NYC Vaccines For Children (VFC) Program Policy Reminders and 2020 Re-enrollment

Bureau of Immunization
New York City Department of Health and Mental Hygiene
November 2019
Overview

• New York City (NYC) Vaccines for Children (VFC) Program Policy Reminders
  • Center for Disease Control and Prevention (CDC) storage unit and digital data logger (DDL) thermometer requirements
  • DDL thermometer summary report upload requirement in Online Registry
  • Temperature excursion reporting requirements
  • VFC Vaccine administration fees and billing
  • Secure access to the Citywide Immunization Registry (CIR)
  • Immunization Quality Improvement Project (IQIP)

• 2020 VFC Re-enrollment

• Frequently Asked Questions
NYC VFC Program Policy
Reminders: Storage and Thermometer
CDC Storage Unit Requirements (I)

- Effective January, 1 2018
- Required the use of stand alone or pharmaceutical grade storage units
- When using household combination storage units:
  - Do not store vaccines in the freezer section. A separate external stand-alone freezer must be used
  - Only store vaccines in the refrigerator section if a DDL thermometer shows that it can hold in range temperatures
- Dorm style and bar style units are not allowed and should never be used for vaccine storage
CDC Storage Unit Requirements (II)

• Units used to store VFC vaccines must be large enough to store the largest inventory at the busiest point of the year without overcrowding

• Units should be protected against power loss from the designated power source
  • Do not use extension cords, power strips, or outlets controlled by wall switches
  • Do not plug more than one unit into an outlet
  • Secure unit plug with a guard or cover
  • Post ‘Do not Unplug’ warning signs near the unit outlet
  • Label the circuit breaker
CDC Thermometer Requirements (I)

- Effective January 1, 2018
- Mandated the use of continuous DDL thermometers with the following features
  - Detachable probe (buffered with glycol, glass beads, sand or Teflon)
  - Current, minimum and maximum temperature display
  - Alarm for out of range temperatures
  - Programmable logging interval at least every 30 minutes
  - Certificate of calibration testing (done every one to two years)
- Back-up thermometer must also be a DDL
- Calibration expiration for primary and back-up DDL should be staggered
CDC Thermometer Requirements (II)

• Min/Max temperature logging required once per day, ideally at the beginning of each clinic day when using a DDL thermometer
  • NYC VFC refrigerator and freezer temperature log template can be found:
    ▪ Online Registry → Vaccine Inventory Management (VIM) → Other VFC forms
    ▪ Bureau of Immunization’s Webpage → https://www1.nyc.gov/ite/doh/providers/nyc-med-cir/vaccines-for-children-forms.page
NYC VFC DDL Summary Report Upload Requirement

• Effective January 12, 2018
• DDL summary report upload required when ordering VFC vaccines for each storage unit
• Must be in accordance with vaccine ordering tier (monthly, bi-monthly or quarterly) or should cover the time period since the last order
  • Example:
    ▪ Site is on a bi-monthly ordering tier
    ▪ The site’s last order was placed on August 1\textsuperscript{st}
    ▪ Next order date is October 1\textsuperscript{st}
    ▪ Uploaded DDL report must contain readings from August 1\textsuperscript{st} to October 1\textsuperscript{st}
**NEW!**

CIR DDL Summary Report Upload Screen

**DDL summary reports are required from: 09/17/19 to 09/24/19**

*If you have more than one file, you must combine the files into one document before uploading.*

### Refrigerator/Freezer Information

#### Storage Capacity and Modifying Storage Units

- Please enter the storage capacity used for VFC vaccine for each unit in your practice.
- To add or remove storage units, or to edit unit information, click on the 'Modify Storage' button.

**Please note: Effective January 1, 2018, Continuous Digital Data Logger (DDL) thermometers are required.**

#### Uploading a Thermometer Summary Report

- DDL thermometer summary reports should be uploaded for each storage unit at your practice.
- Summary report dates should be in accordance with your vaccine ordering tier (monthly, bi-monthly or quarterly) or should cover the time period since your last order:
  - For example, if you have two (2) storage units and order vaccines quarterly, you must upload a DDL report for each of the units covering the previous three (3) months or the dates since your last order.
  - **Temperature logs are not acceptable, only upload DDL summary reports.**

- To attach your temperature summary report, click on the 'Choose File' button and select the file.

**Acceptable formats: pdf, jpeg, png, txt, xls, xlsx, txt, csv, html, htm, mht, xps, tiff**

<table>
<thead>
<tr>
<th>Unit Name</th>
<th>Estimated Storage</th>
<th>Storage Used for VFC Vaccine</th>
<th>DDL Summary Report Upload</th>
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</thead>
<tbody>
<tr>
<td>Stand_alone 1</td>
<td>9.7 ft³</td>
<td>95%</td>
<td>Choose File</td>
</tr>
<tr>
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<td>Calibration Exp. Date: 10/27/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand_alone Freezer</td>
<td>15.0 ft³</td>
<td>100%</td>
<td>Choose File</td>
</tr>
<tr>
<td>Continuous DDL: Y</td>
<td>Calibration Exp. Date: 11/27/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* ^ Required
NYC VFC Program Policy
Reminders: Temperature Excursion
Temperature Excursion Reporting Requirement

- According to the CDC, an excursion refers to temperature readings outside of the recommended range
  - Refrigerator must be between 36°F to 46°F or 2°C to 8°C
  - Freezer must be between -58°F to 5°F or -50°C to -15°C
- Vaccine manufacturers must be contacted to determine vaccine viability for all excursions
- All excursions must be reported to NYC VFC by filling out the Temperature Excursion Incident Report (TEIR)
  - Order ID (if associated with an order)
  - Excursion temperature
  - Length of excursion
  - Only include spoiled vaccines (as per manufacturer)
  - Remember to sign and date report
**TEMPERATURE EXCURSION INCIDENT REPORT**

NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE: VACCINES FOR CHILDREN (VFC) PROGRAM
347-396-2404 (Phone) • 347-396-2559 (Fax) • nycimmunize@health.nyc.gov

In the event of any VFC temperature excursions, please complete this form and file it with the relevant temperature logs. Make sure to file any documents from the manufacturer as well. This report must be readily available if requested by the VFC Program.

VFC Provider Site: ________________________ VFC PIN #: ________________________

Name: John Doe  Phone #: 718-888-8888  Email: johndoe@health.nyc.gov

Date of Occurrence: July 1 to July 5  Time of Occurrence: 10 AM  Order ID: 131313

**IMMEDIATE ACTION TAKEN**

1. Was the Physician In-Charge, Vaccine Coordinator or Back-up Vaccine Coordinator notified of excursion?  YES  NO

2. What was the temperature inside the affected storage unit(s) at the time the problem was discovered (Include Min & Max temperatures as well)? Please note that any temperature reading outside the recommended ranges (Refrigerator – between 36°F [2°C] & 46°F [8°C]; Freezer – between -58°F [-50°C] & -15°F [-9°C]) is considered a temperature excursion.

   - Refrigerator Excursion Temperature: 24°F  Min Temperature: 38°F  Max Temperature: 42°F
   - Freezer Excursion Temperature: 74°F  Min Temperature: 2°F  Max Temperature: 5°F

3. How long were the vaccines exposed to inappropriate storage temperatures? Please record the total amount of time or cumulative time outside of range. 5 days for both Freezer and Fridge

4. What was the room temperature surrounding the affected unit at the time of the excusion? 64°F

5. Were water bottles in refrigerator & frozen coolant packs in freezer at the time of the event? YES  NO

6. Was an inventory of the vaccines within the affected storage unit conducted? YES  NO
NYC VFC Program Policy Reminders: Online Registry Access, Vaccine Administration fee, and IQIP
Securing Access to the Online Registry

- Immunization information in the CIR are legal health records and comply with NYS Public Health law 2168 and NYC Health Code section 11.11(d)
- Staff accessing the registry must:
  - Have unique user IDs and passwords
  - Sign a confidentiality statement
  - Agree to the acceptable use protocol when reporting immunization, adding or looking up patients and all other registry activities
Secure Access to the Online Registry (II)

• All facilities/clinics are assigned a Site Security Administrator (SSA)
• The SSA must promptly inactivate online registry accounts of staff no longer employed at facility/clinic
VFC Vaccine Administration Fees and Billing

- Effective January 1, 2020

- Providers who choose to bill the fee of a non-Medicaid, VFC-eligible child after the date of service may issue only a single bill to the patients within 90 days of administration

- Not applicable to fees billed to Medicaid for children who meet the VFC program Medicaid eligibility

- Unpaid fees may not be sent to collections

- Providers may not refuse to vaccinate an eligible child whose parents have unpaid fees
Immunization Quality Improvement Project (IQIP)

• CDC project implemented nationally
  • Replaces the previous quality improvement project Assessment Feedback Initiative eXchange (AFIX)
  • Promotes and supports the implementation of provider-level quality improvement strategies designed to increase vaccine uptake among childhood and adolescent patients
• VFC compliance visits are now separate
  o VFC providers may received an IQIP visit the year their VFC compliance visit is not due
2020 VFC Re-enrollment
VFC Re-enrollment

• Providers are required to re-enroll in the VFC program annually

• 2020 Re-enrollment
  • Opened on October 18, 2019
  • Deadline for completion is **November 30, 2019**
  • Vaccine ordering privileges will be suspended for providers who do not re-enroll by the deadline
Required Trainings/Courses

• The CDC trainings/courses must be completed by:
  • Physician-in-Charge (PIC)
  • Vaccine Coordinator (VC)
  • Back-up Vaccine Coordinator (BVC)

• Only certificates with a 2019 date will be accepted
  • Vaccines for Children- 2019 (WB4098)
  • Keys to storage and Handling your Vaccine Supply-2018 (WD2886)

• Instructions on how to complete the training can be found on the Online Registry or Bureau of Immunization Website
Accessing the Center for Disease Control and Prevention Training Modules
NYC DOHMH Vaccines for Children Program: Annual Training Requirement

The Physician-In-Charge, Vaccine Coordinator, & Backup Vaccine Coordinator Must Complete This Training Annually

A. Steps to Taking the Course
1. Go to the first course link below (#1a) and then follow #2&3 and then go to the second course link (#1b) and follow #4.
   a. New Course: Accessing the CDC Training Modules 2018 (Course #RWS866)
   b. Upon Completing the Training, you will be directed to the course to complete it. (Course #RWS866)
2. Click Continue to CE Information and view video to proceed to Course W70560
3. Click Continue to proceed for Course W60986
4. Take the course (You must have to stop and come back next week where you left off and forward to section where you left last week)
5. Repeat steps 1-3 for second course (link #1b)
6. Once you are done with both courses, proceed to section B. If you have already set up a CDC training account, proceed to section C.

B. Setting up an Account
Please note that the website’s name has been updated as of January 2019. If you are a first-time participant, sign up by entering your email and password. You will need to verify your account information and update your password in order to access the new system. Please follow all instructions on the Training and Education Services (TSES) website.

1. Go to: https://www.cdc.gov/.
2. Click on the Create Account link if you are new to CDC’s website.
3. Enter your email and create your password (make sure to write down this password; you will need to know your password if you ever forget your password).
4. Please note that your password must be 8 characters and contain uppercase letter (A-Z), a number character (0-9) and special character (!@#$%^&*()-+)
5. Complete the profile section and click the Create Account button on the bottom of the page.
6. A verification email will be sent to your email provided while completing your profile. It may take up to 5 minutes to receive the verification email.
7. To verify your email, go to your email and locate the email from "CDC Training Modules." Follow the instructions in the email.
8. Once you have verified your email, you will be logged in to your account.
9. Go to your account and click on the "Sign In" link located on the top right corner of the page.
10. Enter your Email and Password to sign in to your account.
11. You will need to answer 2 security questions each time you sign in to your account. If you do not know your answers, you cannot log in.
12. To register for the course, go to step 1 in section C.

C. Registering for the Course
1. Go to: https://www.cdc.gov/.
2. Enter your email or username and password and click on the "Sign In" button to log in.
3. Click on the Search Course icon on the top right of the page.
4. Type the course ID (W70560) as indicated in the blank white box.
5. Click on the "Search" button.

D. Taking the Evaluation & Posttest for Each Course
1. Go to: https://www.cdc.gov/.
2. Select the "My Activities" icon.
3. Click on the "Evaluation/Posttest" link. Please note that the evaluation must be completed before taking the posttest.
4. Complete the Evaluation and click on the "Submit Evaluation" button at the bottom of the page.
5. You will then be redirected to the My Activities page. A green check mark will appear next to Evaluation indicating that it is complete.
6. Click on the "Posttest" link. Make sure to note which course you selected. A minimum passing score of 80% is required. Click on "Submit" to complete the posttest.
7. The next page will congratulate you on passing the test, and you will receive a certificate and your score will be generated.
8. Repeat steps 1-7 for the second course
9. Complete the evaluation for the second course. The test must be completed within 30 days of the first test. If you fail the test, you will not be able to take the 2nd test and you will not earn a continuing education certificate.

E. Receiving Your Certificate
1. You can receive your certificates immediately by clicking on the link "Click Here to Download Your Certificate." Congratulations! You have passed. Click here to download your certificate.
2. Click on the "My Activities" icon.
3. Click on the "Download Certificate" button.
4. Click on the "Print Certificate" button.
5. Use any of the search fields (keyword, search term, or a specific date range) to locate your completed courses and certificates. Click on the "View" button to download the certificate.
6. A list will appear with your completed courses.
7. Click on the course you wish to print.
8. Follow the steps to download and print your certificate.
9. Locate the appropriate course and click on the "Download Certificate" link located on the bottom right.
10. Your certificate will be sent via email. Please remember to sign your certificate.
11. Make sure to print and save an electronic copy of each of your certificates for at least 6 years. For instructions on how to do so, please refer to the "Certificate" section.
12. To print:
   a. Click on the "Print" icon located on the top right corner of the page.
   b. Follow the instructions on the screen to print your certificate.
   c. Once you have printed your certificate, please sign it and make a copy for your records.

Provider: Centers for Disease Control and Prevention, New York City Department of Health and Mental Hygiene
Vaccines for Children (VFC) Program
Page 1

Provider: Centers for Disease Control and Prevention, New York City Department of Health and Mental Hygiene
Vaccines for Children (VFC) Program
Page 2
Verify Account

Government Warning

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or Improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transmitting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transmitting or stored on this system.
  - Any communication or data transmitting or stored on this system may be disclosed or used for any lawful Government purpose.

I Agree  I Do Not Agree
Registering for the Courses (I)

Search Courses

Use at least one of the following search options. Scroll down for search results.

- Topic/keyword/course number: WB4098
- CE type:
  - Any
- Date of conference/live event:
  - Any
- Meets CDC Quality Training Standards

Results present the newest courses at the top (in order by start date). Click on the column headers in the table to sort results by course type, course title, or course number.

- Requires course access code
- Meets CDC Quality Training Standards

Total results: 1

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<th>Course Title and Description</th>
<th>Course Number</th>
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<td>Immunization: You Call the Shots-Module Sixteen: Vaccines for Children Program, 2019 (Web-based)</td>
<td>WB4098</td>
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Immunization: You Call the Shots - Module Sixteen: Vaccines for Children Program - 2019 (Web-based)

Course Summary

Course: WB4098
UAN #: 0387-0000-19:049-H06-P
CE Expiration: 12/31/2019, 11:59 PM (ET)
Available CE: CME, CNE, CEU, CPH, CHES, CPE

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination providers, or seasoned health care providers seeking a review.

You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary.

This module is the 16th in the series and focuses on the Vaccines for Children program.

Continue
Registering for the Courses (III)

Training and Continuing Education Online (TCEO)

Georgia Elysee

WB4098 - Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

Select CE for Your Course

Select your continuing education type. You may select more than one. Depending on the type of CE you select, you may be prompted to provide additional information.

- [ ] 1 CME (physicians)
- [ ] 1 CNE (nurses)
- [x] 0.1 CEU (other professionals)
- [ ] 1 CPH (public health professionals)
- [ ] 1 CHES (certified health education specialists)
- [ ] 0.1 CPE (pharmacists)

Save and Continue
Steps for Taking the Courses (I)

Training and Continuing Education Online (TCEO)

Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

Course Summary

Course: WB4096
UAN #: 0387-0000-19-049-H06-P
CE Expiration: 12/31/2019, 11:59 PM (ET)
Available CE: CME, CNE, CEU, CPH, CHES, CPE

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You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary.

This module is the 16th in the series and focuses on the Vaccines for Children program.

Note: Clicking Course Link will take you to course content or to a landing page for the course outside of the TCEO system. After taking the course you will need to return to this page and click Continue to complete steps to receive continuing education for the course.

More Information

Continuing Education Accreditation Statements
Step for Taking the Courses (II)

- Vaccines For Children (VFC) Jan 2019
Steps for Taking the Courses (III)
Step for Taking the Courses (IV)

Storage and Handling Video

CDC

Keys to Storing and Handling Your Vaccine Supply

Keys to Storing and Handling Your Vaccine Supply is presented as a web-on-demand video.

Description: This video is designed to decrease vaccine storage and handling errors by demonstrating recommended best practices and addressing frequently asked questions (FAQs).

Audience: Immunization providers (physicians, nurses, nurse practitioners, pharmacists, physician assistants, DoD paraprofessionals, medical assistants, medical and nursing students).

Speakers: Sean Trimble, MPH, MT(ASCP), public health advisor, NCIRD/CDC, and JoEllen Wolicki, BSN, RN, nurse educator, NCIRD/CDC

Continue to CE information and view the video
Steps for Taking the Courses (V)
Evaluation and Post-Test (I)

My Activities

Welcome Georgia Elysee,

This page is where you can track your CE activities in progress, under Pending CE, and review those that are completed, under Completed CE.

To earn CE for courses:
- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
- Return to the Completed CE section of the My Activities page to download your certificate.

To earn CE for conferences:
- Complete the evaluation for each session you attended and the Entire Conference evaluation.
- Return to the Completed CE section of the My Activities page to download your certificate.

If you completed all requirements to earn CE, you can select the course again to change your enrollment.

Pending CE

Adjust Enrollment
Cancel CE

[WB4098]
Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

0.1 CEU

Evaluation Required by 12/31/2019

Posttest Required. Available after evaluation is complete.
Evaluation and Post-Test (II)

Training and Continuing Education Online (TCEO)


Minimum passing score: 50%

You must complete the test in a single session.
Evaluation and Post-Test (III)

- CDC’s Training and Continuing Education Online System only allows 2 attempts to take the posttest
  - The 2nd attempt must be completed within 30 days of the first trial
  - If you fail both attempts, you will not earn a continuing education credit or a certificate
  - CDC is not able to reopen the post-tests
Retrieving Your Certificates (I)

My Activities
Welcome Georgia Elisee.
This page is where you can track your CE activities in progress, under Pending CE, and review those that are completed, under Completed CE.

To earn CE for courses:
- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
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If you completed all requirements to earn CE, you can select the course again to change your enrollment.

Completed CE

Within the past: 1 Year

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<thead>
<tr>
<th>Course Title</th>
<th>Date</th>
<th>Credits</th>
<th>Type</th>
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<td>3/5/2019</td>
<td>1</td>
<td>CME</td>
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<tr>
<td>(WB4098) Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)</td>
<td>10/22/2019</td>
<td>0.1</td>
<td>CEU</td>
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</table>

Download Certificate

Download Certificate
The Centers for Disease Control and Prevention (CDC) certifies that

**Georgia Elysee**

has participated in the following educational activity

**Keys to Storing and Handling Your Vaccine Supply-2018 (Web on Demand)**

WD2886

on 03/05/2019

and is awarded **1 AMA PRA Category 1 Credits™**.

*(CME for Physician Only)*

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The Centers for Disease Control and Prevention is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The Centers for Disease Control and Prevention designates this **Enduring material activity** for a maximum of **1 AMA PRA Category 1 Credit™**.

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Gabrielle Benson
Chief, Education and Training Services Branch
Continuing Education
Centers for Disease Control and Prevention
1600 Clifton Road NE, MS E-92
Atlanta, GA 30333

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The Centers for Disease Control and Prevention certifies that

**Georgia Elysee**

has participated in the educational activity

**Immunization: You Call the Shots–Module Sixteen–Vaccines for Children Program-2019 (Web-based)**

WB4098

and is awarded

0.1 ANSI/IACET Continuing Education Units (CEUs)

(Ten 60 minute contact hour equal one CEU)

10/22/2019

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Gabrielle Benson
Chief, Education and Training Services Branch
Continuing Education
Centers for Disease Control and Prevention
1600 Clifton Road NE, MS E-92
Atlanta, GA 30333
Please note that each certificate file must have a unique name.

For example:
- **For the Physician In Charge**
  - PIC_Storage_2019
  - PIC_VFC_2019
- **For the Vaccine Coordinator**
  - VC_Storage_2019
  - VC_VFC_2019
- **For the Back-up Vaccine Coordinator**
  - BVC_Storage_2019
  - BVC_VFC_2019
Accessing the 2020 Re-enrollment Form

• To access the Re-enrollment Form, log onto the CIR Online Registry: https://immunize.nyc/provider-client/servlet/PC

• Be sure to use Google Chrome Web browser for optimal functionality when logged into the registry.
Accessing the 2020 Re-enrollment Form

To obtain a User ID and Password, each health care facility or practice must designate a Facility Security Administrator. The Security Administrator must be associated with a licensed physician, physician's assistant or nurse practitioner, or must be a registered professional nurse or pharmacist who administers vaccines pursuant to NYS Public Health Law Section 2168. The Security Administrator must mail or fax a signed confidentiality statement to the CIR. Call us at 347-396-2400 for more information or download the sign up forms from here.

In proceeding beyond this point, the user:
- acknowledges the possibility that the information contained herein may be incorrect or incomplete.
- acknowledges that the medical decision to immunize or test a child for lead rests with the health care provider, based on the child's current health status and past medical history.
- agrees to report immunizations and lead test results in accordance with NYS Public Health Law Section 2168/NYC Health Code Section 11.07 and Section 11.09.
- agrees to look up information only on his/her current patients, and to comply with the restrictions or the disclosure of information from the Online Registry in accordance with NYC Health Code Section 11.11.

By clicking the button below, you consent to the above.

Consent

Online Registry Resources
- Recall patients with text messaging via the Online Registry:
  - Choose custom parameter New!

News and Highlights
- VFC Program update, June 2017
  - VIM - Provider FAQs
Accessing the 2019 Re-enrollment Form

The VFC Reenrollment process is now open until **November 30, 2019**. If not completed by this date, vaccine ordering privileges will be suspended. Please read the notice that was sent out to providers.

Your re-enrollment form was last amended by Georgia Elysee on **10/18/2019 at 11:07am**. A copy of your most recent re-enrollment form is below. Your VFC Re-enrollment id number is 11483.

If you have any questions about VFC re-enrollment please e-mail nycimmunize@health.nyc.gov or call 347-396-2404.

To complete this form, please update and enter information below. You may use the tab button to proceed through the fields. For further guidance on how to complete the 2020 VFC Re-enrollment form, please click here.

**Provider Annual VFC Re-enrollment**

* - Required Fields

**Practice/Group Practice/Clinic/Facility**

VFC PIN: VFCCIR   Facility Name:* CITY IMMUNIZATION REGISTRY

**Shipping Address**

Shipping Address refers to the address where vaccines are shipped. Please note that the Shipping Address and the address of the shipping contact must be the same.

Vaccine Delivery Address 1:*  2 GOTHAM
Vaccine Delivery Address 2:  5TH FLOOR

City: *LONG ISLAND CITY*  State: NY  Zip Code:* 11101 -
Telephone #: (347) 396-2400  Ext:  Fax #: (555) 555-5555
Shipping Hours

Shipping hours refer to the days/times when your facility can receive vaccine shipments. If the days/times below are incorrect, please update.

Every day (Monday-Friday) must be accounted for (if there are no shipping hours for a day, please indicate the office is closed). Providers must be on site with appropriate staff to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours on that day.

<table>
<thead>
<tr>
<th>Day</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>09:00 am</td>
<td>05:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
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</tr>
<tr>
<td>Wednesday</td>
<td>09:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>08:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>09:00 am</td>
<td>05:00 pm</td>
</tr>
</tbody>
</table>

Delivery Instructions (if applicable): [Test Delivery Instructions]

Vaccines Offered (select only one box)

- Offers all ACIP Recommended Vaccines for children 0 through 18 years of age.
- Offers Select Vaccines (This option is only available for facilities designated as Specialty Providers by the VFC Program)

A “Specialty Provider” is defined as a provider that only serves (1) a defined population due to the practice specialty (e.g., OB/GYN, STD clinic, family planning) or (2) a specific age group within the general population of children ages 0-18. Local health departments and pediatricians are not considered specialty providers. The VFC Program has the authority to designate VFC providers as specialty providers. At the discretion of the VFC Program, enrolled providers such as pharmacies and mass vaccinators may offer only influenza vaccine.

If you offer only select vaccines, please indicate below which vaccines you offer:

- DTaP
- Hepatitis A
- Hepatitis B
- Hib
- HPV
- Influenza
- Meningococcal B
- Meningococcal Conjugate
- MMR
- Pneumococcal Conjugate
- Pneumococcal Polysaccharide
- Polio
- Rotavirus
- Td
- Tdap
- Varicella
### VFC Site Personnel

#### Physician-in-Charge

This title refers to the main physician involved with VFC vaccines. The Physician in Charge can also be the Vaccine Coordinator OR Back-up Vaccine Coordinator. To indicate this, select the ‘Same as Physician-in-Charge’ option in either the “Vaccine Coordinator” OR “Back-up Vaccine Coordinator” sections. Please note that the Physician in Charge cannot be both the Vaccine Coordinator and Back-up Vaccine Coordinator.

<table>
<thead>
<tr>
<th>Type</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician</td>
<td>RONDA</td>
<td>ZAWEL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Address 1</th>
<th>Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 GOTHAM</td>
<td>5TH FLOOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
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<tbody>
<tr>
<td>LONG ISLAND CITY</td>
<td>NY</td>
<td>11101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(212) 555-1212</td>
<td>(212) 555-2323</td>
<td><a href="mailto:shujie@health.nyc.gov">shujie@health.nyc.gov</a></td>
</tr>
</tbody>
</table>

#### Vaccine Coordinator

This title refers to the person who is primarily responsible for VFC vaccine management. Please note that the Vaccine Coordinator and Back-up Vaccine Coordinator cannot be the same person.

<table>
<thead>
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<tbody>
<tr>
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<tr>
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<table>
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<tr>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(347) 396-2537</td>
<td>(347) 396-2559</td>
<td><a href="mailto:shujie@health.nyc.gov">shujie@health.nyc.gov</a></td>
</tr>
</tbody>
</table>

#### Back-up Vaccine Coordinator

This title refers to the person who backs up the vaccine coordinator when he/she is not available. Please note that the Vaccine Coordinator and Back-up Vaccine Coordinator cannot be the same person.

<table>
<thead>
<tr>
<th>Type</th>
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</thead>
<tbody>
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<table>
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<th>Address 2</th>
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<tbody>
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</table>
All persons holding the titles of Physician in Charge, Vaccine Coordinator, and Back-up Vaccine Coordinator must take the following two trainings: "Keys to Storing and Handling your Vaccine Supply-2018" (Course #WD2886) and "You Call the Shots: Vaccines for Children (VFC) Training Module 16" (Course #WB4098). Only certificates for trainings completed in 2019 will be accepted for 2020 re-enrollment. Please note that each certificate file uploaded must have a unique name. If any of the files have the same name, you will not be able to proceed. For further guidance on how to take these training courses, retrieve your certificates, and/or upload them to this section, click here.

### Physician-in-Charge

<table>
<thead>
<tr>
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<tbody>
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### Vaccine Coordinator

<table>
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<td>VFC</td>
<td>File: VC_VFC_Certificate.pdf</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
</tbody>
</table>
VFC Provider Agreement

Consent

Please read the Vaccine Recipient Agreement form carefully. By clicking "I agree" below you confirm that you will comply with VFC requirements. Failure to comply with the agreement will prevent you from ordering VFC vaccine. The agreement can also be downloaded or printed here.

VACCINE RECIPIENT AGREEMENT

In order to participate in the New York City (NYC) Vaccines for Children (VFC) Program and/or receive Federally/State/City procured vaccines provided to me at no cost, I and all practitioners employed by this medical office, group practice, HMO, health department, community/migrant/rural clinic, or other entity of which I am the physician-in-charge or equivalent, agree to the following:

I Agree

Continue →
Frequently Asked Questions
Clinic ABC would like to replace their fridge unit containing VFC vaccines. They ordered a new storage unit and it was delivered today. What should be their next step?

- Contact NYC VFC staff to schedule a site visit to approve unit.
- Plug unit for 24-48 hours and monitor temperature with DDL thermometer until temperature stabilizes to CDC recommended range (36°F -46°F or 2°C-8°C).
- Transfer VFC vaccines from old unit to new unit.
- Update the storage unit details in VIM section in the online registry.
Clinic ABC received a compliance visit from a VFC epidemiologist. There is a primary Digital Data Logger (DDL) thermometer monitoring the freezer and refrigerator units but they do not have a back-up thermometer. The primary thermometer’s calibration certificate indicates that it expires on December 1, 2019. Is Clinic ABC fully compliant?

- No, they are not fully compliant and must purchase a back-up DDL thermometer
- As per the CDC guidelines, they have one month from date of visit to comply
- Back-up thermometer must have a different calibration expiration date than the primary, ideally 1-6 months
Clinic ABC ordered VFC vaccines and uploaded a DDL summary report with a temperature excursion in the fridge. The temperature was 31°F for 7 days. What is the best course of action for this provider?

- Quarantine vaccines and contact manufacturers to determine viability
- Submit Temperature Excursion Incident Report within 14 days
- Report spoiled vaccines in the Vaccine Inventory Management (VIM) Return/Wastage section of the Online Registry
Clinic ABC conducted inventory in their fridge unit and defrosted their freezer unit which resulted in an excursion. They would like to order vaccines but they are not sure if it will be processed due to the excursion temperature displayed on the DDL report. What should they do?

- **Acknowledge the excursion temperature on the DDL report**
- **Annotate the DDL Report**
Clinic ABC would like to place a VFC vaccine order today (10/21/19). Their last order date was 7/24/19. What should be the timeframe on the DDL reports submitted with their order?

- Clinic ABC should submit DDL reports from 7/24/19 to 10/21/19
- Clinic ABC can refer to the ordering screen in VIM for specific DDL report timeframe required
Vaccine Ordering

Clinic ABC would like to place a vaccine order and has three (3) separate DDL summary report files but can only upload one file to the registry. What should they do?

• Clinic ABC should combine the three (3) files into one document by using Adobe Acrobat Reader’s “combine files” tool or by printing and scanning the pages into an electronic file.
Vaccine Ordering

Clinic ABC does not have the DDL reports from their last vaccine order due to a DDL thermometer glitch/malfunction, file corruption, data not retrievable from DDL. What should Clinic ABC do?

- Clinic ABC should reach out to the DDL thermometer manufacturer for guidance.
- If data is completely erased and is not retrievable after contacting the DDL manufacturer, Clinic ABC can reach out to VFC since these issues are handled on a case by case basis.
Thank you!
For Re-enrollment help, please contact the Bureau of Immunization, Provider Quality Assurance (PQA) unit

Phone: 347-396-2404
Email: nycimmunize@health.nyc.gov