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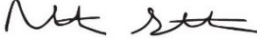


GAVIN NEWSOM
Governor

December 20, 2023

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TO: California Vaccines for Children (VFC) Providers

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

SUBJECT: 2024 Annual VFC Recertification

Key takeaways from this letter:



- ✓ By January 31, 2024, please complete all steps in the VFC Recertification process, including completing the required lessons on EZIZ.
- ✓ Not completing VFC Recertification will result in suspension of vaccine ordering and eventual termination from the VFC Program.

BACKGROUND

Thank you for your continued participation in the Vaccines for Children (VFC) Program, which ensures access to necessary immunizations for vulnerable children. Annual Recertification and Training is a federal requirement for public and private providers to continue receiving publicly purchased vaccines in the VFC Program. All providers that enrolled prior to December 2023 must complete 2024 VFC Recertification. Not completing 2024 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 VFC Program participation requirements, update practice information, and provide updated estimates of all VFC-eligible and privately insured children who will be immunized in the coming year. The VFC Program then verifies that the practice is eligible for continued enrollment and has a current and valid California medical license to prescribe and administer vaccines.

SUBMIT 2024 VFC RECERTIFICATION BY JANUARY 31, 2024

The 2024 VFC Recertification form is now available on your [MyVFCVaccines](#) account. Submit your completed Recertification by **Wednesday, January 31, 2024**. Once verified, recertification will be valid through 2024.

California Vaccines for Children (VFC) Program
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2024 RECERTIFICATION PROCESS

Step 1 – Ensure Your VFC Account is in Good Standing

Only active Program providers in good standing can access the 2024 VFC Recertification form. Providers who have outstanding mandatory corrective actions may access the form once the 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 [2024 VFC Recertification Worksheet](#) to gather information before beginning the Recertification process.

Step 3 – Complete the VFC Program’s 2024 Educational Requirements

Every California VFC Provider must first complete federal [VFC educational requirements](#) for the practice in order to access and complete 2024 VFC Recertification. The training modules are now available on the EZIZ.org [training page](#). There are four lessons; also, the Vaccine Management Plan and the VFC Provider Operations Manual must be reviewed and acknowledged. Lessons taken as of December 1, 2023 will receive credit for the annual federal educational requirement. 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.

TIP! Individual users can 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.”

Refer to the table below for the lessons required for key practice staff:

		Vaccine Coordinator & Backup Coordinator	Provider of Record & Provider’s Designee
Training Lesson	VFC Program Requirements*	Required	Required
	Storing Vaccines*	Required	Required
	Monitoring Storage Unit Temperatures*	Required	Required
	Conducting a Vaccine Inventory*	Required	Encouraged
Review & Acknowledge	Provider Operations Manual	Required	Required
	Vaccine Management Plan	Required	Required

*Test-Out Option available: If you took the lessons previously with a passing score and also received a passing score on this year’s Pre-lesson Check, you may skip the lesson (test-out) or take it again to refresh your knowledge.

Lessons on VFC Program Requirements and Storing Vaccines will be updated soon regarding immunization information systems and vaccine storage. Current lessons will still count towards 2024 Recertification, even after the lessons are updated.

Step 4 – Log in to the VFC Recertification Form

Log in with your practice's VFC PIN and ZIP Code to 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, including your:

- Current practice volume and order frequency
- Total vaccine doses ordered, expired, wasted, and spoiled
- 2023 VFC patient estimates

The list of key practice staff who have completed the required EZIZ lessons will also display. If a staff member's name is not listed, please check that they have completed the required lessons and that their EZIZ training account is linked to your PIN.

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.)

Registry ID:

- **Important!** For 2024 VFC Recertification, you are required to provide your **Registry (CAIR or RIDE/Healthy Futures) ID**, as California law requires all providers, including VFC providers, to record every immunization administered into CAIR OR Healthy Futures/RIDE. **Providers without a registry ID will be unable to move forward with 2024 Recertification.**
- 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 vaccine inventory or VFC-eligible patients. For CAIR questions, please contact 800-578-7889, or CAIRHelpdesk@cdph.ca.gov. For RIDE/Healthy Futures questions, please contact 209-468-2292, or support@myhealthyfutures.org.

myCAvax ID:

- Similar to last year, we will be collecting your **myCAvax ID** if your practice is participating in the Bridge Access Program (BAP) or State General Fund (SGF) Flu Programs. Your myCAvax ID can be between 10 to 17 alphanumeric digits (e.g., CA123B1234, or CA1234567B12345). For assistance locating your myCAvax ID, contact (833) 502-1245 or providercallcenter@cdph.ca.gov.

- **Key practice staff:** Only training accounts associated with your VFC PIN who have completed the required EZIZ training lessons will display.
 - For enrolled Vaccines for Adults (VFA) providers: Accurately identify and list the correct Primary VFA Contact. The VFA Contact will receive all notifications about the transition to myCAvax in early 2024, with more details about recertifying and signing the VFA Agreement in myCAvax.
- **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 units.
- **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.
 - On the patient estimates page, you will be required to attest that your practice is offering all ACIP-recommended immunizations for your VFC eligible patients. It is a requirement to order all ACIP-recommended immunizations (including COVID, flu and special-order vaccines) to meet the needs of the total VFC-eligible patient populations reported for the VFC PIN.
- **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://search.dca.ca.gov/>
 - Only list health care providers with prescription-writing privileges who will be administering VFC-supplied vaccines.
 - **TIP!** If you have more than six health care providers to add, click “Save & Continue” to save what you have entered, and then click “Previous Step” to go back to list additional health care providers. Every time you save and go back to Page 5 of the Recertification form, six lines will be added.

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 [2024 VFC Provider Agreement](#) and the [2024 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 2024 VFC Recertification Form

Once the 2024 VFC Recertification form has been submitted, the system will send an email confirmation to all key practice staff, including the person submitting the online form. A copy of the submitted form is available on your MyVFCVaccines account.

Step 9 - Provider Satisfaction Survey

This is the last step of 2024 VFC Recertification. A link to complete and submit the [VFC Provider Satisfaction Survey](#) will appear after submitting your Recertification. Your input is greatly valued and will guide enhancement to our program, educational resources, staff training, and systems.

2024 VFC REQUIREMENTS AT A GLANCE

Refer to the [2024 Program Participation Requirements at a Glance](#) (IMM-1240) for a current summary of California's VFC Program requirements, what is new for 2024, and resources available to help practices meet these requirements. Please 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:

- [2024 Program Participation Requirements at a Glance \(IMM-1240\)](#)
- [2024 VFC Provider Agreement \(IMM-1241\)](#)
- [2024 VFC Provider Agreement Addendum \(IMM-1242\)](#)
- [2024 VFC Recertification Frequently Asked Questions \(FAQs\) \(IMM-1245\)](#)
- [2024 VFC Recertification Process \(IMM-1277\)](#)
- [2024 VFC Recertification Worksheet \(IMM-1207\)](#)