



**NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE**

Thomas Farley, MD, MPH
Commissioner

January 6, 2014

Jane R. Zucker, MD, MSc
Assistant Commissioner
Bureau of Immunization

42-09 28th Street, CN21
Queens, NY 11101-4132

Dear Provider:

The New York City Department of Health and Mental Hygiene Bureau of Immunization (BOI) is writing to inform you that the algorithm generating Vaccines for Children (VFC) vaccine ordering recommendations in the Citywide Immunization Registry (CIR) Online Registry's VFC Ordering Tool has been updated. It is now based on your reporting to the CIR within the previous 12 months, current vaccine inventory, ordering frequency, seasonal needs, and maintaining a 5-week safety stock. The VFC Ordering Tool will no longer take your vaccine ordering history into account when generating ordering recommendations.

The previous algorithm had resulted in over-ordering for many providers. The changes to the algorithm were made to help you order appropriate amounts of VFC vaccine and decrease vaccine wastage. Use these new recommendations to help you determine the right amount of vaccine to order for your VFC-eligible patients. You are permitted to make adjustments to the vaccine amount ordered to meet your practice needs. Providers with a Doses Administered Report (DAR) of $\geq 90\%$ will see minimal change in their ordering recommendations. Providers with low DARs may see a decrease in their vaccine recommendations. We would like to remind you that complete reporting of all immunizations administered to patients less than 19 years of age to the CIR is required within 14 days of administration by the VFC Provider Agreement, New York State Law, and New York City Health Code. Complete reporting is also necessary in order to obtain an adequate supply of vaccine from the VFC program. Reporting to the CIR must include patient VFC eligibility as well as vaccine lot and manufacturer. For providers using the Online Registry to report, please note that VFC vaccine lot information is already pre-populated.

If you have questions about changes to the VFC Ordering Tool, need help reporting to the CIR or have a low DAR, please email us at nycimmunize@health.nyc.gov or call us at 347-396-2400. We will be happy to help.

Sincerely,

A handwritten signature in black ink that reads 'Jane R. Zucker'.

Jane R. Zucker, MD, MSc