



Commonwealth of Virginia

Virginia Department of Health

M. Norman Oliver, MD, MA, State Health Commissioner

TO: Potential VFC Vaccine Provider

FROM: Virginia Department of Health Division of
Immunization
Vaccines for Children Program

SUBJECT: Provider Enrollment in the Virginia Vaccines for Children Program

Thank you for your interest in enrolling in the State of Virginia's Vaccines for Children (VFC) Program.

The VFC Program is a federal entitlement program that provides publicly purchased vaccines for eligible children, at no cost to the participating health care provider. Children 0 through 18 years of age who meet at least one of the following criteria are eligible to receive VFC vaccine:

- Current Medicaid Enrollee;
- Children with NO health insurance;
- Native American or Alaska Native; or
- Children who are underinsured at an FQHC or RHC only (underinsured is defined as a person who has commercial (private) health insurance but the coverage does not include vaccines; a person whose insurance covers only selected vaccines (eligible for non-covered vaccines only); or a person whose insurance caps vaccine coverage at a certain amount. Once the coverage amount is reached, the person is considered underinsured.)

As a participant in this program your practice must complete the enrollment pre-site questionnaire, have an approved vaccine storage unit(s), certified calibrated thermometer(s) and enroll in VIIS, Virginia's immunization information system.

Enclosed please find the Virginia VFC New Enrollment Pre-Site Questionnaire. Please fax the completed pre-site questionnaire to 804-864-8090.

Upon review and approval of the completed pre-site questionnaire and enrollment in VIIS, VFC enrollment forms will be sent to the responsible medical provider. In addition, a VVFC Consultant will contact the responsible medical provider to schedule a new enrollment visit. Vaccine will not be shipped until completion of the new enrollment visit.

Please note: all VFC provider enrollment forms and enrollment in VIIS must be completed prior to the new enrollment visit. **VFC providers may not store federally purchased vaccine in dormitory style refrigerators at any time.**

If you have any questions or need assistance completing the Pre-Site Questionnaire please call the Division of Immunization at 1-800-568-1929 or 804-864-8055.



Virginia Vaccines for Children (VFC) New Enrollment Pre-Site Questionnaire

Fax completed pages 1 & 2 of questionnaire to: **804-864-8090**

Date: _____

Practice/Office Name: _____

Responsible Medical Provider Name: _____

Title: _____ Medical License #: _____

Provider Email Address: _____

Phone Number: _____ Fax Number: _____

Address: _____ Suite/Room: _____

City: _____ Zip: _____ County: _____

Practice/Office Contact Person: _____

Practice/Office Contact Email: _____

Has this location ever been a part of the VFC Program in the past?

Yes No PIN Number _____

Do you currently have other locations that are part of the VFC Program?

Yes No PIN Number _____

Beginning 2017 all enrolled VVFC providers will be required to report vaccine doses administered through VIIS, Virginia's immunization information system. Are you currently enrolled in VIIS?

Yes (Current VIIS ID _____) No

TYPE OF PRACTICE/FACILITY (select one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Pediatric Practice | <input type="checkbox"/> Local Health Department | <input type="checkbox"/> School-Based Health Clinic |
| <input type="checkbox"/> Family Practice | <input type="checkbox"/> OB/GYN | <input type="checkbox"/> College-Based Health Clinic |
| <input type="checkbox"/> Internal Medicine | <input type="checkbox"/> Urgent Care Center | <input type="checkbox"/> Juvenile Justice/Corrections |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> FQHC/RHC | <input type="checkbox"/> Pharmacy |

CATAGORY OF VFC-ELIGIBLE CHILD (0-18 yrs) EXPECTED TO VACCINATE

(check all that apply):

- Current Medicaid Enrollee Children with NO health insurance
 Native American/Alaskan Native Children who are underinsured (**FQHC or RHC Only**)

NOTE: Children with the Family Access to Medical Insurance Security Plan (FAMIS) are NOT VFC-eligible

SHIPPING HOURS: Indicate hours practice/office is open and someone is available to accept shipments									
Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Special shipping instructions:									

VACCINE STORAGE UNITS					
Refrigerator Storage Unit Types			Freezer Storage Unit Types		
	Type	Number of Units		Type	Number of Units
<input type="checkbox"/>	Combination (with freezer)		<input type="checkbox"/>	Combination (with freezer)	
<input type="checkbox"/>	Stand-alone refrigerator (Dorm style are NOT acceptable)		<input type="checkbox"/>	Stand-alone freezer (Dorm style are NOT acceptable)	
<input type="checkbox"/>	Commercial/Pharmacy Grade		<input type="checkbox"/>	Commercial/Pharmacy Grade	

Is your refrigerator/freezer unit(s) in good working condition? Yes No

Does your refrigerator/freezer unit(s) maintain proper temperatures? 2° - 8°C (36°- 46°F) refrigerator; -15°C (5°F) or lower freezer. Yes No

Per VVFC Program requirements, all vaccine storage units must be monitored by certified calibrated digital data loggers. Do your vaccine storage units have certified calibrated data loggers? Yes No

The VVFC program requires enrolled providers to have back-up certified calibrated data loggers on-hand for emergency use. Do you have back-up certified calibrated data loggers? Yes No

If yes, please fax the certificates for all data loggers and back-up data loggers, along with this questionnaire, to the VVFC Program. Submission of the thermometer’s manufacturer warranty is NOT acceptable. Certified calibrated data loggers are available from laboratory and scientific supply companies.

Please note: VFC-eligible patients should not be scheduled for vaccination until AFTER receipt of the vaccine, which will not be sent until after an enrollment visit has been conducted.



Virginia Vaccines for Children (VFC) Certified Calibrated Data Logger Information

Beginning January 1, 2016, all VVFC providers are required to use digital data loggers with a current and valid certificate of calibration to monitor temperatures of all federally purchased vaccine. Providers are required to address excursions indicated by the data loggers in accordance with CDC's guidelines. As of January 1, 2018, all VVFC providers are required to assess and record minimum and maximum temperatures at the start of each clinic day. As of January 1, 2018, data loggers must also be used during vaccine transport.

Data logger required features include:

- A buffered temperature probe
- An active temperature display that can be easily read from the outside of the unit
- The capacity for continuous temperature monitoring and recording where the data can be routinely downloaded (**downloaded reports are required for vaccine order approval**)

The following are additional recommended features for these devices:

- Alarm for out-of-range temperatures
- Current, minimum, and maximum temperatures display
- Low battery indicator
- Accuracy of +/- 1°F (0.5°C)
- Memory storage of at least 4,000 readings
- User programmable logging interval (or reading rate) recommended at a maximum time interval of every 30 minutes

A checklist for certificate of calibration guidance can be found here:

<http://www.vdh.virginia.gov/content/uploads/sites/11/2016/04/TemperatureMonitoringandCalibrationChecklist.pdf>.