

# VFC Provider Handbook 2019 Revisions

Table of Contents: updated to reflect changes.

Welcome Letter; updated to reflect current phone numbers.

Please note that all through the handbook, the quality assurance tool has been updated from Assessment Feedback Incentives and Exchange program (**AFIX**) to Immunization Quality Improvement for Providers (**IQIP**) model. All instances where the acronym “AFIX” was utilized have been updated to “IQIP” as well. Effective July 1, 2019, the AFIX tool will be replaced with IQIP.

## Section 2

Page 2-1 Updated 3<sup>rd</sup> bullet under New Provider Enrollment “The VFC provider handbook is available online at the Pa. VFC website. Printing this handbook is strongly recommended, and all providers will be held accountable to the Pa. VFC handbook requirements.”

Page 2-2 Updated 8<sup>th</sup> bullet under Provider Requirements “with reason for refusal” and added link ([AAP-Refusal-to-Vaccinate](#));

Page 2-2 Added bullet under Provider Requirements “Not to send to collections for lack of payment of administration fee;

Page 2-5 Updated wording under Provider Annual Enrollment Update “Yearly CDC education modules 10 and 16 (You Call the Shots) must be successfully completed. Additional training may be required by the VFC program, and/or requested by the provider at any time.”

Page 2-6 updated subsection titled “Withdrawing from the VFC Program” to “Withdrawing, Relocating, Merging or Disenrolling from the VFC Program.”

Page 2-6 Added bullets under Withdrawing, Relocating, Merging or Disenrolling from the VFC Program “ Equipment that was previously grandfathered into the program will not be accepted as meeting the PA VFC requirements (example: household combo units) and “For sites disenrolling, vaccine will be picked up based on field staff availability.”

## Section 3

Page 3-2 Added wording “offer an alternative. In event of a shortage, provider will be required to carry brands made available through the Pa. VFC program.”

Page 3-2 Updated wording - the 10 vaccines are listed below “and are subject to change due to vaccine availability:”

Page 3-3 Added bullet under Vaccine Ordering “Credentials are issued per person, to the individual who has completed the required CDC modules, and not per site. New personnel will be required to contact Pa. VFC to acquire their individual credentials, upon successful completion of CDC modules.” and “Sharing of credentials may result in site suspension or disenrollment from the Pa. VFC program.”

Page 3-3 Added bullet under Prior to Placing Your Order “Confirm your site is not under suspension, or that there are no outstanding issues related to an incident report, training or reenrollment.”

Page 3-4 updated bullets under Placing a Vaccine Order “based on projected patient schedule” and “conforming to package size.”

Page 3-5 Added bullet under Shipment of Order “Flu delivery is subject to change due to timing of CDC allocations.”

Page 3-6 Added sub-section “Expiration Dates: VFC Vaccine compared to Private Vaccine.”

## **Section 4**

Page 4-1 Added bullet under Properly Functioning Equipment “units required (medical/pharmaceutical grade strongly recommended for all new enrollees, and for purchases/replacements)” and “new enrollment, reactivation and/or replacement unit purchases.”

Page 4-5: Updated bullet under Certified Digital Data Loggers “at least every 30 minutes, if not more often.”

Page 4-9: Added wording on Optional Training “CDC offers additional online training opportunities for providers on immunizations, storage and handling, and vaccine administration at the following link: <https://tceols.cdc.gov/> and “Per provider request, a DOI nurse will perform an on-site educational visit. All education should be documented on the Education Roster (Section 6-F).”

Page 4-10: Updated wording under Clearly Written Procedures “An alternate site with access available 24/7 is required.”

Page 4-16: Added section and graphic “Defrosting manual-defrost freezer units.”

Page 4-18: Added bullet under temperature log requirements “Once temperatures have been documented, follow instructions provided by manufacturer of temperature monitoring device to clear the temperature data on the display.”

Page 4-23: Updated text under Vaccine Adverse Event Reporting System and included links "<https://vaers.hhs.gov/>" and "[www.hrsa.gov/vaccinecompensation/index.html](http://www.hrsa.gov/vaccinecompensation/index.html)"

## **Section 5**

Pages 5-4 to 5-7: Added sections, "Sending or Transferring Vaccine" and "Sending/Transferring an Electronic Shipment of Vaccine."

## **Section 6**

Added bullets under PA VFC Education Roster "When roster is updated, remember to fax copy of educational certificates to the PA DOI at 717-214-7223, no later than April 1 of each calendar year" and "Please include your PIN on all correspondence with the VFC program."

Added additional column under Vaccine Emergency Handling Procedures and Disaster Recovery Plan "Alternate Site Check- Initial & Date."

Added two new Vaccine Return and Accountability forms "Wasted/Destroyed" and "Spoiled/Expired Returnable."

Updated wording on Interim/Final Status Report of Corrective Action Following Cold Chain Failure to "Interim/Final Status Report Following Cold Chain Failure."

Deleted wording on Interim/Final Status Report "Date cold chain failure resolved" and "To be completed by Division of Immunizations."

Added new document "Recording Vaccine Temperatures."

Deleted "Recording Freezer Temperatures" and "Recording Refrigerator Temperatures."

Added four new temperature logs: Fahrenheit Refrigerator Temperature Log, Fahrenheit Freezer Temperature Log, Celsius Refrigerator Temperature Log, Celsius Freezer Temperature Log.

Added wording under Transporting Refrigerated Vaccines "Equipment designed specifically for transporting vaccine may have varying instructions; please contact manufacturer for guidance on these occasions."

Added wording under Pre-Purchase Worksheet for Digital Data Logger "Ability to clear current min/max temperatures from the screen?"

Updated all links under Vaccine Manufacturer/Distributor Contact List.

Updated all links and information under Resources and Websites.

Updated all links under Acronyms.