



NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE  
Mary T. Bassett, MD, MPH  
Commissioner

October 6, 2017

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

42-09 28<sup>th</sup> Street, CN21  
Queens, NY 11101-4132

Dear Colleague:

The New York City (NYC) Vaccines for Children (VFC) program's 2018 re-enrollment is now open. **You need to complete annual re-enrollment by November 30, 2017**, to maintain your ability to order vaccines distributed through VFC. By re-enrolling you agree to comply with the terms and conditions of the attached NYC VFC program *Vaccine Recipient Agreement*.

To re-enroll, you need to complete and submit your 2018 VFC re-enrollment form in the Vaccine Inventory Management (VIM) section of the Citywide Immunization Registry (CIR) Online Registry at [www.nyc.gov/health/cir](http://www.nyc.gov/health/cir). Prior to completing this form, the physician-in-charge, vaccine coordinator, and back-up vaccine coordinator at your facility will need to take the two required annual web-based trainings developed by the Centers for Disease Control and Prevention (CDC): *You Call the Shots: Vaccine Storage and Handling 2017* (Course #WB2755) and *You Call the Shots: Vaccines for Children 2017* (Course #WB2757). Course completion certificates must be saved onto your computer and uploaded to the 'Training Requirement' section of your re-enrollment form. **Only certificates with a date in 2017 will be accepted.** For instructions on completing the trainings, obtaining certificates, and uploading certificates, refer to the attached *Accessing You Call the Shots Modules*.

Please note that in accordance with CDC policy updates for VFC, the use of stand-alone or biologic/pharmaceutical-grade freezers and refrigerators will be required as of January 1, 2018. Compared to household storage units, these units have been proven to better maintain stable, in-range temperatures and avoid vaccine spoilage. In addition, effective January 1, 2018, digital data logger (DDL) thermometers with a temperature probe and active temperature displays will be required for all storage units. The DDL must also have the capacity for continuous monitoring and recording. Once the thermometer policy goes into effect, VFC providers will be required to upload DDL temperature summary reports to the CIR Online Registry's VIM system when placing VFC vaccine orders.

Webinars focusing on VFC reenrollment and the new VFC requirements for vaccine storage and handling will be held soon. To register, click the registration link for your preferred date.

- 1) **Tuesday, October 17, 2017 from 12:30pm – 1:30pm** [REGISTER HERE](#)
- 2) **Tuesday, October 24, 2017 from 10:30am – 11:30am** [REGISTER HERE](#)
- 3) **Thursday, November 2, 2017 from 3:00pm- 4:00pm** [REGISTER HERE](#)
- 4) **Thursday, November 9, 2017 from 11:30am- 12:30pm** [REGISTER HERE](#)

If you have questions, please email [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov) or call 347-396-2404. We thank you for helping to protect NYC children from vaccine-preventable diseases.

Sincerely,

Jane R. Zucker, MD, MSc