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GAVIN NEWSOM
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TO: California Vaccines for Children (VFC) Providers

FROM: Sarah Royce, M.D., M.P.H., Chief 
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SUBJECT: 2020 VFC Recertification is COMING SOON! Start Planning Now

BACKGROUND

The Vaccines for Children (VFC) Program's Annual Recertification is almost here! The VFC Program will be launching 2020 Recertification in mid to late December 2019. As in previous years, once the system is available, providers will have at least 30 days to complete the process.

Recertification is a federal requirement that must be completed annually by enrolled providers in order to continue receiving publicly-funded vaccines. New providers that enrolled prior to December 2019 will also be expected to complete 2020 VFC Recertification.

The following steps will help your practice get started and collect required information ahead of time. Not completing Recertification will lead to suspension of vaccine ordering privileges and may lead to eventual termination from the VFC Program.

PREPARE FOR RECERTIFICATION NOW

1. Wait Until Recertification Launch to Complete All Required EZIZ Lessons

Two of the required EZIZ Lessons are being updated this year – the VFC Program Requirements Lesson and the Storing Vaccines Lesson. These lessons will become available once 2020 VFC Recertification launches; therefore do not start the EZIZ Lessons until then.

Key practice staff must complete all required lessons in order to meet VFC's annual federal educational requirement prior to accessing the online 2020 VFC Recertification page.



Plan ahead:

- Make sure staff completes lessons **ONLY** after Recertification launches; otherwise, you will not receive credit, and lessons may have to be retaken.
- Make sure you allocate time for lesson completion as you prepare your clinic's December and January schedules!
- Ensure that your internet browser is compatible to work with the lessons, are up-to-date, and your browser cache is cleared to prevent issues accessing the lessons. The lessons will require that Adobe Flash is enabled.
 - **PC:** Use Internet Explorer
 - **MAC:** Use Firefox

2. Check If Your Data Logger Calibration Is Up to Date and Meets VFC Requirements

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. Having expired certificates of calibration may lead to vaccine orders being held.

Plan ahead:

- Gather certificates of calibration for your clinic's data loggers (including back-up devices).
- Check expiration dates. 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 or purchase a new DDL.
IMPORTANT: *If you decide to purchase a new DDL, new devices must be able to generate a summary report of recorded temperature data in a PDF format. Do not purchase devices that only generate CSV data files or Excel spreadsheets.* For more information about data loggers and calibration, go to EZIZ.org.

3. 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 2020 VFC Recertification form. Providers who have outstanding mandatory corrective actions stemming from a VFC site visit will not be able to access the Recertification form until the corrective actions have been resolved.

Plan ahead:

- If you have any outstanding mandatory corrective action from a recent visit, please provide the necessary documentation to resolve it prior to Recertification.
- Please contact your VFC Field Representative for more information.

Generate Patient Reports from your EHR or Immunization Registry

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 2020. You must review and compare figures against your actual patient population data as part of your recertification process.

Plan ahead:

- Generate reports from your Electronic Health Record (EHR) or Immunization Registry on actual patient population served by your practice during 2019. You will need to report the total number of VFC eligible patients, as well as the total number of privately insured patients (broken down by age) in your practice.

4. Verify your Clinic Staff's License Numbers Ahead of Time

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.

Plan ahead:

- In order to ensure you report the correct information, we encourage your practice to verify your staff's 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/>.

TEACH WEBINAR: VFC RECERTIFICATION

To help prepare for Recertification, you can refer to the [December 2018 Afternoon TEAch Webinar](#), which goes over the Recertification process. The webinar's subjects include how to prepare for Recertification, when to take the required trainings, tips on how to complete the VFC Recertification on-time, and what happens after VFC 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: 2020 VFC Recertification Worksheet