Angeles region, we had temporarily halted Vaccines for Children (VFC), Vaccines for Adults (VFA), Bridge Access Program (BAP), State General Fund (SGF), and Local Health Department (LHD 317) vaccine shipments in LA County, including the health jurisdiction of Pasadena. Vaccine shipments for the affected areas will resume once conditions allow or if clinics have notified us that they are ready to receive vaccines.

If your clinic has been directly affected by the wildfires, please complete this [short survey](#), to notify us of your clinic's current status. **If your clinic is unable to place a VFA order by the above deadline, please reach out to my317vaccines@cdph.ca.gov or the Provider Call Center so we can further assist you.**

If your clinic is closed due to the fires, please submit a temporary clinic closure form through your myCAvax account. The purpose of submitting a temporary clinic closure is so that the CDPH Immunization Programs are aware that your clinic is not ready to receive vaccines at this time. For more information on how to submit a temporary clinic closure, please refer to this [job-aid](#) after logging in to myCAvax. Alternatively, we can help with updating your clinic location's status. Please contact the Provider Call Center at (833) 502-1245 or email ProviderCallCenter@cdph.ca.gov. For more details, [click here](#).

2025 VFA Quarter 1 Vaccine Ordering Policy

1. HPV vaccine will be unavailable to order this quarter.
2. Vaccine dose requests for PCV20 and Shingrix will be capped at 40 doses. Based on available budget, this is subject to change in the future.
3. VFA sites can **order up to 20 doses of either** Abrysvo or Arexvy vaccine. Clinics can **only** select one brand of RSV vaccine to order. Vaccine requests will be approved based on availability and ordering will close once our annual allocation has been depleted.

Required CAIR Documentation

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 to order approval. **Orders**

needing corrections will be held in queue until requested corrections are resolved, otherwise 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.

VFA Satisfaction Survey

If you have not done so already, please complete the [VFA Satisfaction Survey](#). We appreciate your participation in the VFA Program and want to do our best to support you and your staff! This survey is confidential and should take about 5-10 minutes to complete. Your input is greatly valued and will guide enhancement to our program, educational resources, staff training, and systems.

Enclosures

[VFA Ordering and Distribution Cadence Calendar and VFA Ordering and Distribution Table](#)

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

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

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

Thank you,



California Department of Public Health, Immunization Branch
Vaccines for Adults (VFA) Program

Phone: 833-502-1245

Email: my317vaccines@cdph.ca.gov