



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

February 12, 2014

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

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

Dear Colleague:

It is time to re-enroll in the Vaccines for Children (VFC) program. By March 31, 2014, you will need to complete the annual VFC re-enrollment form, which is now available through the Citywide Immunization Registry (CIR) Online Registry. By re-enrolling, you will be agreeing to the terms and conditions of the VFC program and you will be held accountable for complying with them. This includes reporting all vaccines administered to persons ≤ 18 years of age to the CIR, complying with all vaccine storage and handling requirements, screening patients for VFC vaccine eligibility and reporting it to the CIR, agreeing to the CIR confidentiality agreement, and adhering to the Advisory Committee on Immunization Practices immunization schedule.

In order to re-enroll in the VFC program for 2014, the physician-in-charge, vaccine coordinator, and back-up vaccine coordinator at your facility will be required to complete the Centers for Disease Control and Prevention (CDC) web-based training courses, *You Call the Shots Module 10: Vaccine Storage and Handling* and *You Call the Shots Module 16: Vaccine for Children Program*. For detailed instructions on how to complete these training modules and obtain certificates of completion, please refer to the attached "Accessing You Call the Shots Modules". The completion certificates will have to be uploaded to the online re-enrollment form, and must be kept on file at your facility for three years. CME, CNE, CEU, or CECH credit is available for eligible employees upon completion of the training modules.

Prior to completing the re-enrollment process, take the aforementioned training modules and review the VFC program requirements, which are described at the end of the re-enrollment form. To re-enroll, go to www.nyc.gov/health/cir and click on the "Online Registry" logo, which is on the top right of the page. Enter your username and password. Review the CIR user agreement and click "I Consent" on the bottom right. Click on the VFC icon on the toolbar at the top, and then click on the "2014 VFC Re-enrollment" tab on the far right. Complete the re-enrollment form, attach the training certificates, and agree to the VFC requirements by clicking "I Agree". Once you complete the re-enrollment form, you will receive an email confirmation. The entire process will take only a few minutes. If you do not complete the re-enrollment process by March 31, 2014, you will not be able to order VFC vaccines.

For questions about re-enrollment please email us at nycimmunize@health.nyc.gov or call the Bureau of Immunization Hotline at 347-396-2404. Thank you for your ongoing support.

Sincerely,

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

Jane R. Zucker, MD, MSc
Assistant Commissioner