

2021 Program Participation Requirements at a Glance

Requirement	Summary	Resources/Job Aids
<p>Vaccine Management Plan</p> <p><i>Applicable if VFA vaccines are not stored in same unit as VFC doses and managed by different staff.</i></p>	<p>Maintain a current and completed vaccine management plan (VMP) for routine and emergency situations that includes practice-specific, vaccine-management guidelines and protocols, names of staff with temperature monitoring responsibilities, and completion dates of required EZIZ lessons for key practice staff.</p> <p>Review and update the VMP at least annually, when program requirements change, and when staff with designated vaccine-management responsibilities change.</p> <p>Designate a staff member responsible for updating the practice’s VMP.</p> <p>Staff with assigned vaccine-management responsibilities must review, sign, and date the VMP annually and each time it is updated.</p> <p>Follow emergency guidelines to prepare for, respond to, and recover from any vaccine-related emergencies.</p> <p>Store the VMP in a location easily accessible by staff, ideally near the vaccine storage units.</p> <p>Practices using mobile units to administer VFA-supplied vaccines must maintain a current and complete Mobile Unit VMP and keep it in the mobile unit.</p>	<p>EZIZ VFC Program Requirements lesson</p> <p>Vaccine Management Plan (IMM-1122)</p> <p>Mobile Unit Vaccine Management Plan (IMM-1276)</p>
<p>Key Practice Staff</p>	<p>Designate and maintain key practice staff in the practice’s profile. Immediately report to the program changes to key practice staff. A change in the Provider of Record or Designee requires a signed Key Practice Staff Change Request Form. In addition, VFA providers must have a Primary VFA Contact.</p> <p>Primary VFA Contact: An on-site employee responsible for managing the clinic's VFA program.</p> <p>Provider of Record (POR): The on-site physician-in-chief, medical director, or equivalent who signs and agrees to the terms of the VFA “Provider Agreement” and the “Provider Agreement Addendum” and is ultimately accountable for the practice’s compliance. Must be a licensed MD, DO, NP, PA, pharmacist, or a Certified Nurse Midwife with prescription-writing privileges in California.</p> <p>Provider of Record Designee: The on-site person who is authorized to sign VFA Program documents and assumes responsibility for VFA-related matters in the absence of the Provider of Record.</p> <p>Vaccine Coordinator: An on-site employee who is fully trained and responsible for implementing and overseeing the practice's vaccine management plan.</p> <p>Backup Vaccine Coordinator: An on-site employee fully trained in the practice’s vaccine management activities and fulfills the responsibilities of the Vaccine Coordinator in his/her absence.</p>	<p>Vaccine Coordinator Roles & Responsibilities (IMM-968)</p> <p>VFC Key Practice Staff Change Request Form (IMM-1166)</p>

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	<p>Immunization Champion (optional): A staff member who goes above and beyond their normal duties to promote immunizations to patients and in the community.</p>																																																		
<p>Staff Training Requirements</p>	<p>All adult clinic staff who administer VFA vaccines must be knowledgeable of and familiar with all ACIP-recommended adult immunizations, including schedules, indications, dosages, and new products.</p> <p>Anyone acting in VFA roles (Provider of Record and Designee; Vaccine Coordinator and Backup) must complete the required EZIZ lessons when hired and annually thereafter; staff must demonstrate competency in their assigned roles.</p> <p>If VFA vaccines are not stored in the same unit as VFC doses and managed by different staff: All staff and supervisors who monitor storage unit temperatures or sign off on temperature logs must also complete the required EZIZ lessons (below) when hired and annually thereafter; they must be fully trained on the use of their practice's data loggers.</p> <p>*Test-out option available</p> <table border="1" data-bbox="369 565 1612 1263"> <thead> <tr> <th colspan="2" data-bbox="369 565 730 711" rowspan="2">✓ = Required Lesson</th> <th data-bbox="730 565 919 711" rowspan="2">When to Start Lesson</th> <th colspan="4" data-bbox="919 565 1612 605">Key Practice Staff</th> </tr> <tr> <th data-bbox="919 605 1094 711">Vaccine Coordinator</th> <th data-bbox="1094 605 1268 711">Backup Vaccine Coordinator</th> <th data-bbox="1268 605 1442 711">Provider of Record</th> <th data-bbox="1442 605 1612 711">Provider of Record Designee</th> </tr> </thead> <tbody> <tr> <td data-bbox="369 711 457 1065" rowspan="4">Lessons</td> <td data-bbox="457 711 730 818">VFC Program Requirements</td> <td data-bbox="730 711 919 818">Recertification Launch</td> <td data-bbox="919 711 1094 818">✓</td> <td data-bbox="1094 711 1268 818">✓</td> <td data-bbox="1268 711 1442 818">✓</td> <td data-bbox="1442 711 1612 818">✓</td> </tr> <tr> <td data-bbox="457 818 730 883">Storing Vaccines*</td> <td data-bbox="730 818 919 883">Recertification Launch</td> <td data-bbox="919 818 1094 883">✓</td> <td data-bbox="1094 818 1268 883">✓</td> <td data-bbox="1268 818 1442 883">✓</td> <td data-bbox="1442 818 1612 883">✓</td> </tr> <tr> <td data-bbox="457 883 730 990">Monitoring Storage Unit Temperatures*</td> <td data-bbox="730 883 919 990">Recertification Launch</td> <td data-bbox="919 883 1094 990">✓</td> <td data-bbox="1094 883 1268 990">✓</td> <td data-bbox="1268 883 1442 990">✓</td> <td data-bbox="1442 883 1612 990">✓</td> </tr> <tr> <td data-bbox="457 990 730 1065">Conducting a Vaccine Inventory*</td> <td data-bbox="730 990 919 1065">Recertification Launch</td> <td data-bbox="919 990 1094 1065">✓</td> <td data-bbox="1094 990 1268 1065">✓</td> <td data-bbox="1268 990 1442 1065">Encouraged</td> <td data-bbox="1442 990 1612 1065">Encouraged</td> </tr> <tr> <td data-bbox="369 1065 457 1263" rowspan="2">Review & Acknowledge</td> <td data-bbox="457 1065 730 1172">Provider Operations Manual</td> <td data-bbox="730 1065 919 1172">Recertification Launch</td> <td data-bbox="919 1065 1094 1172">✓</td> <td data-bbox="1094 1065 1268 1172">✓</td> <td data-bbox="1268 1065 1442 1172">✓</td> <td data-bbox="1442 1065 1612 1172">✓</td> </tr> <tr> <td data-bbox="457 1172 730 1263">Vaccine Management Plan</td> <td data-bbox="730 1172 919 1263">Recertification Launch</td> <td data-bbox="919 1172 1094 1263">✓</td> <td data-bbox="1094 1172 1268 1263">✓</td> <td data-bbox="1268 1172 1442 1263">✓</td> <td data-bbox="1442 1172 1612 1263">✓</td> </tr> </tbody> </table> <p>All staff who conduct program eligibility screening, documentation, and billing (e.g., front- or back-office staff) must be knowledgeable of VFA eligibility, documentation, and billing requirements.</p> <p>Train staff who are authorized to accept packages to immediately notify the Vaccine Coordinator when VFA vaccines are delivered. Conduct regular vaccine transport drills to maintain competency and readiness for emergencies.</p>	✓ = 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	✓	✓	✓	✓	<p>EZIZ Training Lessons</p>
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<p>Vaccine Storage Units</p> <p><i>Storage of VFA vaccines must meet the same requirements as VFC vaccines, even when stored in separate units and managed by different staff.</i></p> <p>UPDATED!</p>	<p>Participating providers agree to store all VFA vaccines, including those stored in separate units than VFC vaccines, in refrigerators and freezers that meet California VFA/VFC program storage requirements. Adherence to these requirements is certified as part of annual provider recertification and during both routine and unannounced site visits.</p> <ul style="list-style-type: none"> • Very high-volume providers must use purpose-built (pharmacy-, biologic-, or laboratory-grade) refrigerators. Other providers may use refrigerators and freezers that are purpose-built (preferred) or commercial-grade (acceptable). Household-grade, stand-alone units are discouraged. Purpose-built combination units, including auto-dispensing units without doors, are allowed. • Manual-defrost freezers are allowed for use if the practice has access to an alternate storage unit when defrosting the freezer (Note: Defrost manual-defrost freezers only when frost exceeds 1cm or the manufacturer’s suggested limit). The alternate storage unit must have appropriate freezer temperatures and be monitored using a VFC-compliant Digital Data Logger. Never store VFA vaccines in a cooler. • Never use any of the following for routine vaccine storage: household-grade combination refrigerator-freezers, compact household-grade stand-alone refrigerators (with capacity 11 cubic feet or less), dormitory-style or bar-style combined refrigerator/freezers, manual defrost refrigerators, convertible units, or cryogenic (ultra-low) freezers, or any vaccine transport unit (including coolers and battery-operated units). • Purchase new refrigerators (purpose-built) or freezers (any grade) if existing storage units malfunction frequently or experience frequent temperature excursions. <p>For providers designated solely as mass vaccinators: Only use purpose-built vaccine transport units for transport and on-site storage.</p>	<p>EZIZ Vaccine Storage requirements</p>
<p>Vaccine Storage Unit Configuration</p> <p><i>Storage of VFA vaccines must meet the same requirements for VFC vaccines, even when stored in separate units and managed by different staff.</i></p>	<p>Prepare vaccine refrigerators and freezers following program requirements:</p> <ul style="list-style-type: none"> • Place water bottles (in refrigerators) and ice packs (in freezers only) to stabilize temperatures. * • Place data logger buffered probes in the center of refrigerators and freezers near vaccines. * • Place data logger digital displays outside of the storage units to allow temperature monitoring without opening the vaccine storage unit door. * • Plug the refrigerator and freezer directly into nearby, dedicated wall outlets that do not have built-in GFI circuit switches and are not controlled by light switches; never plug storage units into extension cords, power strips, or surge protectors with an on/off switch. • Post “Do Not Unplug” signs on electrical outlets and circuit breakers to prevent interruption of power. <p>Set up vaccine refrigerators and freezers following program requirements:</p> <ul style="list-style-type: none"> • Clearly identify unit space or containers that will store VFA-supplied and privately purchased vaccines. • Group vaccines by pediatric, adolescent, and adult types. • Allocate enough space to position vaccines or baskets 2-3 inches away from walls, floor, and other baskets to allow space for air circulation. * <p>Post VFC temperature logs on vaccine storage unit doors or in an easily accessible location.</p> <p>*Exception for purpose-built, auto-dispensing units without doors.</p>	<p>Preparing Vaccine Storage Units (IMM-962)</p> <p>Setting Up Vaccine Storage Units (IMM-963)</p> <p>Do Not Unplug Sign (IMM-744)</p>

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<p>Digital Data Loggers (DDLs)</p>	<p>All staff, including supervisors and new employees, must be properly trained on temperature monitoring including proper use of the practice’s DDLs and the required corrective action for out-of-range temperatures.</p> <ul style="list-style-type: none"> • Equip all refrigerators and freezers storing VFA vaccine with VFC-compliant DDLs. (For purpose-built, auto-dispensing units with doors: built-in, internal DDLs must meet program requirements except for buffered probes, which are NOT required.) • Only use DDLs that include the following minimum features: a digital display of current, min, and max temperatures; minimum accuracy of $\pm 1.0^{\circ}\text{F}$ (0.5°C); a buffered temperature probe (only use the probe that comes with the device) immersed in a vial filled with up to 60mL liquid (e.g., glycol, ethanol, glycerin), loose media (e.g., sand, glass beads), or a solid block of material (e.g., Teflon®, aluminum); an audible or visual out-of-range temperature alarm; logging interval of 30 minutes; a low-battery indicator; and memory storage of 4,000 readings or more. A battery source is required for backup devices used during vaccine transport. • Keep on hand at least one back-up (battery operated) DDL for emergency vaccine transport. Depending on the size of the practice, additional devices might be needed. <p>When purchasing new DDLs: New devices must be able to generate a summary report of recorded temperature data since the device was last reset; summary reports must include min and max temperatures, total time out of range (if any), and alarm settings. DDLs that only generate CSV data files or Excel spreadsheets are not acceptable.</p>	<p>EZIZ Data Logger Requirements</p> <p>Digital Data Logger Pre-Purchase Worksheet (IMM-1236)</p> <p>Data Logger Setup & Use (IMM-1206)</p> <p>Certificate of Calibration Quick Guide (IMM-1119)</p>
<p>Digital Data Logger Configuration & Maintenance</p> <p>UPDATED!</p>	<p>Digital data loggers (DDLs) must be configured to meet program requirements.</p> <ul style="list-style-type: none"> • Configure key settings for primary and backup DDLs, including device name, low and high temperature alarm limits, immediate notification of out-of-range temperatures, and a maximum logging interval of 30-minutes. • Store the backup DDL's buffered probe in the vaccine refrigerator and its digital display in a cabinet; document the device’s location on the practice’s vaccine management plan. (Exception for purpose-built, auto-dispensing units without door: store the entire device in a cabinet.) • Calibrate primary and backup devices annually (both device and probe together), or every other year when manufacturers recommend a period longer than two years—ideally by a laboratory with accreditation from an ILAC MRA signatory body. <ul style="list-style-type: none"> ○ NOTE: If your current device only generates CSV data files or Excel spreadsheets and its calibration is due to expire, purchase a data logger instead of getting the device recalibrated. New devices that only generate CSV data files or Excel spreadsheets are not acceptable. • Certificates issued by non-accredited laboratories must meet all program requirements for certificates of calibration. • Calibrate primary and backup devices on different schedules to ensure all refrigerators and freezers storing VFA vaccines are always equipped with data loggers. • Keep certificates of calibration on file and make them available to the VFA Program upon request. • Purchase a new DDL if device or probe malfunctions, is damaged, or if device provides repeated, inaccurate temperature readings. (Exception for replacement probes recommended and replaced by the device manufacturer or calibration company.) 	<p>EZIZ Data Logger Requirements</p>
<p>Vaccine Orders & Accountability</p>	<p>Trained and authorized clinic staff must submit vaccine orders through the practice’s account on MyVFCvaccines.org following program requirements:</p>	<p>How to Do a Physical Inventory (IMM-1229)</p> <p>317 Vaccines Physical</p>

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UPDATED!	<ul style="list-style-type: none"> Order ACIP-recommended adult vaccines according to eligible population served by the clinic (age, risk factors, and uninsured/underinsured), vaccine usage, and on-hand inventory. Order only one brand and formulation for each vaccine to avoid administration errors. Order vaccines according to the quarterly VFA order frequency in sufficient quantities to last until the next order period; order quantities must factor in VFA doses administered (since previous order) and the VFA doses on hand (at the time of the order). Providers who have not ordered vaccine in the past calendar year may be terminated from the VFA Program. Order vaccines using the approved practice address for the VFC PIN. Account for every dose of VFA vaccine ordered and received by the provider's practice. Report all VFA vaccine doses administered (since the previous order) and doses on hand (at the time of the order) on each vaccine order. Vaccine doses administered must be based on actual vaccine administration logs or registry/EMR administration summary reports. Consider using the 317 Adult Vaccine Daily Usage Log as a back-up method. Maintain accurate and separate stock records (e.g., purchase invoices, receiving packing slips) for privately purchased vaccines and make them available to the program upon request. 	Inventory form (IMM-1227) 317 Vaccines Daily Usage Log (IMM-1053 317)
Receiving & Inspecting Vaccine Deliveries	<p>Follow program requirements:</p> <ul style="list-style-type: none"> Never reject vaccine shipments. Receive, inspect, and store vaccines and diluents within manufacturer-recommended ranges immediately upon delivery. Immediately report all shipment issues using the 317 Vaccine Receiving Log and Checklist. Keep packing slips for all vaccine shipments received, including publicly funded and private vaccine shipments. The practice must be open with staff available to receive vaccines at least one day a week (other than Monday) and for at least four consecutive hours. 	317 Vaccine Receiving Log and Checklist (IMM-1216)
Vaccine Storage	<p>Dedicate vaccine refrigerators and freezers to the storage of vaccines only; if storage of medications or biologics is necessary, store them below vaccines on a different shelf.</p> <ul style="list-style-type: none"> Store frozen vaccines (MMR and Varicella) between -58.0°F and 5.0°F (-50.0°C and -15.0°C) according to manufacturer recommendations. Store refrigerated vaccines between 36.0°F and 46.0°F (2.0°C and 8.0°C) according to manufacturer recommendations. Store vaccines in original packaging and allow space for air circulation. Store VFA and privately-purchased vaccines separately and grouped by vaccine type. Do not store vaccines in storage unit doors, drawers, or bins. Place vaccines with the earliest expiration dates toward the front of the storage unit and use first. Always store VFA vaccines at the approved location for the VFC PIN. For practices conducting outreach clinics: Obtain VFA approval before storing vaccines at outreach clinics. 	EZIZ Storing Vaccines lesson
Monitoring Storage Unit Temperatures	<p>Monitoring storage unit temperatures consistently and accurately plays an important role in protecting the vaccines that protect your patients. This is particularly critical if VFA vaccines are stored in separate units than VFC vaccines.</p> <ul style="list-style-type: none"> Record vaccine storage unit temperatures on VFC temperature logs. 	EZIZ Monitoring Storage Unit Temps lesson Refrigerators:

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UPDATED!	<ul style="list-style-type: none"> • Monitor and record current, min, and max temperatures twice each day: at the beginning and end of each business day. For VFA-approved outreach clinics: Special event clinics, health fairs, special school clinics, and mass vaccination clinics must monitor and record current, min, and max temperatures on the VFC Hourly Vaccine Temperature log for Outreach Clinics every hour. Attach the data logger download, or summary report, if available, to the Refrigerated 317 Vaccine Transport log. • VFC temperature logs must be legible and completed accurately in ink. • Neatly cross out, correct, initial, and date any inadvertent documentation error immediately. • Download and review temperature data files for any unreported out-of-range temperatures at the end of every two-week reporting period. • The supervisor must review and sign the temperature logs at the end of every two-week reporting period, acknowledging that the log is complete, temperatures were recorded twice daily, staff initialed each entry, and necessary corrective actions were taken. • Replace doses (on a dose-for-dose basis) as instructed by the VFA Program if storage unit temperatures are not monitored and documented, if temperature logs or temperature data files are falsified, or if temperature logs or temperature data files are missing during a site visit. • Retain VFC temperature logs and temperature data files for three years. 	Recording Refrigerator & Freezer Temperatures (IMM-1029) Refrigerator Temp Log Fahrenheit (IMM-1125) Refrigerator Temp Log Celsius (IMM-1127) Hourly Temp Log Outreach Clinics (IMM-1255) Refrigerated 317 Vaccine Transport Log (IMM-1213) Freezers: Freezer Temp Log Fahrenheit (IMM-1126) Freezer Temp Log Celsius (IMM-1128)
Temperature Excursions	<p>Vaccines stored out of range might be deemed non-viable and considered a negligent vaccine loss. A temperature excursion does not automatically mean that exposed vaccines are non-viable or unusable. Follow program requirements:</p> <ul style="list-style-type: none"> • Take immediate action to prevent vaccine spoilage and to correct any improper storage condition for all out-of-range storage unit temperatures. • Staff must respond to all data logger alarms. • Quarantine and do not administer any vaccines exposed to out-of-range temperatures until their viability has been determined by vaccine manufacturers. • Identify and report every temperature excursion to Storage and Handling Online Triage System (SHOTS) at MyVFCvaccines.org and comply with any instructions provided. • Communicate every temperature excursion to vaccine manufacturers if instructed by SHOTS. • Transport vaccines in the event of extended power outages or unit malfunctions following the guidelines for proper refrigerated vaccine transport and frozen vaccine transport. 	MyVFCvaccines - SHOTS SHOTS Guide (IMM-1224) Transporting Refrigerated Vaccines: Emergency Transport and Short-Term Storage (IMM-983) Transporting Frozen Vaccines: Emergency Transport and Short-Term Storage (IMM-1130)
Vaccine Inventory Management (Spoiled, Expired, & Wasted Doses)	<p>Vaccine inventory management is an essential practice that can prevent inadvertent vaccine loss:</p> <ul style="list-style-type: none"> • Conduct a physical vaccine inventory at least monthly and before ordering vaccines. Use the 317 Vaccine Physical Inventory Form or equivalent electronic or paper form. • Never borrow VFA vaccines to supplement private stock, or vice versa. • For vaccines that will expire within 6 months and cannot be used: Notify my317vaccines@cdph.ca.gov and your Field Rep prior to transferring to another VFA provider to prevent negligent provider loss. • Remove spoiled, expired, and wasted vaccines from storage units to prevent inadvertent use. 	EZIZ Conducting a Vaccine Inventory lesson Inventory: How to Do a Physical Inventory (IMM-1229)

Requirement	Summary	Resources/Job Aids
	<ul style="list-style-type: none"> Report all spoiled, expired, or wasted vaccines doses of VFA vaccines to my317vaccines@cdph.ca.gov and your Field Rep prior to submitting a new vaccine order. Do not report any VFA vaccines as spoiled without guidance from vaccine manufacturers and/or the program. Monitor vaccine storage units regularly and purchase additional storage units if capacity cannot accommodate the inventory in a manner consistent with program requirements. 	317 Vaccines Physical Inventory form (IMM-1227) Prevent Vaccine Loss Flyer (IMM-1113)
Vaccine Transfers & Transports	<p>Vaccine transfers can be minimized by consistent inventory management, but providers might need to transfer vaccines to other VFA providers if vaccines are likely to expire before administration or in the event of an emergency. If vaccines need to be transferred, follow program requirements:</p> <ul style="list-style-type: none"> Contact my317vaccines@cdph.ca.gov and your Field Rep prior to transferring VFA vaccines. If transfers are approved, only transfer VFA vaccines to other VFA providers. Never routinely transfer VFA vaccines to/from other VFA providers. Transport vaccines only when necessary and follow the guidelines for refrigerated or frozen vaccine transport. Complete the 317 Refrigerated or Frozen Vaccine Transport Log each time vaccines are transported. In case of emergency: Only transport VFA vaccines to alternate locations equipped with storage units and temperature monitoring devices that meet program requirements. Never transport VFA vaccines to personal residences. Use backup, battery-operated, digital data loggers to monitor temperatures during vaccine transport and at VFA-approved off-site clinics—ideally using portable, battery-operated, or other temporary-powered coolers for off-site clinics. Replace any vaccines that were transported without proper documentation of temperature monitoring on a dose-for-dose basis as instructed by the program. 	<p>Refrigerated vaccines:</p> <p>Transporting Refrigerated Vaccine Job Aid (IMM-983)</p> <p>Refrigerated 317 Vaccine Transport Log (IMM-1213)</p> <p>Frozen vaccines:</p> <p>Transporting Frozen Vaccines Job Aid (IMM-1130)</p> <p>Frozen 317 Vaccine Transport Log (IMM-1214)</p> <p>Vaccine Management Plan (IMM-1122)</p>
VFA Eligibility Screening & Documentation	<p>Follow program requirements for patient eligibility screening and documentation:</p> <ul style="list-style-type: none"> Screen all adults 19 years of age and older for VFA eligibility: uninsured (NO public or private health insurance) or underinsured (health insurance does not cover some or all vaccines) prior to vaccine administration—at every immunization visit. Document all elements of VFA’s “317 Eligibility Screening Record” form, including the screening date, VFA eligibility (Y/N), and any eligibility criteria if met (date of birth verifying 19 years of age and older and whether uninsured OR underinsured). Document program eligibility in the patient’s Electronic Health Record or a California Immunization Registry. Keep all VFA eligibility records on file for three years. 	<p>317 Eligibility Screening Record (IMM-1226)</p> <p>VFA Eligibility Based on Insurance Status (IMM-1247)</p> <p>VFA FAQs, Part II, Patient Eligibility</p>
ACIP Recommendations & Standards	<p>The VFA Program provides eligible adults with access to vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). Follow program requirements:</p> <ul style="list-style-type: none"> Comply with recommendations about immunization schedules, dosages, and contraindications as established by the ACIP and included in the VFA Program. Offer all age-appropriate vaccines according to patient populations served. Administer VFA vaccines only to adults who meet VFA eligibility criteria. Distribute the current Vaccine Information Statements (VIS) before vaccine administration. 	<p>CDC Recommended Immunization Schedules</p> <p>Non-Routine Vaccine Availability Plan (IMM-1263)</p>

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	<ul style="list-style-type: none"> Maintain records in accordance with the National Childhood Vaccine Injury Act (NCVIA), which includes reporting clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS). Acknowledge that revaccination is recommended if non-viable vaccines have been administered to patients. <p>Record information about each immunization given, including:</p> <ul style="list-style-type: none"> the name of the vaccine the date it was given the route and administration site the lot number and manufacturer the name and title of the person who administered it the practice’s name and address the VIS publication date and date VIS was provided 	Instructions for using VIS Current Vaccine Information Statements VAERS and VERP flyer (IMM-1153)
<p>Vaccine Administration</p> <p>UPDATED!</p>	<p>Administer all VFA vaccines at the approved practice address for the VFC PIN; do not refer patients to other facilities where they might be charged for vaccine administration. Special event clinics, health fairs, special school clinics, and mass vaccination clinics require prior approval from the VFA Program; frozen vaccines may not be administered off-site; the practice must submit a summary report that includes doses administered within 15 days after the end of the clinic.</p> <p>Recommend non-routine, ACIP-recommended vaccines when indicated or when requested.</p> <p>Acknowledge and follow program and manufacturer guidance, including revaccination, if non-viable vaccines have been administered to patients.</p> <p>Document all VFA vaccine doses administered using an immunization registry or Electronic Health Record (EHR). Review doses reported in the immunization information system a minimum of every six months.</p>	VFA Vaccine Daily Usage Log (IMM-1053 317) VAERS and VERP flyer (IMM-1153)
<p>Vaccine Administration Fees</p> <p>UPDATED!</p>	<p>To reduce financial barriers for patients and ensure that VFA-eligible patients will not incur additional costs outside of any routine copay for the clinic visit, program sites shall:</p> <ul style="list-style-type: none"> Not charge eligible patients or third-party payers for the cost of VFA vaccines. Not charge a vaccine administration fee to eligible patients for VFA vaccines. Prominently post a sign clearly visible to patients which communicates that: <p><i>“FREE vaccines are available to adult patients who are uninsured or have insurance that doesn’t cover (certain) vaccines. We do not charge these patients for getting the vaccine or for the cost of the vaccine.”</i></p>	VFA Patient Vaccine Poster Spanish Arabic Armenian Cambodian Chinese (simplified) Farsi Hindi Hmong Japanese Korean Lao Portuguese Punjabi Russian Tagalog Thai Vietnamese
<p>Program Enrollment, Recertification, Withdrawal, & Termination</p> <p>UPDATED!</p>	<p>Prospective providers must specify key practice staff; complete necessary training requirements; download and review job aids; comply with storage unit requirements; and complete and submit the online Provider Enrollment Form.</p> <p>Each year the Provider of Record must recertify their participation in the program by updating their information, completing required EZIZ training, and signing new requirement agreements. Failure to recertify will lead to termination.</p>	Program Recertification VFA Disenrollment Request Form (IMM-1261)

Requirement	Summary	Resources/Job Aids
	<p>Providers may voluntarily withdraw from the VFA Program. The VFA Program also may terminate a VFA “Provider Agreement” and remove the provider from the program for failure to comply with program requirements.</p> <p>In both cases, the Provider of Record must return or transfer all unused VFA vaccines. Enrolled providers are responsible for all VFA vaccines in their practice until their Provider Agreement has been officially terminated.</p>	
<p>Fraud & Abuse</p>	<p>Providers agree to participate in a manner intended to avoid fraud and abuse. Fraud and/or abuse of VFA vaccines will require restitution and may lead to termination from the program.</p> <ul style="list-style-type: none"> • Fraud is an intentional deception or misrepresentation made by a person with the knowledge that deception could result in some unauthorized benefit to himself or other person. Fraud results in a financial gain for the provider but with an inadvertent cost to the program. • Abuse is a provider practice inconsistent with sound fiscal, business, or medical practice which results in unnecessary costs to the program. Abuse results in inadvertent costs to the program and consists of any actions that lead to negligent loss. Providers agree to replace all vaccines deemed non-viable due to provider negligence. 	<p>VFA Provider Agreement</p>
<p>Documentation & Record Retention Requirements</p>	<p>Maintain all paper-based and electronic records related to the VFA Program for a minimum of three (3) years.</p> <p>Make records available to public health officials, including local health jurisdictions, CA Dept. of Public Health, and Department of Health and Human Services, upon request.</p> <p>Records include patient screening/eligibility verification, temperature logs, vaccine ordering records, medical records which verify vaccine administration, vaccine purchase and accountability records, VFA training records, vaccine management plan, recertification forms, etc.</p>	<p>VFA Provider Agreement</p>
<p>Site Visits</p>	<p>Enrolled providers agree to site visits from program staff (or authorized representative), including scheduled compliance visits, unannounced storage and handling visits, and visits for educational and programmatic support</p> <p>Unannounced storage and handling visits serve as spot checks to ensure VFA vaccines are administered to VFA-eligible adults and are managed and stored according to program requirements.</p> <p>Provider of Record or the Designee must sign and acknowledge receipt of site visit findings and agree to complete required follow up within specified periods.</p>	
<p>Program Integrity</p> <p>UPDATED!</p>	<p>Clinic staff must conduct themselves in an ethical, professional, and respectful manner in all interactions with VFA Program staff.</p> <p>Never destroy, alter, or falsify immunization or VFA Program-related records.</p> <p>Make all vaccine administration records (privately and publicly funded) available to representatives from the California Department of Public Health Immunization Branch and the VFA Program.</p> <p>Comply with all mandatory corrective actions and the timeline provided by the VFA Program.</p>	