



ARKANSAS NEW VACCINE FOR CHILDREN (VFC)
PROVIDER ENROLLMENT PACKET



The goal of the Arkansas Health Department is to ensure that your VFC program is successful. Therefore, it is essential for VFC providers to have a clear understanding of the VFC program. The VFC providers are responsible for conducting vital functions such as [determining eligibility](#), monitoring [vaccine storage and handling](#), and [vaccine administrations](#).

In our efforts to streamline the process, a nine-step process checklist has been created to ensure the process goes smoothly and efficiently. Please read the steps below and complete the VFC Provider Enrollment Checklist prior to the VFC enrollment visit.

FACILITY NAME: _____ **COUNTY:** _____

REQUIRED CHECKLIST	
STEP 1	Requirement Met
Enroll facility and users in WebIZ via the WebIZ Ticketing System	-----
<ul style="list-style-type: none"> • New WebIZ Facility Enrollment • New WebIZ User Enrollment 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
STEP 2	Requirement Met
Required CDC “You Call the Shots “Trainings	-----
<ul style="list-style-type: none"> • You Call the Shots Module -Vaccines for Children Program • You Call the Shots Module- Storage and Handling 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vaccine Primary and Back-up Vaccine Coordinator must provide copies of completion certificates for both “ You Call the Shots ” trainings during the VFC enrollment visit and upload the training information in the VFC Provider Enrollment in WebIZ under the Clinic Staff Information section.	
STEP 3	Requirement Met
Complete the VFC Enrollment Forms in WebIZ under the Clinic Tools Module	-----
<ul style="list-style-type: none"> • VFC Provider Agreement • VFC Provider Profile 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training available in the document “Clinic Tools/VFC Enrollment Forms Completion” document at the bottom of the WebIZ home page.	
STEP 4	Requirement Met
Storage Unit(s) must be one of the following (select all that apply):	-----
<ul style="list-style-type: none"> • Purpose-built • Pharmaceutical • Medical Grade • Standalone Unit 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
VFC Provider who have been participating prior to 2018 who are utilizing a combo storage unit will be required to purchase a standalone unit if their combo storage is malfunctioning or jeopardizing the vaccines’ viability.	
STEP 5	Requirement Met
Temperature Monitoring Equipment Requirements- Digital Data Logger must have:	-----
<ul style="list-style-type: none"> • A digital display of current minimum, and maximum temperatures • Minimum accuracy of +/-1.0°F (+/-0.5°C) • A buffered temperature probe immersed in a vial filled with 30-60ml of buffered material (glycol, sand, etc.) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

<ul style="list-style-type: none"> • Out-of-range temperature alarm 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Logging interval of at least 30 minutes 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Memory Storage of 4,000 reading or more 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Current and valid Certificates of Calibration for all thermometers 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Must have a back-up thermometer that is a digital data logger as of January 1, 2018 	<input type="checkbox"/> Yes <input type="checkbox"/> No
STEP 6	Requirement Met
Must post “Do Not Disconnect” Signage.	-----
<ul style="list-style-type: none"> • Do not unplug/disconnect sign on storage unit plug outlet(s) and circuit breaker 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Do not disconnect sign on the storage unit circuit breaker(s) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click on “Do Not Unplug/Turn Off” for available signage.	
STEP 7	Requirement Met
Complete Vaccine Management Plan	-----
<ul style="list-style-type: none"> • Completed Vaccine Management Plan must be posted on or near all storage units. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
VFC Coordinator will provide a Vaccine Management Plan Template. Please ensure there is a contact number for every staff and company listed in your management plan.	
STEP 8	Requirement Met
Designated Vaccine Coordinators	-----
<ul style="list-style-type: none"> • Identify the Primacy VFC Vaccine Coordinator 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Identify the Back-up VFC Vaccine Coordinator 	<input type="checkbox"/> Yes <input type="checkbox"/> No
It is highly recommended that a full-time employee is designated as the Primary Coordinator. The Primary Vaccine Coordinator person is responsible for providing oversight for all vaccine management within the office and ensuring all vaccines are stored and handled correctly. Each facility must also designate at least one Back-Up or Alternate Vaccine Coordinator who will assume oversight responsibilities in the absence of the Primary Vaccine Coordinator.	
STEP 9	Requirement Met
Submit the documents listed below to the VFC Coordinator:	-----
<ul style="list-style-type: none"> • Temperature log with at least five (5) days of twice daily current temperatures and once daily Min/Max temperatures. Must include a weekend between the five days. Weekend temperatures are not required (Ex. document temperatures for Thursday, Friday, Monday, Tues, and Wednesday.) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • “You Call the Shots” Certificates of Completion for Primary and Backup Vaccine Coordinators 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Completed Vaccine Management Plan 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Once the above steps are completed, your facility will be added to the CDC PEAR system and your WebIZ information will be updated for the VFC Program, including the assignment of a VFC/VTrckS PIN number (if one has not been assigned to the clinic).</p> <p>A VFC Representative will contact the Primary Vaccine Coordinator and set up a VFC Enrollment Visit.</p> <p>All VFC documents must be readily available for review during the VFC Enrollment Visit.</p>	
IMPORTANT:	
<ul style="list-style-type: none"> • All VFC documents must be retained for three (3) years prior to discarding. • Annual VFC enrollments must be submitted at the beginning of each Fiscal Year (July 1st through June 30th of the following year). <ul style="list-style-type: none"> ○ VFC open enrollment for recertification begins on July 1st and closes on August 30th. Failure to comply may result in the removal of your facility from the VFC program. 	
If you have any question regarding this matter, please do not hesitate to contact the VFC Coordinator.	

VFC VACCINE COORDINATORS “Roles And Responsibilities”



Vaccines are expensive and sensitive. They can lose their effectiveness if exposed to temperatures (heat and/or cold) outside the required range and when exposed to light. Failure to adhere to storage requirements may reduce vaccine potency and/or increased local reactions after their administration. The loss of vaccine effectiveness is cumulative, permanent, and irreversible. Careful vaccine management is essential.

The Vaccine for Children (VFC) Program requires providers to designate a Primary Vaccine Coordinator and a Back-up Vaccine Coordinator.

- The Primary Vaccine Coordinator is responsible for providing oversight for all vaccine management within the office including storage and handling.
- The Back-Up Vaccine Coordinator assumes oversight responsibilities in the absence of the Primary Vaccine Coordinator.

VFC Provider Training Requirements

VFC Primary and Back-up Vaccine Coordinators

- Must be fully trained on routine and emergency vaccine management policies and procedures related to vaccine shipments, storage, handling, transport, and inventory management.
- Must undergo annual training on VFC program requirements, including proper storage and handling. **All trainings must be documented in the Vaccine Management Plan.**
- Are required to take the Center for Disease Control and Prevention (CDC) free online CDC training modules prior to VFC program approval and annually.
 - [Vaccines for Children \(VFC\) Vaccine](#)
 - [Storage and Handling](#)

Training may also occur in the following circumstances:

- During the annual VFC compliance visit
- Attendance at a regional or statewide immunization training sessions.

Primary Vaccine Coordinator

- Is responsible for ensuring that all staff receives training on VFC guidelines and proper storage/handling and vaccine administration.
- It is highly recommended that all immunization staff take the following free online CDC training modules upon hire and annually.
 - [Vaccines for Children \(VFC\) Vaccine](#)
 - [Storage and Handling](#)

CDC training modules offer continuing education credits at no charge. It is highly recommended for Certificate(s) of completion to be saved electronically, printed, and filed with VFC records.

Oversight Responsibilities

- Notify the Immunization Program immediately of any changes in key staff (Primary or Backup Vaccine Coordinator).
- Check and record temperatures twice daily at the beginning and end of each clinic day for every vaccine storage unit. Use certified, calibrated thermometers.

- Assure refrigerator temperatures are within the acceptable range of 36° F and 46° F (2° C and 8° C)
- Maintain freezer temperatures between 5° F and -58° F (-50° C and -15° C)
- If applicable, maintain ultracold freezer temperatures between -130° F and -76° F (-90° C and -60° C)
- Take immediate action if temperatures are not within appropriate ranges.
 - Isolate/Quarantine vaccine.
 - Mark as DO NOT USE.
 - Contact vaccine manufacturer.
- With the receipt of any vaccine:
 - Ensure the packing slip matches the contents.
 - Verify the internal temperature of the shipping container is at the appropriate temperature range for the vaccine contained.
 - Store vaccine inventory in an appropriate refrigerator/freezer.
 - Enter the received vaccine into WebIZ making sure the entry matches the packing slip.
- Rotate inventory to assure vaccines with the shortest expiration dates are used first.
- Remove expired vaccine from storage units upon expiration date.
- Provide training for staff during orientation, annually, and as needed on the following:
 - Proper handling of vaccine.
 - Managing vaccine inventory.
 - Storing vaccines appropriately.
 - Stabilizing temperatures.
 - Safeguarding the electrical supply for vaccine storage units.
 - Vaccine accountability including the NO borrowing policy between VFC and privately purchased vaccine.
 - Proper documentation in WebIZ.
 - Emergency procedures related to the safe keeping of vaccine.
- Review and Perform reminder/recall for children and adolescents who are not up to date on all recommended vaccines.

Federal Fraud and Abuse Laws

Federal fraud and abuse laws apply to awardee VFC programs. State fraud and abuse laws (e.g., related to insurance, consumer protection, or medical licensure) may also be applicable for portions of awardee VFC programs involving state funds. The terms “fraud” and “abuse” related to VFC are consistent with the definitions in Medicaid regulations (42 CFR § 445.2).

- Fraud- An intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable federal or state laws.
- Abuse- Provider practices that are inconsistent with sound fiscal, business, or medical practices and result in an unnecessary cost to the Medicaid program (and/or including actions that result in an unnecessary cost to the immunization program, a health insurance company, or a patient), or in reimbursement for services that are not medically necessary or that fail to meet professionally recognized standards for health care. Abuse also includes recipient practices that result in unnecessary cost to the Medicaid program.

Fraud and Abuse Examples*

- Failing to comply with any part of the Provider Agreement.
- Providing VFC vaccine to non-VFC-eligible children.
- Selling or otherwise misdirecting VFC vaccine.
- Billing a patient or third party for VFC vaccine.
- Charging more than the established maximum regional fee for administration of VFC vaccine.
- Over-ordering VFC vaccine (e.g., do not match the location’s Provider Profile.)

- Wasting of VFC vaccine
- Denying VFC-eligible children VFC-funded vaccine because of parents' inability to pay the administration fee.
- Failing to screen for and document eligibility status at each visit.
- Failing to maintain VFC records for a minimum of three years.
- Failing to fully account for VFC-funded vaccine.
- Failing to properly store and handle VFC vaccine.
- Falsifying temperature log information.

NOTE: This list provides examples only and should not be considered comprehensive.

VFC and Immunization Resources

RESOURCES	
Vaccine Storage and Handling Toolkit	CDC Vaccine Storage and Handling Toolkit
VFC Vaccine Coordinator Duties	VFC Vaccine Coordinator Duties
CDC "Pink Book"	https://www2.cdc.gov/vaccines/ed/pinkbook/
Immunization Action Coalition website	http://www.immunize.org/
Arkansas Immunization Action Coalition	www.immunizear.org
CDC Website	https://www.cdc.gov/
Implementing Immunizations in Your Practice	Administering Immunizations in Your Practice (aap.org)
Do not Unplug Sign	Do Not Unplug and/or Turn Off Sign
WebIZ Online Training	WebIZ Trainings- Patient and Immunization Modules WebIZ Inventory Training

*Additional VFC program information is available on the WebIZ home page at the bottom of the page.

For questions or concerns please contact the State VFC Coordinator:

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Branch Line: (501) 537-8969