



State of California—Health and Human Services Agency  
California Department of Public Health



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TO: California Vaccines for Children (VFC) Program Providers

FROM: Robert Schechter, M.D., Acting Chief   
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SUBJECT: 2019 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. By ensuring that 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 2018 will also be expected to complete 2019 VFC Recertification. Not completing the 2019 VFC Recertification process will result in suspension of vaccine ordering privileges and may lead to 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 children 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. The provider's electronic signature acknowledges agreement with all current VFC Program

requirements and that the provider has the capacity to order, receive, store, and manage publicly purchased vaccines.

## **PROVIDER SATISFACTION SURVEY**

Thank you to those who completed the 2017 Provider Satisfaction Survey, which was linked to 2018 VFC Recertification. A summary of the survey results is enclosed with this letter. Overall, the survey indicated VFC participants' high levels of satisfaction with the VFC Program and provides us with more data to help us continue to improve California's VFC Program.

## **TIMELINE FOR SUBMISSION OF 2019 VFC RECERTIFICATION**

The 2019 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 the practice's 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 21, 2019**. Once submitted, Recertification will be valid through 2019.

## **2019 VFC REQUIREMENTS AT A GLANCE**

Refer to the 2019 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 2019. 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.

## **2019 RECERTIFICATION PROCESS**

### **Completion of the VFC Program's 2019 Educational Requirements**

In order to access and complete 2019 VFC Recertification, every California VFC Provider must first complete federal VFC educational requirements for the practice. 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 2019 Recertification. Providers cannot begin to recertify until training has been completed by all key practice staff.

There are four lessons, in addition to a review and acknowledgement of the updated Vaccine Management Plan and the VFC Provider Operations Manual. If you took the required lessons in the previous year 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.

Refer to the table below for the required lessons for each of the key practice staff. Keep in mind that staff will need to set aside a couple of hours to complete all required lessons. Ensure that your internet browsers are up-to-date and that your browser history is deleted to prevent issues with accessing the lessons. Internet Explorer is the preferred browser to use to take the lessons, in addition to Mozilla Firefox. Due to technical issues, Google Chrome is currently not recommended for taking the lessons. The lessons will require that Adobe Flash and JavaScript are enabled.

Legend: ✓ = Required Lesson		Start Date	Key Practice Staff			
			Vaccine Coordinator	Backup Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements*	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>(NEW)</i>	Recertification Launch	✓	✓	✓	✓
	Vaccine Management Plan <i>(Updated)</i>	Recertification Launch	✓	✓	✓	✓

\*Test-out option available

After all lessons are completed by key practice staff, log-in to your [MyVFCVaccines](#) account to access the Recertification Form.

### Gather Information on the VFC Recertification Worksheet for your Practice

Utilize the [2019 VFC Recertification Worksheet](#) to gather information before accessing the online Recertification Form.

### Registry IDs and VFC

As part of the completion of your practice's VFC Recertification Form, you will be asked to either confirm that the Registry ID populating the form is correct or if the Registry ID is not correct, to enter the correct Registry ID (if your clinic participates in CAIR2 or another regional immunization registry). 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.

### **Accessing Your Practice's VFC Recertification**

Providers with active accounts in good standing with the VFC Program will be able to access the 2019 VFC Recertification form through [MyVFCVaccines](#), once all key practice staff have completed all required lessons. Log in with your practice's VFC PIN and ZIP Code. Instructions and information needed to submit your practice's Recertification were outlined in the [2019 Recertification Coming Soon](#) letter dated November 26, 2018. Utilize the [2019 VFC Recertification Worksheet](#) to gather information ahead of time and to help the process go smoothly.

Providers who have outstanding mandatory corrective actions stemming from a VFC site visit, or have Digital MIN/MAX thermometers, or have a household-grade combination refrigerator/freezer unit will not be able to access the Recertification form until this is resolved. Please contact your VFC Field Representative for more information.

### **Completing and Submitting Your Practice's VFC Recertification**

Most of the information you will need to complete and submit your 2019 VFC Recertification will be preloaded in the online system. Utilize your [VFC Recertification Worksheet](#) to facilitate and expedite the review, verification, and update of the following information, as needed:

- your practice's information
- key practice staff
- estimates of VFC-eligible children to be immunized in the coming year
- vaccine storage and temperature monitoring equipment, and
- health-care providers in the practice with prescription-writing privileges who will be administering VFC-supplied vaccines

As you complete your Recertification, please keep the following in mind:

- It is best to allot enough time to complete the online Recertification form in one session.
- Useful information about your practice's participation in the VFC Program during 2018 will display in your VFC Practice Profile page. This page will include your current practice volume, order frequency, total vaccine doses received in 2018, and total vaccine doses wasted during the past calendar year.
- The Practice Profile Page will also display your practice's vaccine administration summary of pediatric and adolescent vaccines. This summary is based on your clinic's reported vaccine usage from January through December 2018. With this information, you can see how your practice is doing with the administration of all

recommended vaccines by the Advisory Committee on Immunization Practices (ACIP) to VFC-eligible patients in your practice; and whether or not the practice is in compliance with immunization schedules, recommended vaccines, and dosages established by the ACIP, as required by the VFC Program. Print this information and highlight with practice staff. Note that targets are based on key sentinel vaccines for the purpose of highlighting under-utilization or over-utilization of a particular vaccine:

- Targets for pediatric vaccine administration are based on vaccine doses recommended for children 0-6 years, utilizing Pneumococcal Conjugate and Hib vaccine administration as guiding vaccines.
- Targets for adolescent vaccine administration are based on vaccine doses recommended for children 7-18 years, utilizing Tdap usage to guide targets.
- Targets for influenza vaccine are based on vaccine doses recommended for children <1-18 years, utilizing reported vaccine usage (DTaP, PCV, MMR, HPV, MCV, and Tdap) to estimate targets.
- 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>.
- Once all required information has been completed and verified, the practice's Provider of Record must review and electronically acknowledge compliance with all items outlined in the 2019 VFC Provider Agreement, and the 2019 CA VFC Program Provider Agreement Addendum. 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.

### **Confirmation of 2019 VFC Recertification Submission**

Once the 2019 VFC Recertification form has been submitted, the system will generate an e-mail 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.

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

### **Enclosures**

- 2019 Program Participation Requirements at a Glance (IMM-1240)
- 2019 VFC Recertification Worksheet (IMM-1207)
- 2019 VFC Recertification Instruction Sheet