



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: Sarah Royce, M.D., M.P.H., Chief 
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SUBJECT: 2019 VFC Recertification is COMING SOON! Start planning now

BACKGROUND

The Vaccines for Children (VFC) Program's Annual Recertification is almost here. Recertification is a federal requirement that must be completed annually by enrolled providers in order to continue receiving publicly-funded vaccines. Through Recertification, renewing providers agree to follow current program participation requirements, update key practice information, and provide updated patient estimates of all children in the practice who will be receiving immunization services in the coming year. New providers that enrolled prior to December 2018 will also be expected to complete 2019 VFC Recertification. Not completing 2019 VFC Recertification will lead to suspension of vaccine ordering privileges and may lead to eventual termination from the VFC Program. Prepare and gather information for Recertification now to ensure that your practice maintains its active status in the VFC Program.

The VFC Program will be launching 2019 Recertification in mid-December 2018. As in previous years, once the system is available, providers will have at least 30 days to complete the process.

The following information will help your practice get started and collect required information ahead of time.

COMPLETION OF REQUIRED EDUCATIONAL LESSONS

Complete all required EZIZ Lessons:

Completing all required EZIZ lessons helps your clinic meet VFC's 2019 Educational Requirement. Key practice staff must complete the federal educational requirement lessons prior to accessing the online 2019 VFC Recertification page.

Plan ahead:

1. Lessons cannot be completed prior to the Recertification launch date (staff will not receive credit towards 2019 VFC Recertification). Make sure you budget time for lesson completion as you prepare your clinic's December and January schedules!
2. Make sure staff completes lessons **ONLY** after Recertification launches; otherwise, you will not receive credit, and lessons may have to be retaken.
3. Ensure that your internet browsers are up-to-date and that your browser cache is cleared to prevent issues accessing the lessons. The lessons will require that Adobe Flash is enabled.

GATHER INFORMATION FOR COMPLETING THE ONLINE RECERTIFICATION FORM

Review and validate preloaded information for your practice:

Although most of the information you will need to complete and submit your 2019 VFC Recertification will already be preloaded in the online system, you must review the information and make any necessary updates or corrections prior to submitting the form.

Plan ahead:

1. Utilize the [2019 Recertification Worksheet](#) as a guide for information that will be required to complete your recertification. Gathering information ahead of time to review and validate the preloaded information will save time and help the process go smoothly.
2. Generate reports from your Electronic Health Record (EHR) or Immunization Registry on actual patient population served by your practice during 2018. Actual patient population figures are needed to forecast the estimated number of VFC and non-VFC eligible children to be immunized at your practice during 2019. The VFC Program preloads patient estimates for your practice based on reported vaccine usage. However, you must review and compare figures against your actual patient population data as part of your recertification process.
3. Gather certificates of calibration for any data logger used to monitor temperatures of VFC-supplied vaccines, including primary and back-up data logger(s) used in vaccine storage units. You will need the following information from these documents:
 - a. Type, model, serial number, and calibration expiration dates

4. If your practice purchased a new vaccine storage unit, you will need the following information:
 - a. Brand, model, type, grade and location of your refrigerator(s) and freezer(s).
5. Contact information, medical licenses, and National Provider ID (NPI) for any new Key Practice Staff and Health Care Providers with Prescription-Writing Privilege must be reported.

Verify their license numbers ahead of time through the California Department of Consumer Affairs website: <https://www.breeze.ca.gov/datamart/loginCADCA.do>. Locate NPI numbers through the National Plan & Provider Enumeration System (NPPES) website: <https://npiregistry.cms.hhs.gov/>.

ENSURE DATA LOGGER CALIBRATION IS UP TO DATE

The VFC Program requires that all digital data loggers (DDLs) used for temperature monitoring of VFC-supplied vaccines (including backup DDLs) have a current certificate of calibration.

Plan ahead: If any of your data loggers have an expired certificate of calibration, or will be expiring soon, make sure you send your DDLs for calibration services prior to Recertification launch. For more information about data loggers and calibration, go to EZIZ.org.

TEACH WEBINAR: 2019 VFC RECERTIFICATION

To help providers prepare for Recertification, the VFC Program will be hosting an Afternoon TEAch Webinar on Monday, December 10, 2018 from 12pm-1pm to go over the Recertification process. The webinar will discuss how to prepare for Recertification, when to take the required trainings, provide tips on how to complete the VFC Recertification on-time, and discuss what happens after VFC Recertification. After the Webinar, there will be time to answer questions you may have regarding Recertification.

If you have any questions about the VFC Recertification process, please contact the VFC Program at 1-877-2GET-VFC (1-877-243-8832).

Enclosure: 2019 VFC Recertification Worksheet