VFC Program Updates

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Division of Communicable Disease Control
Immunization Branch
Overview

• VFC Updates
  ✓ 2018 Recertification
  ✓ Vaccine Management Plans
  ✓ Staff Training Requirements
  ✓ Digital Data Loggers
  ✓ Temperature monitoring
  ✓ Billing for Vaccine administration
  ✓ Program Integrity
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Annual VFC Recertification
2018 Recertification:

January 31, 2018

TO: California Vaccines for Children (VFC) Program Providers

FROM: Sarah Royce, M.D., M.P.H., Chief
Center for Infectious Diseases
Division of Communicable Disease Control, Immunization Branch

SUBJECT: 2018 Vaccines for Children (VFC) Recertification

The California Department of Public Health (CDPH) Immunization Branch would like to thank you for your participation in the Vaccines for Children (VFC) Program. The VFC Program was created to help provide vaccines to children whose parents or guardians may not otherwise afford or have access to vaccinations. By ensuring that eligible children are vaccinated and vaccines are stored properly to maintain efficacy, VFC Providers have been integral in improving the health of California’s children.

BACKGROUND
2018 Recertification:

- Recertification is **REQUIRED** annually.
- Opened on January 31, 2018
- Access the on-line form from your [MyVFCvaccines](#) account.
- Utilize the [Recertification Worksheet](#) to help gather this information ahead of time.
- Complete all required EZIZ lessons found on the [EZIZ website](#).
- Recertification closed on **March 2nd, 2018**
- As of March 13th, > **120 providers** had NOT recertified
2018 Recertification:
2018 Recertification:

- **Who CAN recertify?**
  - Active VFC providers

- **Who CANNOT recertify?**
  - Suspended providers
  - Providers with household combination vaccine storage units

- **Consequences of not recertifying:**
  - May affect a provider’s ability to order vaccine
  - No vaccine = not able to vaccinate our kids
Completing 2018 Recertification:

- Accurate medical license numbers
- Calibration expiration date
- Digital data logger reminder
- VFC Customer Satisfaction Survey
- If you still have not re-certified contact your local VFC Representative or the VFC Central Office immediately
# 2018 Program Participation Requirements at a Glance

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Summary</th>
<th>Resources/Job Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine Management Plan</td>
<td>Maintain a current and completed vaccine management plan (for routine and emergency situations) that includes practice-specific vaccine management guidelines and protocols, names of staff with temperature monitoring responsibilities, and completion dates of required EZIZ lessons for key practice staff. Designate a staff member responsible for updating the management plan. Review and update the plan at least once a year, when VFC Program requirements change, and when staff with designated vaccine management responsibilities change. Ensure all staff with assigned vaccine management responsibilities review, sign, and date the plan annually and whenever the management plan is updated. Conduct regular vaccine management drills to maintain competency and readiness for emergency procedures, such as vaccine transport.</td>
<td>EZIZ VFC Program Requirements lesson Vaccine Management Plan (IMM-1122)</td>
</tr>
<tr>
<td>Updated for 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Practice Staff</td>
<td>Designate on-site practice staff for each key role required by VFC, maintain key practice staff information updated in the practice’s profile, and immediately report key practice staff changes by logging into MyVFCVaccines. Changes to the Provider or Provider of Record Designee cannot be made online, and a Key Practice Staff Change Request form needs to be completed and submitted to the VFC Program. There are four required VFC roles: <strong>Provider of Record (POR):</strong> The physician-in-chief, medical director, or equivalent role that signs and agrees to the terms of the VFC “Provider Agreement” and the California VFC Program “Provider Agreement Addendum” and is ultimately accountable for the practice’s compliance. Must be a licensed MD, DO, NP, PA, pharmacist, or a Certified Nurse Midwife with prescription-writing privileges in California. <strong>Provider of Record Designee:</strong> The on-site person designated by the Provider of Record to sign VFC documents on his/her behalf and to assume responsibility for VFC matters in his/her absence. <strong>Vaccine Coordinator:</strong> An on-site employee who is fully trained and responsible for implementing and overseeing the provider’s vaccine management plan. <strong>Backup Vaccine Coordinator:</strong> An on-site employee fully trained in the practice’s vaccine management activities and</td>
<td>Vaccine Coordinator Roles &amp; Responsibilities (IMM-968) VFC Key Practice Staff Change Request Form (IMM-1166)</td>
</tr>
</tbody>
</table>

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**California Department of Public Health, Immunization Branch**
VFC Program Requirements

- Reviewed and update by the California VFC program on annual basis
- Providers are responsible for reviewing program materials that come out during the year
- Providers are required to update their internal policies/protocols to reflect those changes
- Program Participation Requirements At-A-Glance is an essential for understanding the VFC Program
- Review this document prior to annual recertification
  - Program requirements can be found here
- Can be found on eziz.org
Vaccine Management Plans
Written Vaccine Management Plan

• All facilities storing and administering vaccines should have them

  ✓ These plans are a requirement for participation in the VFC Program

• Vaccine Management Plan (2 parts)

  ✓ Routine – include all aspects of vaccine management, from ordering, storage conditions to temperature monitoring.

  ✓ Emergency - Outline steps and key contacts in case of an emergency, such as a planned or unplanned power loss.
Vaccine Management Plans

- Should have a one already in place
- Should include practice-specific vaccine management guidelines & protocols
- Have names of staff with temperature monitoring responsibilities
- List of staff who have completed the EZIZ online lessons (for key staff)
- Ensure all staff with assigned vaccine management duties review, sign and date the plan annually
- **All internal staff are required to know what the plan contains**
Vaccine Management Plans

• Review and update the plan at least once a year
  ✓ OR . . . When VFC Program requirements change
  ✓ OR . . . When staff with vaccine management responsibilities change
• All staff with vaccine management responsibilities need to review, sign and date the plan annually, or whenever the plan is updated
Staff Training Requirements
Skilled and Properly Trained Staff:

• Designate a primary and a back-up vaccine coordinator (VC)
  ✓ Oversee storage and handling activities within the clinic
  ✓ A description of the vaccine coordinator's role is included in this job aid
  ✓ BOTH VCs must be equally trained

• The provider of record should be directly involved in overseeing vaccine management activities in the clinic
  ✓ Financial implications of vaccine replacement cost AND clinical implications of mishandling of vaccines
New Temperature Monitoring Lesson
Required for key practice staff **AND clinic staff responsible for temperature monitoring**

78% of Vaccine Coordinators share storage and handling activities with other clinic staff
# Required EZIZ Lessons for Key Practice Staff

**Legend:** 
- ✔️ = Required Lesson

<table>
<thead>
<tr>
<th>Lessons</th>
<th>Start Date</th>
<th>Key Practice Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Vaccine Coordinator</td>
</tr>
<tr>
<td>VFC Program Requirements *</td>
<td>January 2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Storing Vaccines <em>(NEW)</em></td>
<td>January 2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Monitoring Storage Unit Temperatures <em>(NEW)</em></td>
<td>January 2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Conducting a Vaccine Inventory *</td>
<td>January 2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Refrigerator and Freezer Temperature Log <em>(NEW)</em></td>
<td>January 2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Vaccine Management Plan <em>(NEW)</em></td>
<td>January 2018</td>
<td>✔️</td>
</tr>
</tbody>
</table>

*Test-out option available*
Digital Data Logger Requirement
Digital Data Loggers
New VFC Requirement: Use of DDL for Temperature Monitoring of VFC Supplied Vaccines- Summary

- Effective January 1, 2018, any vaccine storage unit storing VFC supplied vaccines must have temperatures monitored by a continuous temperature monitoring system or devices, such as digital data loggers.

- All VFC program providers must comply with this requirement prior to being able to recertify for VFC Program participation in 2018.

- All thermometers (primary and back-up units) should have been replaced with DDLs no later than December 1, 2017.
New VFC Requirement: Use of DDL for Temperature Monitoring of VFC Supplied Vaccines

Monitoring and Recording Temperatures Using DDLs

- Maximum, minimum and current temperatures must be checked twice daily and documented using current VFC Program temperature logs, even if using a continuous temperature recording device or a digital data logger.

- Continuous temperature recording devices, digital data logger, and equipment (e.g., temperature alarm systems) do not eliminate the need for staff intervention and monitoring of vaccine unit temperatures and taking immediate actions when indicated.
New VFC Requirement: Use of DDL for Temperature Monitoring of VFC Supplied Vaccines

Monitoring and Recording Temperatures Using DDLs:

- DDL must be inspected twice daily or sooner if a temperature alarm has been triggered.
- DDL’s should record temperatures at a minimum of 30 min intervals.
- Download data a minimum of twice monthly from the data logger.
- Data downloads should be downloaded and stored in an electronic file on your work computer.
- Files should be easily retrievable and accessible to VFC Field Staff and vaccine management staff.
- Temperature files and VFC Temperature Logs must be kept for 3 years.
Data Loggers Job Aids

Preparing New Data Loggers for Use

Refer to your device's product guide or videos to learn how to use your data loggers. Please call your vendor's support contact number for all questions regarding setup, functionality, or configurations.

Set Up and Get Familiar with Functions

1. Determine what you will need to set up and prepare your data loggers to receive data.

- Install software and configure the device according to your needs. Data download may require setup of a cloud account or purchase of a validation kit.
- Locate the vendor's support contact number in case you need to reach them during the software installation or device setup.

2. Get familiar with your data logger.

- Make sure you can find CONTACT, URL, and XML readings. Some devices display all of these readings on the main upload display. For others, you may have to access menus by toggling between such as RECENT, LAST, and CMIP settings.
- Determine how your device will communicate temperature alarms. Some data loggers may display an LED light on the unit, while others may display LED messages on their alert monitors.

3. Locate the necessary steps to download temperature data files.

- Determine if your device may be changed to download data files to prevent including sensor temperatures.
- Determine if your device may be used to download data files. If you need to use the device, make sure to set the temperature alarms to zero.

4. Locate the necessary steps to record temperature readings after data download.

- Determine how your device may be used.
- Determine if your device may be used after recording readings, data loggers may cover a trend manually or automatically.

5. Get familiar with your downloaded temperature data files including summary data.

- Make sure you can locate the temperature alarm details. Look for maximum/minimum data, historical temperatures, and total hours above/below alert limits.
- Locate the summary data. Most devices generate a single-page summary of recorded details that can be used when reporting temperature excursions to your company.

6. Set up an electronic filing system for saving your downloaded temperature data files to your computer.

- Create separate folders for each shelf via File Explorer. For example, Inspection_2023.
- Store your data logger's Certificate of Calibration in a safe accessible location.

Configure Settings

Settings may be programmed on the data logger or using the software installed on the computer depending on your device.

1. Set the temperature modes for landfill or multiple.

2. Set the recording interval for 12 minutes if not already pre-configured.

3. Set the LSTPM temperature alarm limits for refrigerators and freezers.

California Department of Public Health, Immunization Branch, Vaccines for Children (VFC) Program

This publication was supported by Grant Number 19EX301001 from the California Chronic Care Promotion (CCCP).
Temperature Monitoring
Temperature Monitoring:

- Ensure vaccine storage unit temperatures are recorded on current VFC temperature logs.
- Monitor and record current, minimum and maximum temperatures in vaccine refrigerators and freezers twice each day,
- Any VFC-approved mass vaccination clinic must monitor and record temperatures every hour and attach data logger download summary report to the transport log.
- Download and analyze temperature data files (feature of digital data loggers) at the end of every two-week
Temperature Monitoring:

- Acknowledge that if temperatures are not monitored and documented, if temperature logs are missing, or if temperature logs are falsified, all affected vaccines will be automatically deemed non-viable and considered a negligent vaccine loss.
- Ensure VFC temperature logs are legible and completed accurately, and in ink.
- Immediately cross out, correct, and initial neatly any inadvertent documentation error.
- Ensure the supervisor certifies and signs that temperatures were recorded twice daily,
- Acknowledge that temperature logs missing during a VFC site visit but found at a later date will not be accepted.
# 2018 Temperature Monitoring Logs

## Refrigerator Temperature Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>INTL</th>
<th>TLT</th>
<th>ALARM</th>
<th>LOW</th>
<th>HIGH</th>
<th>SWR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12:00</td>
<td>25.0</td>
<td>30.0</td>
<td>25.7</td>
<td>28.0</td>
<td>26.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12:00</td>
<td>24.5</td>
<td>29.5</td>
<td>24.8</td>
<td>27.4</td>
<td>26.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12:00</td>
<td>24.0</td>
<td>29.0</td>
<td>24.3</td>
<td>27.2</td>
<td>25.9</td>
<td></td>
<td></td>
</tr>
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</table>

**Instructions:**
- Check temperatures twice a day.
- Use refrigerator for ice cream and TLT.
- Record current temps and alarm temps.
- Record time and reason.
- Record checks if alarm went off.
- Review log daily and weekly.
- Record review.

## Freezer Temperature Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>INTL</th>
<th>TLT</th>
<th>ALARM</th>
<th>LOW</th>
<th>HIGH</th>
<th>SWR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12:00</td>
<td>-12.5</td>
<td>-14.5</td>
<td>12.3</td>
<td>-15.2</td>
<td>-5.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12:00</td>
<td>-12.0</td>
<td>-14.0</td>
<td>11.8</td>
<td>-14.1</td>
<td>-5.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12:00</td>
<td>-11.5</td>
<td>-14.5</td>
<td>11.2</td>
<td>-14.1</td>
<td>-5.1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions:**
- Check temperatures twice a day.
- Use freezer for ice cream and TLT.
- Record current temps and alarm temps.
- Record time and reason.
- Record checks if alarm went off.
- Review log daily and weekly.
- Record review.

**Supervisor’s Review:**
- When log is complete, check all fields.
- Review log for any missed recordings.
- Review log for any missing entries.
- Sign and date log.

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
# 2018 Temperature Monitoring Logs

## Refrigerator Temperature Log

### Instructions

- **Check temperatures twice a day.**
- **Record data in each column.**
- **Record check if alarm went off.**
- **Report any temperature alerts.**

### If Alarm Went Off:

1. **Identify** the cause of the alarm.
2. **Notify** appropriate personnel.
3. **Document** any actions taken.

### Supervisor’s Review

- **Sign** the log.
- **Date** the signing.

### Data Table

<table>
<thead>
<tr>
<th>Date (Day &amp; Month)</th>
<th>Time</th>
<th>Initials</th>
<th>Alarm</th>
<th>Current</th>
<th>Min</th>
<th>Max</th>
<th>SHOTS ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a.m.</td>
<td>NN</td>
<td>✓</td>
<td>37.4</td>
<td>33.6</td>
<td>39.2</td>
<td>12345</td>
</tr>
<tr>
<td>1</td>
<td>p.m.</td>
<td>NN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 2018 Temperature Monitoring Logs

## Refrigerator Temperature Log

### Instructions

**Keep refrigerator in OK range.**

- **36.0°F**
- **46.0°F**

**Check temperatures twice a day.**

1. Fill out month, year, refrigerator ID, and PIN.
2. Record the time and your initials.
3. Record a check if an alarm went off.
4. Record Current, MIN, and MAX.

**If no alarm:**

1. Clear MIN/MAX.
2. Ensure data logger is in place and recording.

**IF ALARM WENT OFF:**

2. Post "Do Not Use Vaccines" sign.
3. Alert your supervisor.
4. Report excursion to SHOTS at MyVFCvaccines.org.
5. Record assigned SHOTS ID.
6. Ensure data logger is in place and recording.
2018 Temperature Monitoring Logs
Temperature Monitoring Changes:

• As of January 1ˢᵗ, 2018, the new acceptable temperature for refrigerated vaccines is 36º - 46º Fahrenheit
Billing for Vaccine Administration
VFC Eligibility

Who’s eligible to receive VFC vaccine:

- Children birth through 18 years of age
- Medicaid eligible. In California, Medi-Cal and/or CHDP
- Uninsured: A child who has no health insurance coverage (regardless of income)
- Native American Indian or Alaska Native:
  - Underinsured: Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC)
VFC Program Administration Fees

- Providers may charge a vaccine administration fee to non-Medicaid VFC eligible children.
- Maximum admin fee is $26.03 per dose in CA.
- For non-MediCal VFC-eligible children, waive the administration fee if the parent/guardian is unable to pay.
- For Medi-Cal children, never bill the difference between Medi-Cal’s administration fee and the administration fee cap to the parent/guardian.
- Acknowledge that revaccination is recommended if non-viable vaccines have been administered to patients.
Program Integrity
Program Integrity

- Clinic staff will conduct themselves in an ethical, professional, and respectful manner in all interactions with VFC Program staff.

- Never alter, or falsify immunization or VFC Program-related records

- It is a VFC Program requirement to maintain records for a period of three years
2018 Immunization Schedules
ACIP’s 2018 Recommended Immunization Schedules are published!

- The 2018 Children and Adolescents and Adults Immunization Schedules are now available online.
- Color print copies will be mailed to all VFC providers in the spring, along with the 2018 POM and Temperature logs.
- A program letter for VFC providers is in the works.
- Copies of the schedule will be included in visit packets.
- For healthcare professionals:
  - Recommended Immunization Schedule for Children and Adolescents Age 18 Years or Younger, 2018
  - Recommended Immunization Schedule for Adults, 2018, includes the new shingles vaccine recommendations
# 2018 IMMUNIZATION SCHEDULE FOR CHILDREN

![Immunization Schedule](image)

**NOTE:** The above recommendations must be read along with the footnotes of this schedule.
New Educational Opportunity
Afternoon TEACH WITH VFC
Afternoon TEAch

- New for 2018
- Webinar-based educational opportunity
- Topics range from VFC Program requirements to current ACIP recommendations
- Will be broadcast approximately every two months to start
Special Thanks to:

• Karen Turner, Section Chief Field Services
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