



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: 2016 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

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. Not completing the 2016 VFC Program Recertification process will result in a change of a practice's active status, and vaccine ordering privileges will be suspended.

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.

NEW FOR 2016

Certification of Capacity to Store and Manage Vaccines

The 2016 Certification of Capacity to Store and Manage Vaccines has been updated to reflect new federal participation requirements; it must be carefully reviewed to ensure compliance with VFC Program requirements. For a summary of current VFC Program Requirements, please refer to the 2016 VFC Program Participation Requirements At-A-Glance and review it with all key practice staff.

Vaccine Management Plan

The VFC Program's Vaccine Management Plan template has been revised to consolidate both the Routine and Emergency Management Plans into one useful document. Update your current management plan if any of your practice or staff information has changed; otherwise, you may continue using prior versions of the Vaccine Management Plan. Key practice staff who are involved with vaccine management must review the Vaccine Management Plan annually and sign and date the signature page.

TIMELINE FOR SUBMISSION OF 2016 VFC PROVIDER RECERTIFICATION

The 2016 VFC Recertification form is now available on your [MyVFCvaccines](#) home page on [EZIZ.org](#). In order to prevent a lapse in enrollment and delay in processing of vaccine requests, providers must complete and submit their practice's Recertification by **February 16, 2016**. Once submitted, Recertification will be valid through 2016.

2016 RECERTIFICATION PROCESS

Completion of VFC's 2016 Educational Requirements

In order to access and complete 2016 Recertification, every California VFC provider must complete federal VFC educational requirements for the practice. The training modules are now available on the EZIZ.org [training page](#). Providers cannot begin to Recertify until training has been completed by key clinic staff.

The interactive lesson called "Monitoring Storage Unit Temperatures" is new for 2016 and replaces two previous lessons called "Monitoring Refrigerator Temperatures" and "Monitoring Freezer Temperatures," combining key information into one comprehensive training. This new lesson and a review and acknowledgement of the new 2016 VFC Refrigerator and Freezer Temperature Logs are now available.

Before you begin your lessons, reset your lesson history on the EZIZ Learning History Page; otherwise, you will not receive credit towards 2016 Recertification. Each lesson will take approximately 15-30 minutes to complete. While three of the required lessons were introduced in prior years, the VFC Program encourages all staff to take all six lessons to refresh their knowledge. However, for lessons that staff had previously taken and had received a passing score, staff have the option to skip taking this lesson again.

To skip these lessons, staff must take the pre-test and again receive a passing score. Please refer to the table below for a list of required lessons for each of the key clinic staff.

Legend: ✓ = Required Lesson		Start Date	Key Clinic Staff			
			Vaccine Coordinator	Back-up Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements	December 2015	✓	✓	✓	✓
	Storing Vaccines	December 2015	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures (NEW)	January 2016	✓	✓	✓	✓
	Conducting a Vaccine Inventory	December 2015	✓	✓	Optional	Optional
Review & Acknowledge	2016 Refrigerator Temperature Log (NEW)	January 2016	✓	✓	✓	✓
	2016 Freezer Temperature Log (NEW)	January 2016	✓	✓	✓	✓

Accessing Your Practice's VFC Recertification

The 2016 VFC Recertification form can be accessed through [MyVFCVaccines](#), by logging-in with the practice's VFC PIN and ZIP Code. Detailed instructions and information needed to submit your practice's Recertification are available when you log in to the online Recertification system; instructions were also outlined in the [2016 Recertification Coming Soon](#) letter dated November 20, 2015. Utilize the [2016 Recertification Worksheet](#) to gather information ahead of time and to help the process go smoothly.

Completing and Submitting Your Practice's VFC Recertification

Most of the information you will need to complete and submit your 2016 VFC Provider Recertification will be preloaded in the online system. Review, verify, and update it, if necessary. This includes your practice's information, including key clinic contacts, estimates of VFC-eligible children to be immunized in the coming year, and healthcare providers in the practice with prescription writing privileges who will be administering vaccines. As you complete your Recertification, please keep the following in mind:

- Healthcare provider medical licenses will be validated electronically. VFC providers with unverifiable licenses will be requested to contact the VFC Program 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>.
- Vaccine storage unit and temperature monitoring equipment information will be prepopulated. Confirm that the information on file is correct. If vaccine storage units and/or temperature monitoring equipment have changed, gather this information in advance to help expedite the submission process. Please refer to the [2016 Recertification Worksheet](#) for guidance.
- 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 2016 VFC Provider Agreement, and the 2016 Certification of Capacity to Store and Manage Vaccines.

Confirmation of 2016 VFC Recertification Submission

Once the 2016 VFC Recertification form has been submitted, the system will generate an e-mail confirmation of submission to the practice's Provider of Record. A copy of this confirmation 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:

2016 VFC Program Participation Requirements At-A-Glance
2016 VFC Recertification Worksheet
2016 VFC Recertification Instruction Sheet