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December 16, 2020

IZB-FY-20-21-04

TO: California Vaccines for Children (VFC) Providers

FROM: Robert Schechter, M.D., MSc., Chief 
Center for Infectious Diseases
Division of Communicable Disease Control, Immunization Branch

SUBJECT: 2021 VFC Recertification

Key takeaways from this letter:



- ✓ Follow all steps in the Recertification process, which includes taking the required lessons on EZIZ.
- ✓ Complete VFC Recertification by February 1, 2021
- ✓ Not completing VFC Recertification will result in suspension of vaccine ordering privileges and eventual account termination from the VFC Program.

The California Department of Public Health (CDPH) Immunization Branch would like to thank you for your participation in the Vaccines for Children (VFC) Program. 2020 has been a unique and difficult year for many, and your continued participation in the VFC Program ensures that children receive necessary vaccines even during the COVID-19 pandemic. It is even more important now to help provide vaccines to children whose parents or guardians may not otherwise afford or have access to vaccinations. By ensuring that VFC-eligible children are vaccinated and vaccines are stored properly to maintain efficacy, VFC Providers have played an integral role in protecting their patients against vaccine-preventable diseases.

BACKGROUND

Annual Recertification and training 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 2020 will also be expected to complete 2021 VFC Recertification. Not completing the 2021 VFC Recertification process will result in



suspension of vaccine ordering privileges and eventual account termination from the VFC Program.

Through Recertification, 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 then verifies that your practice meets eligibility criteria for continued enrollment and has a current and valid California medical license to prescribe and administer vaccines.

SUBMIT 2021 VFC RECERTIFICATION BY FEBRUARY 1, 2021

The 2021 VFC Recertification form is now available on your [MyVFCVaccines](#) page on [EZIZ.org](#). Complete and submit Recertification by **Monday, February 1, 2021**. This will give providers more than 45 days to complete the Recertification process. Not completing Recertification will lead to a lapse in participation in the VFC Program and delays in vaccine order processing. Once submitted, Recertification will be valid through 2021.

2021 RECERTIFICATION PROCESS

Step 1 – Ensure 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 2021 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 contact or previous 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 Your Information Using the VFC Recertification Worksheet

Utilize the [2021 VFC Recertification Worksheet](#) to gather information before beginning the Recertification process.

Step 3 – Complete the VFC Program’s 2021 Educational Requirements

Every California VFC Provider must first complete federal VFC educational requirements for the practice in order to access and complete 2021 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 2021 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.

NEW! Individual users can now link themselves to a PIN when logged in to their EZIZ training page. Click on “Edit Profile” to update information. Providers can also view a list of users associated with their PIN and their lesson completion dates. To access this feature, login to your [MyVFCVaccines](#) account and click on “EZIZ Training Accounts Linked to PIN.”

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.
- 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.

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*	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	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.

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
- 2020 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 2020 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 all CAIR-related questions, please contact the CAIR Help Desk at 800-578-7889.
- Key practice staff (only training 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 [2021 VFC Provider Agreement](#), and the [2021 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 2021 VFC Recertification Form

Once the 2021 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.

2021 VFC REQUIREMENTS AT A GLANCE

Refer to the [2021 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 2021. 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:

[2021 Program Participation Requirements at a Glance \(IMM-1240\)](#)

[2021 VFC Provider Agreement \(IMM-1241\)](#)

[2021 VFC Provider Agreement Addendum \(IMM-1242\)](#)

[2021 VFC Recertification Frequently Asked Questions \(FAQs\) \(IMM-1245\)](#)

[2021 VFC Recertification Process \(IMM-1277\)](#)

[2021 VFC Recertification Worksheet \(IMM-1207\)](#)