

VFC Provider Handbook 2018 Revisions

Table of Contents: updated to reflect changes.

Welcome Letter: updated to reflect current phone numbers.

Please note that throughout the handbook, the word “thermometer” has been updated to “digital datalogger.” In certain instances, “continuous temperature monitoring systems” is used as well.

Section 1

Page 1-1 Added wording, “i.e, children who have health insurance covered by a state Medicaid program.”

Page 1-2 Deleted wording, “Has Medicaid as secondary insurance.”

Section 2

Page 2-1 Added bullet under new provider enrollment, “View the video ‘Keys to Storing and Handling Your Vaccine Supply’ and print credentials from the CDC website. This is required for all new enrollments and re-activations. The video is found at the following sites:”

Page 2-2 Added bullets under provider requirements, “Provide Pa. VFC program with accurate and valid email addresses for both VFC primary coordinator and backup coordinator, Notify Pa. VFC program of any changes in primary or backup coordinator email addresses, and update Pa. VFC program with patient population changes.”

Page 2-2 Updated link under provider requirements

[“https://www.aap.org/en-us/Documents/immunization_refusaltovaccinate.pdf](https://www.aap.org/en-us/Documents/immunization_refusaltovaccinate.pdf)

Page 2-2 Deleted wording under provider requirements, “all vaccine providers must give...”

Page 2-2 and 2-3 Added sub-section, “Provider Responsibilities”

Page 2-3 Deleted wording, “The Pa. VFC PPA will be mailed to providers without internet access (Section 6-B). For those providers with no online capabilities, this document may be emailed, faxed or mailed to the PADOH.”

Page 2-7 Added wording under withdrawing from the VFC program, “or merge with another facility”

Section 3

Page 3-2 Deleted wording under HPV, “Merck (Gardasil)”

Page 3-3 Added wording under placing a vaccine order, “providers are allowed to,” and, “may order”

Page 3-4 Added sub-section, “Vaccines to order in multiples of 5 doses,” and, “Vaccines to order in any number of doses (eg. 1 dose, 3 doses, 17 doses, etc)”

Page 3-5 Added wording under Returning Vaccines, “All other multi-dose vials that are open should not be returned either.”

Section 4

Page 4-1 Updated wording under properly functioning equipment, “Vaccine storage units”

Page 4-1 Added wording under CDC requirements, “and forced wastage of all VFC vaccine stored in the units.”

Page 4-2 Added wording, “and will lead to disenrollment from the VFC program.”

Page 4-4 Updated sub-section - Certified Digital Data Loggers (Section 6-J) - Pa. VFC requirements.

Page 4-5 Updated sub-section - Setting up your new equipment, “four to seven days.”

Page 4-5 Added bullets under Setting up your new equipment, “ensure that only one outlet is used for each individual storage unit,” and, “do not use extension cords.”

Page 4-6 updated pictures.

Page 4-7 Added bullet under Appropriately trained staff, “Ensuring digital data loggers used inside both refrigerators and freezers are NIST certified digital data loggers with glycol/buffered probes.”

Page 4-7 Updated sub-section – Coordinator responsibilities.

Page 4-10 Updated wording under VFC providers are required to: (Call annually was changed to call quarterly.)

Page 4-10 Added bullets under VFC providers are required to.

Page 4-10 Added bullets under ordering the vaccine

Page 4-12 updated wording under receiving the vaccine, “contact the PADOH immediately (the same day or next business day) if there is any discrepancy between the contents received and the shipping invoice.”

Page 4-14 Added bullet under receiving the vaccine, “Single dose vaccines are packaged in amber bag in lid of upper compartment of shipping container”

Page 4-14 Updated wording and added bullets under storing the vaccines (vaccines must:)

Page 4-17 Deleted wording, “preprinted”

Page 4-18 Added wording, “Record exactly what is displayed on the digital data logger/continuous temperature monitoring device. If your minimum temperature is **36.24°F** it should be written as such”

Page 4-20 Updated wording under vaccine accountability, and added bullet, “Ordering only vaccine needed for the patients scheduled to receive immunizations in the next month.”

Page 4-20 Updated wording under vaccine borrowing, “Borrowing should **only** occur when there is a lack of appropriate stock vaccine (VFC or provider-purchased) due to unexpected circumstances, such as a delayed vaccine shipment, vaccine spoiled in-transit to provider, or new staff who calculated ordering time incorrectly. The reason **cannot** be provider-planned borrowing from either the private stock or the VFC stock. VFC providers who are suspended from ordering vaccine may **not** borrow vaccine to compensate vaccine inventory. Failure to follow proper borrowing protocol may lead to disenrollment.”

Page 4-20 Added wording under transporting vaccine, “VFC cold chain protocol must be maintained at all times.”

Page 4-21 Updated wording under expired and wasted vaccine and deleted wording, “By routine U.S. mail – seven to 10 business days; or...”

Page 4-22 Added wording under expired and wasted vaccine, “listing all vaccines exposed to temperature excursion”

Page 4-23 Updated wording under vaccine cold chain failure and added bullet, “Request all viability research information be sent from the vaccine manufacturers to the provider, and include with incident report to DOI”

Page 4-24 Updated wording under confirmed vaccine cold chain failure - providers must, and added bullet, “Provide DOI with copy of patient revaccination notification

letter template, without patient personal information. If notification by telephone, please provide copy of script provider staff will use for notification of revaccination.”

Section 5

Page 5-1 Updated wording under PA-SIIS, “providers are required to enroll in PA-SIIS in order to place PADOH supplied vaccine orders electronically.”

Page 5-2 Updated wording under online ordering.

Section 6

Added sub-topics under Best Practices and Resources, “Vaccine Coordinator Roles and Responsibilities,” and, “Handling a Temperature Excursion in Your Vaccine Storage Unit.”

Updated dates wherever necessary on all forms.

6B – Updated Vaccines for Children Program Provider Agreement, deleted wording “annual renewal” and added “reactivation.”

6D – Added “Sanofi - Quadracel, GlaxoSmithKline - Hiberix and GlaxoSmithKline - FluLaval, Seqirus - Flucelvax, and Grifols - Td vaccine,” to order form. Deleted Medimmune vaccines from dose tracking form.

6E – Updated Vaccine Emergency Handling Procedures and Disaster Recovery Plan, deleted wording “annually” and added “quarterly.”

6E – Updated Vaccine Management Plan and Designated Responsible Staff, added under number 5, “if the manufacturer’s instructions allow it.”

6F – Updated Vaccine Incident Report and Worksheet Form, deleted wording “combo” and added “standalone.”

6F – Updated VAERS form.

6G - Frequently Asked Questions, added topics, “Enrollment and VFC Eligibility,” “Storage and Handling,” “SIIS,” “Requesting for VFC Vaccines.”

6H - Updated Recording Freezer Temperatures and Recording Refrigerator Temperatures. Added new VFC Freezer Temperature Log, and VFC Refrigerator Temperature Log.

6I – Updated Transporting Frozen Vaccines, deleted wording “frozen packs” and added “frozen water bottles.”

6J – Updated Digital Data Logger (DDL) Policy, Data Storage and Download Requirements, added wording, “once data is downloaded it should be reviewed by staff.” Updated DDL Policy, Maintaining Temperatures and the Cold Chain, added wording, “providers are required to maintain paper or electronic versions of digital data logger downloads for three years.”

6J – Updated Best Practices in Vaccine Storage, added “Vaccine Manufacturer/Distributor Contact List.”

6J - Updated Acronyms list.

6J – Added Pre-purchase Worksheet for Digital Data Loggers.

6J – Added Handling a Temperature Excursion in Your Vaccine Storage Unit.

6J – Added Vaccine Coordinator Roles and Responsibilities.