TABLE OF CONTENTS

Introduction

Vaccines for Children (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 Responsibilities
  Notifying PADOH
  Staff Training
  Developing and Maintaining Written Procedures
  Twice-Daily Temperature Documentation
  Vaccine Storage and Handling
Provider Annual Enrollment Update
Pa. VFC Site Visits
  VFC Compliance Site Visit
  IQIP Site Visit
  Follow-Up Site Visit
  Annual Provider Training Visit
  Unannounced Storage and Handling Visit
Withdrawing, Relocating, Merging or Disenrolling 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
  Vaccines to order in multiples of 5 doses
  Vaccines to order in any number of doses
Shipment of Order
Vaccine Expiring within Ninety Days
Returning Vaccines
Expiration Dates: VFC Vaccine compared to Private Vaccine
Vaccine Storage and Handling .................................................................................. Section 4
Properly Functioning Equipment
   Vaccine Storage Units
   Certified Digital Data Loggers
   Setting Up Your New Equipment
Appropriately Trained Staff
   Designate Primary and Back-Up Contact Persons
   Vaccine Coordinator Role
   Training Your Personnel
   Optional Training
Clearly Written Procedures
Vaccine Ordering/Delivery/Receiving/Storing
   Ordering the Vaccine
   Delivery of the Vaccine Shipment
   Receiving the Vaccine
   Storing the Vaccine
   Defrosting manual-defrost freezer units
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 System ......................Section 5
PA-SIIS
PA-SIIS User Log on Credentials
   Log into PA-SIIS
   Online Ordering
   Receiving Shipments in PA-SIIS
   Reconciling Inventory in PA-SIIS
   Prior to Sending or Transferring Vaccine
   Sending/Transferring Vaccines Electronically in SIIS
   SIIS Training Manual
   Initial PA-SIIS User Set-Up
Forms/Plans/Resources .......................................................... Section 6
Education Roster ............................................................................ 6-A
Enrollment in the Vaccines for Children Program ......................... 6-B
  Instructions for Completing the 2019 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
  Designated Responsible Staff
  Vaccine Storage Maintenance Reminder
Required Reporting ....................................................................... 6-F
  Vaccine Incident Report and Worksheet Instructions
  Vaccine Incident Report and Worksheet
  Vaccine Return and Accountability Forms
  Interim/Final Status Report Following Cold Chain Failure
Frequently Asked Questions ...................................................... 6-G
Temperatures and Monitoring .................................................... 6-H
  Recording Vaccine Temperatures
  Fahrenheit Refrigerator Temperature Log
  Fahrenheit Freezer Temperature Log
  Celsius Refrigerator Temperature Log
  Celsius Freezer Temperature Log
Transporting Vaccines .................................................................. 6-I
Transporting Frozen Vaccines
Transporting Refrigerated Vaccines
Vaccine Transport Inventory Sheet and Monitoring Sheet
Best Practices and Resources ..................................................... 6-J
  NIST Certified Digital Data Logger Manufacturers
  Pa. VFC Digital Data Logger (DDL) Policy
  Pre-Purchase Worksheet for Data Loggers
  Best Practices in Vaccine Storage
  Vaccine Coordinator Roles and Responsibilities

Pa. Vaccines for Children Program Handbook
June 2019
Handling a Temperature Excursion in Your Vaccine Storage Unit
Cold Storage Unit Manufacturers
Lithium Battery Suppliers
Resources and Websites
AAP Refusal to Vaccinate Form
Acronyms