

VFC Program Updates

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Overview

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

Disclosures

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Annual VFC Recertification

2018 Recertification:



KAREN L. SMITH, MD, MPH
Director and State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health




EDMUND G. BROWN JR.
Governor

January 31, 2018

IZB-FY-17-18-06

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:

State of California—Health and Human Services Agency

California Department of Public Health

VACCINES FOR CHILDREN (VFC) PROGRAM

2018 VFC RECERTIFICATION WORKSHEET

Use this worksheet to gather information needed ahead of time to complete the online VFC Recertification Form on MyVFCvaccines.org.

DO NOT SUBMIT THIS WORKSHEET TO THE VFC PROGRAM.

Practice Information/Shipping						
Practice Name			Contact Person		PIN	
Practice Information/Shipping Address (No P.O. Box)			County		Registry ID	
Shipping Address, Part 2			City		ZIP	
Employer Identification Number (EIN)		National Provider Identifier (NPI)		Phone	Fax	
CHDP Provider? <input type="radio"/> Yes <input type="radio"/> No		MEDI-CAL Provider? <input type="radio"/> Yes <input type="radio"/> No		Would you like to be on the VFC online locator? <input type="radio"/> Yes <input type="radio"/> No		
DELIVERY: Check all days and times you may receive vaccine. If closed during lunch hour, please specify						
		Tuesday Wednesday Thursday Friday	From: From: From: From:	To: To: To: To:	(Closed for lunch from: to:) (Closed for lunch from: to:) (Closed for lunch from: to:) (Closed for lunch from: to:)	
Key Practice Staff						
Role/Responsibility	Name	Title (MD, DO, NP, PA, PharmD)	Specialty/Clinic Title	National Provider ID	Medical License #	Contact Information
Provider of Record			Specialty: _____ Clinic Title: _____			Direct Phone Number: _____ Email: _____
			Specialty: _____			Direct Phone Number: _____

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

California Vaccines for Children (VFC) Program

2018 Program Participation Requirements at a Glance

Requirement	Summary	Resources/Job Aids
<p>Vaccine Management Plan</p> <p><i>Updated for 2018</i></p>	<p>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.</p> <p>Review and update the plan at least once a year, when VFC Program requirements change, and when staff with designated vaccine management responsibilities change.</p> <p>Ensure all staff with assigned vaccine management responsibilities review, sign, and date the plan annually and whenever the management plan is updated.</p> <p>Conduct regular vaccine management drills to maintain competency and readiness for emergency procedures, such as vaccine transport.</p>	<p>EZIZ VFC Program Requirements lesson</p> <p>Vaccine Management Plan (IMM-1122)</p>
<p>Key Practice Staff</p>	<p>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.</p> <p>There are four required VFC roles:</p> <p>Provider of Record (POR): 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.</p> <p>Provider of Record Designee: 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.</p> <p>Vaccine Coordinator: An on-site employee who is fully trained and responsible for implementing and overseeing the provider's vaccine management plan.</p> <p>Backup Vaccine Coordinator: An on-site employee fully trained in the practice's vaccine management activities and</p>	<p>Vaccine Coordinator Roles & Responsibilities (IMM-968)</p> <p>VFC Key Practice Staff Change Request Form (IMM-1166)</p>

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 Plan

KEEP YOUR MANAGEMENT PLAN NEAR THE VACCINE STORAGE UNITS

The California VFC Program re-situations. This template includes information, and staff training storage and handling site visits

Review and update your plan designated vaccine management log whenever your plan is revised

Section 1: Important Contacts

KEY PRACTICE STAFF & ROLE

Office/Practice Name	Address

Role	Name
Provider of Record	
Provider of Record Designee	
Vaccine Coordinator	
Backup Vaccine Coordinator	
Immunization Champion (optional)	
Receives vaccines	
Stores vaccines	
Handles shipping issues	
Monitors storage unit temperatures	

USEFUL EMERGENCY NUMBERS

Service	Phone #
VFC Field Representative	
VFC Call Center	
Utility Company	
Building Maintenance	
Building Alarm Company	
Refrigerator/Freezer Alarm Company	
Refrigerator/Freezer Repair	
Point of Contact for Vaccine Transport	

www.cdph.org

Vaccine Management Plan

Section 5: Worksheet for Emergency Vaccine Management

The following sections include space for information and necessary actions to take in the event of an emergency, such as unit malfunction, mechanical failure, power outage, natural disaster, or human error.

In an emergency, contact the following people in the order listed:

Role/Responsibility	First & Last Name	Phone #	Alt Phone #	E-mail Address
1.				
2.				
3.				
4.				

Does the clinic have a generator? If so, where is it?

If your clinic does not have a generator, and/or your vaccine storage unit fails, it might be necessary to transport vaccines to an alternate storage location (e.g., a local hospital or another VFC provider). Identify an alternate location(s) that has vaccine storage units and temperature monitoring devices that meet VFC Program requirements.

Alternate Vaccine Storage	Address & City	Phone #	Alt Phone #	E-mail Address

Location of emergency packing supplies

OTHER USEFUL INFORMATION

Facility Floor Plan: Attach a simple floor diagram identifying the location of key items needed during an emergency: circuit breakers, flashlights, spare batteries, keys to secured cabinets, backup digital data logger, vaccine storage units, coolers, packing materials, etc.

www.cdph.org 6 IMM-1122 (12/16)

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

Vaccine Coordinator

The Role of the Vaccine Coordinator

Vaccines are expensive and sensitive to temperature. Careful vaccine management is essential to protecting your vaccine supply.

VFC requires providers to designate a fully trained Vaccine Coordinator and a Backup Vaccine Coordinator to implement routine and emergency vaccine management plans. Their names and contact information must be reported to the VFC Program through MyVFCVaccines.org. In many practices, the Vaccine Coordinator is a medical assistant. In other practices, the Vaccine Coordinator is an LVN, RN, office manager, or other staff person.



Responsibilities of the Vaccine Coordinator

The Vaccine Coordinator's responsibilities vary depending on the amount of vaccine the practice gives and practice protocols. In some practices, the Vaccine Coordinator is responsible for all vaccine management activities, including training other (especially new) staff. In other practices, a different person may have one or more vaccine management responsibilities, such as ordering vaccines. Below is a list of essential responsibilities.

Receiving vaccines

- Be present when vaccine is delivered and immediately process it into inventory.
- Ensure that acceptable temperature ranges have been maintained.

Storing vaccines

- Rotate the vaccine inventory so that vaccines with shorter expiration dates are used first.
- Ensure that there are no expired vaccines in the refrigerator or freezer.
- Keep VFC vaccine separate from private vaccine stock.
- Perform routine cleaning on vaccine storage units.

Monitoring vaccine temperatures

- Use a certified calibrated thermometer to review refrigerator and freezer temperatures.
- Record minimum, current, and maximum temperatures on a VFC-supplied log twice a day.
- Take immediate action if temperatures are outside acceptable ranges.
- Implement the emergency vaccine management plan, if necessary.
- Review vaccine temperature logs weekly.
- Retain temperature logs for three years.

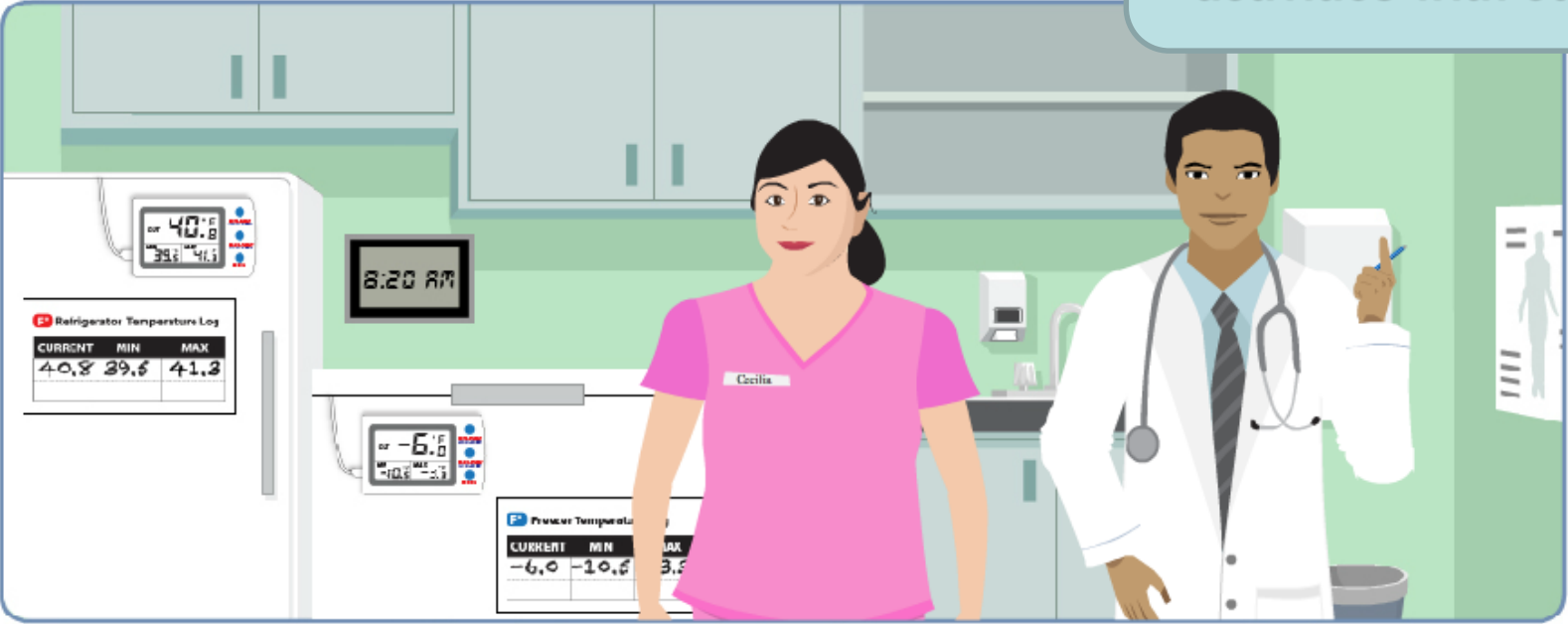
Ordering vaccines

- Perform a physical inventory of all vaccines in stock.
- Account for doses of returned or transferred vaccines since the last order.
- Complete and submit the VFC vaccine order at MyVFCVaccines.org.

New Temperature Monitoring Lesson Required for key practice staff *AND clinic staff responsible for temperature monitoring*

EZIZ Lesson: Monitoring Storage Unit Temperatures

Welcome to Monitoring Storage Unit Temperatures



78% of Vaccine Coordinators share storage and handling activities with other clinic staff

Required EZIZ Lessons for Key Practice Staff

Legend: ✓ = Required Lesson		Start Date	Key Practice Staff			
			Vaccine Coordinator	Backup Vaccine Coordinator	Provider of Record	Provider of Record Designee
Lessons	VFC Program Requirements *	January 2018	✓	✓	✓	✓
	Storing Vaccines <i>(NEW)</i>	January 2018	✓	✓	✓	✓
	Monitoring Storage Unit Temperatures <i>(NEW)</i>	January 2018	✓	✓	✓	✓
	Conducting a Vaccine Inventory *	January 2018	✓	✓	Encouraged	Encouraged
Review & Acknowledge	Refrigerator and Freezer Temperature Log <i>(NEW)</i>	January 2018	✓	✓	✓	✓
	Vaccine Management Plan <i>(NEW)</i>	January 2018	✓	✓	✓	✓

*Test-out option available

Digital Data Logger Requirement

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

EZIZ
A one-stop shop for immunization training and resources.

Home
EZIZ Training
VFC Program
Storage & Handling
Resources
Contact VFC
Phone: 1-877-243-8832
Business hours: 9-5
Fax: 1-877-329-9832
Find a VFC field representative in your area
Find other VFC provider offices in your area
Send us your comments at eziz@cdph.ca.gov

Sign up to receive EZIZ news and VFC letters via email

Frequently Asked Questions

Question to Ask Vendors about Digital Data Loggers

The following questions are examples of what one can ask to become an informed data logger consumer. Data loggers are tools to help safeguard vaccines. Their correct and consistent use depends on how well clinic staff know about them, how they work, and how to use them.

Which of your products meet all the following requirements for data logger use in a vaccine storage unit?

- Be accurate within $\pm 1^\circ\text{F}$ ($\pm 0.5^\circ\text{C}$);
- Have a visual or audible alarm for out-of-range temperatures;
- Have a low battery indicator;
- Have memory storage of at least 4,000 readings;
- Display current, minimum, and maximum temperatures;
- Have a user-programmable logging interval (or reading rate);
- Have a valid [Certificate of Traceability and Calibration Testing](#), also known as a Report of Calibration; and
- Have a buffered temperature probe immersed in one of the following: a vial filled with liquid (e.g. glycol, ethanol, glycerin); a vial filled with loose media (e.g. sand, glass beads); or a solid block of material (e.g. Teflon®, aluminum).

Questions about training

- Do you have training for your customers on how to set up and use the data logger?
- What type of training and/or technical support do you offer?
- Is there a cost for that training and/or technical support?
- How can clinic staff access the training resources/materials, etc.?

Questions about calibration services

- Does the data logger come with a NIST-traceable certificate of calibration?
- Can the logger be recalibrated?
- What is the cost of a NIST-traceable certificate of calibration?
- As a vendor, do you provide recalibration services?
- What will be the cost of recalibration for the data logger?
- Is the certificate of calibration from a lab that follows ISO/IEC 17025 standards?
- What is the manufacturer's recommended calibration cycle? 1 year? 2 years?

Questions about logger use

- Will my device be ready to use out of the box or will it need accessories?
- Does the device require software to set the temperature alarm settings and/or read temperature recordings?
- Does the device require software to set the recording interval?

Data Logger Setup & Use

Preparing New Data Loggers for Use

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

Set Up and Get Familiar with Functions

- Determine what you will need to set up and prepare your data logger to monitor temperatures.**
 - Install software and configure the device as needed. For some data loggers, data download may require setup of a cloud account or purchase of a flash drive.
 - Locate the vendor's support contact number in case you need to reach them during the software installation or device setup.
- Get familiar with your data logger.**
 - Make sure you can find CURRENT, MIN, and MAX readings. Some devices display all of these readings on the main digital display. For others, you may have to access menus by toggling buttons such as REVIEW, START, and DISPLAY on the device.
 - Determine how your device will communicate temperature alarms. Some data loggers may display a red light or icon/symbol on the digital display. Wi-Fi-enabled devices may issue text messages or email alerts wirelessly.
- Locate the necessary steps to download temperature data files.**
 - Determine if your device must be stopped before downloading data files to prevent recording room temperatures.
 - Determine if your device must be unplugged from the probe to download data files. Probe must remain in storage unit at all times.
- Locate the necessary steps to resume temperature recording after data downloads.**
 - Determine how your device must be stored. You may have to plug the data logger back into the probe and press the START button.
 - Determine if your device must be reset manually after recording temperatures. Data loggers may reset either manually or automatically.
- Get familiar with your downloaded temperature data files including summary data.**
 - Make sure you can locate key temperature excursion details. Look for excursion time/date, MIN/MAX temperatures, and total time above/below alert limits.
 - Locate the summary data. Most devices generate a one-page summary of excursion details that you'll need when reporting temperature excursions to VFC.
- Set up an electronic filing system for saving your downloaded temperature data files to your computer.**
 - Create separate folders for each storage unit by location. For example, Injection_Room_Unit_01.
- 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.

- Set the temperature scale to Fahrenheit or Celsius.**
- Set the recording intervals to 15 minutes (if not already pre-configured).**
- Set the LO/HI temperature alarm limits for refrigerators and freezers:**

Settings	Refrigerator	Freezer
LO	34.9°F (1.9°C)	-58.1°F (-50.1°C)
HI	46.1°F (8.1°C)	5.1°F (-14.9°C)

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

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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

F° Refrigerator Temperature Log

Instructions: Keep refrigerator in OK range. 36.0°F to 46.0°F. Check temperatures twice a day. If no alarm: Clear MIN/MAX, ensure data logger is in place. IF ALARM WENT OFF: Clear MIN/MAX and alarm symbol, post "Do Not Use Vaccines" sign, alert supervisor, report excursion to SHOTS, record assigned SHOTS ID, ensure data logger is in place.

Supervisor's Review: When log is complete, check all that apply: Month/year/frige ID/PIN are recorded, Temperatures were recorded twice daily, I reviewed data files for all the days on this log to find any missed excursions. Date downloaded: __/__/__. Any excursions were reported to SHOTS at MyVFCvaccines.org. We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program. On-Site Supervisor's Name: Signature: Date: Staff Names and Initials:

MONTH & YEAR	REFRIGERATOR LOCATION/ID	VFC PIN					
Example							
DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		40.5	38.1	43.7	
	4:00 p.m.	NN	✓	37.4	33.0	39.2	12345
1	a.m.						
	p.m.						
2	a.m.						
	p.m.						
3	a.m.						
	p.m.						
4	a.m.						
	p.m.						
5	a.m.						
	p.m.						
6	a.m.						
	p.m.						
7	a.m.						
	p.m.						
8	a.m.						
	p.m.						
9	a.m.						
	p.m.						
10	a.m.						
	p.m.						
11	a.m.						
	p.m.						
12	a.m.						
	p.m.						
13	a.m.						
	p.m.						
14	a.m.						
	p.m.						
15	a.m.						
	p.m.						

Notes:

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

F° Freezer Temperature Log

Instructions: Keep freezer in OK range. -58.0°F to 5.0°F. Check temperatures twice a day. If no alarm: Clear MIN/MAX, ensure data logger is in place. IF ALARM WENT OFF: Clear MIN/MAX and alarm symbol, post "Do Not Use Vaccines" sign, alert supervisor, report excursion to SHOTS, record assigned SHOTS ID, ensure data logger is in place.

Supervisor's Review: When log is complete, check all that apply: Month/year/freezer ID/PIN are recorded, Temperatures were recorded twice daily, I reviewed data files for all the days on this log to find any missed excursions. Date downloaded: __/__/__. Any excursions were reported to SHOTS at MyVFCvaccines.org. We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program. On-Site Supervisor's Name: Signature: Date: Staff Names and Initials:

MONTH & YEAR	FREEZER LOCATION/ID	VFC PIN					
Example							
DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		-10.3	-20.2	-9.1	
	4:00 p.m.	NN	✓	2.4	-9.0	6.2	12345
1	a.m.						
	p.m.						
2	a.m.						
	p.m.						
3	a.m.						
	p.m.						
4	a.m.						
	p.m.						
5	a.m.						
	p.m.						
6	a.m.						
	p.m.						
7	a.m.						
	p.m.						
8	a.m.						
	p.m.						
9	a.m.						
	p.m.						
10	a.m.						
	p.m.						
11	a.m.						
	p.m.						
12	a.m.						
	p.m.						
13	a.m.						
	p.m.						
14	a.m.						
	p.m.						
15	a.m.						
	p.m.						

Notes:

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1126 Page 1 (12/17)



2018 Temperature Monitoring Logs

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		40.5	38.1	43.7	
	4:00 p.m.	NN	✓	37.4	33.0	39.2	12345
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Instructions

Keep refrigerator in OK range.

36.0°F — 46.0°F

Check temperature **twice a day**.

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

If no alarm:

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

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

Supervisor's Review

When log is complete, check all that apply:

- Month/year/fridge ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

Notes: _____

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m.	NN		40.5	38.1	43.7	
	4:00 p.m.	NN	✓	37.4	33.0	39.2	12345
1							
	a.m.						
	p.m.						

2018 Temperature Monitoring Logs

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m. 4:00 p.m.	NN NN	<input type="checkbox"/> <input checked="" type="checkbox"/>	40.5 37.4	38.1 33.0	43.7 39.2	12345
1	a.m. p.m.						
2	a.m. p.m.						
3	a.m. p.m.						
4	a.m. p.m.						
5	a.m. p.m.						
6	a.m. p.m.						
7	a.m. p.m.						
8	a.m. p.m.						
9	a.m. p.m.						
10	a.m. p.m.						
11	a.m. p.m.						
12	a.m. p.m.						
13	a.m. p.m.						
14	a.m. p.m.						
15	a.m. p.m.						

Notes: _____

Instructions

Keep refrigerator in OK range.

36.0°F 46.0°F

Check temperatures twice a day.

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

If no alarm:

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

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

Supervisor Review

When log is complete, check all that apply:

- Month/year/frige ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

Instructions

Keep refrigerator in OK range.

36.0°F 46.0°F

Check temperatures twice a day.

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

If no alarm:

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

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

2018 Temperature Monitoring Logs

F° Refrigerator Temperature Log

MONTH & YEAR: _____ REFRIGERATOR LOCATION/ID: _____ VFC PIN: _____

DAY OF MONTH	TIME	INITIALS	ALARM	CURRENT	MIN	MAX	SHOTS ID
Example	8:00 a.m. 4:00 p.m.	NN NN	<input type="checkbox"/> <input checked="" type="checkbox"/>	40.5 37.4	38.1 33.0	43.7 39.2	12345
1	a.m. p.m.						
2	a.m. p.m.						
3	a.m. p.m.						
4	a.m. p.m.						
5	a.m. p.m.						
6	a.m. p.m.						
7	a.m. p.m.						
8	a.m. p.m.						
9	a.m. p.m.						
10	a.m. p.m.						
11	a.m. p.m.						
12	a.m. p.m.						
13	a.m. p.m.						
14	a.m. p.m.						
15	a.m. p.m.						

Notes: _____

Instructions

Keep refrigerator in OK range.

36.0°F 46.0°F

Check temperatures twice a day.

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

If no alarm:

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

IF ALARM WENT OFF:

- Clear MIN/MAX and alarm symbol.
- Post "Do Not Use Vaccines" sign.
- Alert your supervisor.
- Report excursion to SHOTS at MyVFCvaccines.org.
- Record assigned SHOTS ID.
- Ensure data logger is in place and recording.

Supervisor's Review

When log is complete, check all that apply:

- Month/year/frige ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

Date: ____/____/____

Staff Names and Initials: _____

VFC 1-877-243-8832 Keep all VFC temperature logs and data files for three years. IMM-1125 Page 1 (12/17)

Supervisor's Review

When log is complete, check all that apply:

- Month/year/frige ID/PIN are recorded.
- Temperatures were recorded twice daily.
- I reviewed data files for all the days on this log to find any missed excursions.

Date downloaded: ____/____/____

- Any excursions were reported to SHOTS at MyVFCvaccines.org.
- We understand that falsifying this log is grounds for vaccine replacement and termination from the VFC Program.

On-Site Supervisor's Name: _____

Signature: _____

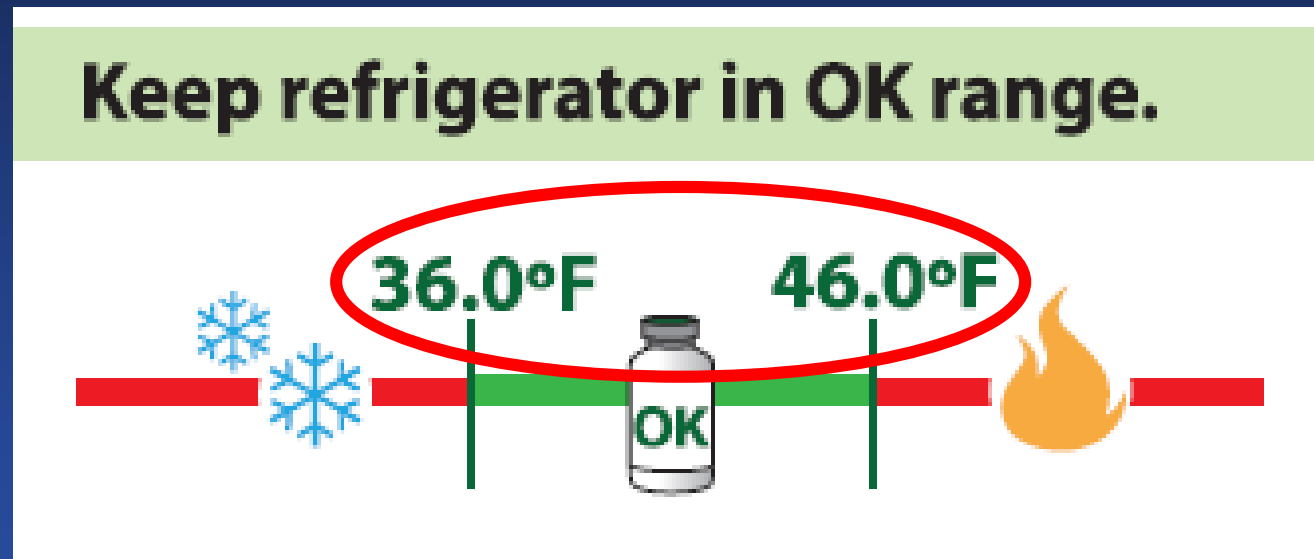
Date: ____/____/____

Staff Names and Initials: _____

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Temperature Monitoring Changes:

- As of January 1st, 2018, the new acceptable temperature for refrigerated vaccines is 36° - 46° 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

Figure 1. Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger—United States, 2018.
(FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE (FIGURE 2)).

These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are shaded in gray.

Vaccine	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19-23 mos	2-3 yrs	4-6 yrs	7-10 yrs	11-12 yrs	13-15 yrs	16 yrs	17-18 yrs
Hepatitis B ¹ (HepB)	1 st dose	2 nd dose															
Rotavirus ² (RV) RV1 (2-dose series); RV5 (3-dose series)			1 st dose	2 nd dose	See footnote 2												
Diphtheria, tetanus, & acellular pertussis ³ (DTaP: <7 yrs)			1 st dose	2 nd dose	3 rd dose				4 th dose			5 th dose					
Haemophilus influenzae type b ⁴ (Hib)			1 st dose	2 nd dose	See footnote 4			3 rd or 4 th dose, See footnote 4									
Pneumococcal conjugate ⁵ (PCV13)			1 st dose	2 nd dose	3 rd dose			4 th dose									
Inactivated poliovirus ⁶ (IPV: <18 yrs)			1 st dose	2 nd dose								4 th dose					
Influenza ⁷ (IIV)						Annual vaccination (IIV) 1 or 2 doses								Annual vaccination (IIV) 1 dose only			
Measles, mumps, rubella ⁸ (MMR)					See footnote 8		1 st dose					2 nd dose					
Varicella ⁹ (VAR)							1 st dose					2 nd dose					
Hepatitis A ¹⁰ (HepA)																	
Meningococcal ¹¹ (MenACWY-D ≥9 mos; MenACWY-CRM ≥2 mos)						See footnote 11								1 st dose		2 nd dose	
Tetanus, diphtheria, & acellular pertussis ¹² (Tdap: ≥7 yrs)																	
Human papillomavirus ¹⁴ (HPV)																	
Meningococcal B ¹²																	
Pneumococcal polysaccharide ⁵ (PPSV23)																	

Range of recommended ages for all children
Range of recommended ages for catch-up immunization
Range of recommended ages for certain high-risk groups
Range of recommended ages for non-high-risk groups that may receive vaccine, subject to individual clinical decision making
No recommendation

NOTE: The above recommendations must be read along with the footnotes of this schedule.

New Educational Opportunity



VFA
California Vaccines
for Adults

VFC
California Vaccines
For Children



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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