

Table of Contents

Introduction

VFC Eligibility Section 1

Patient Eligibility Screening

Insured Children

Charges and Fees for Immunization of the VFC-Eligible Clients

Provider Enrollment/Requirements/Responsibilities Section 2

New Provider Enrollment

Provider Requirements

Provider Annual Enrollment Update

Pa. VFC site visits

 VFC compliance site visit

 AFIX site visit

 Follow-up site visit

 Annual provider training visit

 Unannounced storage and handling visit

Provider Responsibilities

 Notifying PADOH

 Staff training

 Developing and maintaining written procedures

 Twice-daily temperature documentation

 Vaccine storage and handling

Withdrawing from the VFC Program

Fraud Waste and Abuse

Vaccine Management, Ordering and Returning Section 3

Management

Vaccines Available Through the Pa. VFC Program

Vaccine Ordering

 Prior to placing a vaccine order

 Placing a vaccine order

 No internet access sites

Shipment of Order

Returning Vaccines

Vaccine Storage and Handling.....Section 4

Properly Functioning Equipment

Vaccine storage units

Certified digital thermometers

Setting up your new equipment

Appropriately Trained Staff

Designate primary and back-up contact persons

Training your personnel

Clearly Written Procedures

Vaccine Ordering/Delivery/Receiving/Storing

Ordering the vaccine

Delivery of the vaccine shipment

Receiving the vaccine

Storing the vaccine

Documentation Requirements

Temperature log requirements

Maintaining your inventory

Vaccine accountability

Vaccine borrowing

Transporting vaccine

Expired and wasted vaccines

Vaccine Adverse Event Reporting System (VAERS)

Vaccine Cold Chain Failure

Suspected vaccine cold chain failure – Required procedures for providers

Confirmed vaccine cold chain failure – Required procedures for providers

PA-Statewide Immunization Information SystemSection 5

PA-SIIS

PA-SIIS User Log on Credentials

Log into PA-SIIS

Online Ordering

Training Manual

Initial PA-SIIS User Set-Up

Forms/Plans/ResourcesSection 6

Education Roster6-A

Enrollment in the Vaccines for Children Program.....6-B

Instructions for completing the 2016 Pa. VFC Program Provider Agreement

Pa. VFC Program Provider Agreement	
Insurance and VFC Eligibility	6-C
CHIP MA card comparison	
Eligibility vs. health care coverage	
Pa. VFC Eligibility Screening Record	
Ordering and Accountability	6-D
PADOH Supplied Vaccine Order, Inventory, and Accountability Form	
Pa. VFC Borrowing Report	
Pa. VFC Dose Tracking Form	
Required Plans	6-E
Vaccine Emergency handling procedures and disaster recovery plan	
Pa. VFC vaccine management plan	
Required Reporting.....	6-F
Vaccine Incident Report and Worksheet instructions	
Vaccine Incident Report and Worksheet	
Vaccine Return and Accountability Form	
Interim/Final Status Report (Revaccination form)	
Vaccine Adverse Event Reporting System (VAERS)	
Storage and Handling	6-G
Vaccine storage maintenance reminder	
Temperatures and Monitoring.....	6-H
Celsius and Fahrenheit Conversion Chart	
Recording freezer temperatures	
Freezer Fahrenheit and Celsius Temperature Log Form	
Recording refrigerator temperatures	
Refrigerator Fahrenheit and Celsius Temperature Log Form	
Transporting Vaccines	6-I
Transporting frozen vaccines	
Transporting refrigerated vaccines	
Vaccine Transport Hourly Monitoring Form and Inventory Sheet	
Best Practices and Resources.....	6-J
NIST certified thermometer/data logger manufacturers	
Pa. VFC digital data logger (DDL) policy	
Best practices in vaccine storage	
Cold storage unit manufacturers	
Lithium battery suppliers	
Resources and websites	
Acronyms	