

2016 VFC Provider Checklist for Site Visit Preparation

Yes	Can we answer all of the questions? If so, we are ready for our site visit.
	All required VFC staff have participated in annual VFC training and training has been documented. The training documentation* is available for review if there was no site visit last year. VFC Primary Coordinator and backup will attend entire site visit.
	Any changes in VFC Coordinator or Back-up have been communicated to the LHD.
	All clinic staff can explain and define VFC eligibility categories.
	All VFC staff can explain eligibility screening and documentation procedures.
	Our clinic staff screens and documents VFC eligibility at every immunization visit.
	VFC staff can explain billing procedures for vaccine and administration fees. Our administration fee for non-Medicaid VFC-eligible patients is: \$_____
	Our Vaccine Management Plan has been reviewed, updated and signed for 2016. <i>A Vaccine Management Plan template with all the required items is included, or is available for download from: www.michigan.gov/vfc in the VFC Resource Book, Section II- Vaccine Management.</i>
	All Michigan Vaccine Information Statements (VIS) are up to date. Only the most current VIS is provided to parents at each immunization visit. Provide to reviewer a current VIS table from our EMR with the VIS dates. <i>The most current VIS are available at: http://www.michigan.gov/mdch/0,4612,7-132-2942_4911_4914_6385-138197--,00.html</i>
	Each immunization record has the following documented: address of clinic administering vaccine, type of vaccine, date given, manufacturer name and lot number; publication date of the VIS, date VIS provided to parent; and the name and title of person administering the vaccine.
	Borrowing of vaccine between VFC and privately-purchased stock is a rare, unplanned occurrence. We can identify and have documented all instances of vaccine borrowing, including the reason, since our last site visit.
	Our thermometers are properly placed in the central area of each vaccine storage unit. We have current thermometer calibration certificates for all our thermometers and they are available for review. We have replaced any thermometers with expired calibration certificates.
	Staff knows where our back-up thermometer is located. It is readily available to use, if necessary.
	All temperature logs for each refrigerator and freezer unit used to store VFC vaccine for the last 3 months are available for review. All temperature logs are completed as required by the VFC program.
	If we had any out of range temperatures reported on our temperature logs, we documented the actions taken and that documentation is available for review.
	Staff can easily distinguish between VFC vaccine and privately-purchased vaccine.
	Our vaccines with the shortest expiration dates are placed in front of those with the longer expiration dates.
	There are no expired vaccines in any of our storage units.
	Our vaccines are stored in the center of the unit, away from the cold air vent and the walls of the refrigerator; not stored in refrigerator or freezer doors, and not stored in the crisper drawers. All vaccines are stored in their original packaging. No food is stored in units with vaccine.
	All storage units have sufficient room to store vaccines without overcrowding.
	There are water bottles located near the air vents and on the bottom of the storage unit, to prevent vaccines from being stored there and to help maintain even temperatures. There are ice packs in the freezer unit, leaving adequate space for vaccine storage.
	Adequate measures are taken to prevent accidental disconnection of the power supply which include "Do Not Disconnect" labelling on the vaccine storage unit(s) electrical outlet and circuit breaker. <i>(Access to circuit breaker or agency plan for prevention of power disruption will be needed during site visit.)</i>

***All documentation items should be available to the reviewer at the site visit.**

If you have any questions: Refer to your VFC Resource Book or contact your LHD

LHD Contact _____ Phone # _____