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TO: California Vaccines for Children (VFC) Program Providers

FROM: Maria Volk, M.P.A., Interim Chief *Maria E. Volk*  
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Division of Communicable Disease Control, Immunization Branch

SUBJECT: Annual Vaccines for Children (VFC) Recertification

### **BACKGROUND**

The Immunization Branch would like to thank you for your participation in the VFC Program. We appreciate your efforts in ensuring that California's children are fully immunized. For continued participation in the program, all public and private providers must renew participation in the program in order to continue receiving publicly purchased vaccines. This process, also known as "Recertification," is a federal requirement that must be completed annually by enrolled providers.

In order to access and complete 2014 Recertification, every California VFC Provider must have met the 2013 federal VFC educational requirement for the practice. Providers cannot recertify until the training has been completed.

### **TIMELINE FOR SUBMISSION OF 2014 VFC PROVIDER RECERTIFICATION**

- The 2014 VFC Recertification will be available from Wednesday December 11, 2013 through Wednesday January 15<sup>h</sup>, 2014. Once submitted, recertification will be valid during 2014.
- Providers will have 30 days to complete and submit the practice's recertification. In order to prevent a lapse in enrollment and delay in processing of vaccine requests, providers must complete this process by the stated deadline.

### **2014 RECERTIFICATION PROCESS**

- **Verification of completion for all of the 2013 federal educational requirement lessons**
  - a) Prior to accessing the practice's 2014 recertification, every California VFC provider must complete and verify completion for all of the 2013 federal educational requirement lessons.

- b) The VFC Program Requirements' new lesson, to be completed by the practice's provider of record and vaccine coordinator, is being launched along with this recertification process. This brief 15 minute lesson provides an overview of the program's participation requirements, and is now available on EZIZ's training page.
- c) Once all the required lessons have been completed by key clinic staff (see table below), verify and update the EZIZ training requirement has been met by the practice. Practices can access the EZIZ Training Verification link under the "Recertification" area of MYVFCVaccines.

Lesson	Vaccine Coordinator	Provider of Record	Lesson Availability
Storing Vaccines (20-minute lesson)	Required	Encouraged	<a href="#">EZIZ</a>
*Monitoring Refrigerator Temperatures (8- minute video) Updated!	Required	Encouraged	<a href="#">EZIZ</a>
*Monitoring Freezer Temperatures (7-minute video) Updated!	Required	Encouraged	<a href="#">EZIZ</a>
Conducting a Vaccine Inventory (19-minute lesson)	Required	Encouraged	<a href="#">EZIZ</a>
VFC Program Requirements (15 minute lesson)	Required	Required	<b>Now available on EZIZ!</b>

- **Accessing and Submitting Your Practice's VFC Recertification**

Once your practice has completed the educational EZIZ lesson, VFC's On-line Recertification link will be available under the "Recertification" area of MYVFCVaccines.

- a) Update and verify your practice's information, including key clinic contacts, vaccine storage and temperature monitoring equipment, estimates of VFC-eligible children to be immunized in the coming year, and healthcare providers in the practice with prescription privileges who will be administering vaccines. VFC pre-populates annual recertification forms with existing information in our Vaccine Management System and information provided during the preceding year.
- b) The clinic's provider of record must review and acknowledge compliance with all items outlined in the VFC Program's Provider Participation Agreement, and the program's Certification of Capacity to Store and Manage VFC-Supplied Vaccines. These documents have been updated to reflect federal participation requirements for 2014, and must be carefully reviewed to ensure compliance with all program requirements.
- c) Once the forms are submitted, the system will generate an instant e-mail confirmation of submission. A copy of this confirmation should be kept for the clinic's records.

- d) Healthcare provider medical licenses will be validated electronically through the recertification process. Please verify medical licenses are entered correctly. VFC providers with unverifiable licenses will be contacted by the VFC Program in order to complete the recertification process.
- e) Detailed step-by step instructions on submitting your practice's recertification are included in the attached VFC's 2014 Recertification Instructions and Tip Sheet.

- **VFC's Customer Satisfaction Survey**

This is the last step in of the 2014 VFC Recertification. A link to complete and submit a customer satisfaction survey will appear after submitting your recertification. Your input is greatly valued.

Enclosures: 2014 VFC Program Participation Requirements At-a-Glance  
Instructions for Completing VFC's 2014 Recertification