

VFC Tip Sheet: Provider Relocating to New County

LHDs are responsible for providers located within their county jurisdiction. This document provides guidance on what to do if a VFC provider is moving to another county. VFC vaccine ordering for this provider will be suspended until relocation of the site is complete.

The following steps need to be completed:

- 1) The LHD of the provider who is relocating sends an email to MDHHS VFC, MDHHS Field Rep, Regional MCIR staff, and the LHD of the county where the provider intends to relocate. Email must include name of provider, tentative date of relocation, new address and provider's current VFC pin number.
- 2) Current LHD resolves any outstanding vaccine losses, site visit corrective actions, etc. with the provider before switching to new county. *Note: LHD VFC will need to allow additional time to transfer sites for final balancing and report submission.*
- 3) Current LHD provides copies of supporting documents and any historical information to LHD staff of the new county.
- 4) Current LHD sends an email to MDHHS VFC to inactivate old VFC pin number.
- 5) Provider completes VFC Online Enrollment via MCIR and submits to LHD.
- 6) New LHD reviews VFC Online Enrollment via MCIR. If approved, new LHD submits to MDHHS VFC via MCIR.
- 7) MDHHS VFC will review, assign new VFC pin number, process VFC Online Enrollment, and send an email to the new LHD, MDHHS Field Rep, and Regional MCIR staff with notification of new VFC pin number.
- 8) MDHHS VFC suspends VFC status in MCIR site until current LHD completes initial VFC Enrollment visit in PEAR.
- 9) Both current and new LHD determine if provider can safely transfer VFC vaccine to new location. If vaccine cannot be moved immediately, new LHD must accept vaccines for temporary storage, mark with provider name on paper bag and store appropriately until safe to transfer to new location.
- 10) New LHD to review new location temperature logs before approving move of VFC vaccines to the new provider location. Storage units must be monitored for at least one week at the new location and the documented temperatures must show stable temperatures within acceptable range before vaccine can be stored in new units.