

VFC ANNUAL TRAINING: PEAR DOCUMENTATION

VFC providers must receive annual training on VFC requirements every 12 months. At minimum, the vaccine coordinator and back-up coordinator must complete required training. **Per CDC, annual training must be documented in PEAR.** Follow this guidance to assist in documenting annual training.

STEP 1: Select the “Tools” tab from the upper task bar.

STEP 2: Choose “Annual Provider Training” from the options on the left.

STEP 3: Add the training type, according to guidance indicated in either OPTION 1 or OPTION 2 below.



The screenshot shows the 'PROVIDER EDUCATION ASSESSMENT AND REPORTING' header. The navigation menu includes 'New Visit/Search', 'Tools' (highlighted with a red circle), 'Configuration', 'MY PEAR', 'Dashboards', 'Reports', 'Documents', 'Help', and 'PAPA Home'. A red arrow points to 'Annual Provider Training' in the left sidebar. The main content area displays 'Welcome to PEAR Tools!' and a note about user levels.

OPTION 1: Counting a VFC Compliance Visit as Annual Training

Compliance Site Visits no longer “overwrite” existing training. PEAR acknowledges that awardees may implement additional expectations for Annual Training. Therefore, reviewers must choose which Compliance Visits met all Annual Training requirements and can be designated as such.

- ★ For a Compliance Visit to count as Annual Training, it **must meet the two criteria** below:
- Training covers all VFC program requirements described in the Provider Agreement and the VFC Compliance Site Visit Reviewer Guide
 - At minimum, the VFC coordinator **and** back-up coordinator have completed the training

1. **After completing the site visit documentation (even if follow-up is pending), select “Designate Compliance Site Visit as Annual Training”**

What would you like to do?

2. **Enter the provider’s PIN, name, or other identifier. Then select “Search.”**

Designate Compliance Visit as Annual Provider Training

PIN:	<input type="text" value="Enter PIN"/>	Provider Name:	<input type="text" value="Enter Provider Name"/>	Zip Code:	<input type="text" value="Enter Zip Code"/>
City:	<input type="text" value="Enter City"/>	Region:	<input type="text" value="Oakland"/>	County:	<input type="text" value="Enter County"/>

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3. Checkmark the box in the left-most column for "Count as Training."
4. Click on "Count as Training."

SEARCH RESULTS

COUNT AS TRAINING

Count as Training Select All [?]	PIN	Provider Name	Address	County	Region	Visit Type	Visit Date	Reviewer	Designated as Annual Training
<input checked="" type="checkbox"/> Select	MIA631212					Compliance	01/11/2019		No
<input type="checkbox"/> Select	MIA631202					Compliance	10/03/2018		No

If Both Staff Are Not Present at Visit:

Per CDC, if only one of the two key staff is at the VFC Compliance Visit, **add a custom follow-up action** to the site visit questionnaire that calls for training to be completed by the member not at the visit.

- Once this follow-up item has been completed and the Follow-up Plan documents that both key staff at this site have been trained, the Compliance Visit can be designated as an Annual Training (as reviewed above).

Custom follow-up is future action intended to:

1. Address the root cause identified during the visit.
2. Address recurring or severe issues not addressed by existing follow-up.

Follow-up Type:

Site Visit Document Review* Other Contact

**Only items marked as "Document Review" will appear on the Provider's follow-up plan. In the space below, clearly specify what documentation is needed from the Provider. Make sure the follow-up is written as an action.*

Please enter the specific documents that the provider must submit. For multiple documents due on multiple dates, add separate follow-ups.

Due Date:
5/3/2019

Action:
Backup coordinator must submit certificates to LHD for 2 modules via You Call the Shots Trainings: VFC and Vaccine Storage & Handling

OPTION 2: Counting INEs and/or You Call the Shots (YCTS) as Annual Training

Follow this guidance if the provider met annual training requirements by trainings OTHER than a site visit, such as attending INEs or completing You Call the Shots (YCTS) modules. Ensure you've reviewed documentation for both the Primary & Backup Coordinator.

1. Choose "View, Add, Edit or Delete Annual Training"

VIEW, ADD, EDIT OR DELETE ANNUAL TRAINING

DESIGNATE COMPLIANCE SITE VISIT(S) AS ANNUAL TRAINING

2. Enter the provider's PIN, name, or other identifier. Then select "Search."

View, Add, Edit or Delete Annual Training

PIN:	<input type="text" value="Enter PIN"/>	Provider Name:	<input type="text" value="test"/>	Zip Code:	<input type="text" value="Enter Zip Code"/>
City:	<input type="text" value="Enter City"/>	Region:	<input type="text" value="Select Region"/>	County:	<input type="text" value="Enter County"/>
<input type="radio"/> View only providers with no Annual Training <input type="radio"/> View only providers with Overdue Annual Training					
<input type="button" value="SEARCH"/> <input type="button" value="RESET"/>					

3. Checkmark the box in the left-most column for “Add New Training”
4. Click on “Add Training”

SEARCH RESULTS

ADD TRAINING

Viewing 1-31 of 31 records.

Add New Training Select All [?]	PIN	Provider Name	Address	County	Region	Last Annual Training	Training Type	Provider Status	Enrollment Effective Date
<input checked="" type="checkbox"/> Select	MI 0101	TEST2017 PROVIDER A	188 University Dr Ann Arbor, MI 2010	Wayne	Unassigned		N/A	Enrolled	1/8/2017

5. Select the training type and add details. See examples below.

Annual Provider Training

Add Annual Provider Training for:
TEST2017 PROVIDER A (MI 0101)

Training Type: Select Training Type
In-Person Training
Live Webinar
Self-paced Training

Training Date:

Trainer:

Training Notes (Optional):

If YCTS modules were completed: Example

Training Type: Self-paced Training

Training Date: 04/05/2019

Trainer: Maria McGinnis

Training Notes (Optional):
Primary Coordinator, Vicky Vaccinator, submitted certificates for both YCTS: VFC Update and Storage & Handling. Completed on 4/5/19. Backup, Isabella Immunizer, submitted certificates for both YCTS: VFC Update and Storage & Handling. Completed on 4/8/19.

ADD CANCEL

If INEs were performed: Example

Training Type: In-Person Training

Training Date: 03/28/2019

Trainer: Maria McGinnis

Training Notes (Optional):
In-person nurse education presentation completed for provider: VFC Update on 3/28/19 and Storage & Handling on 4/5/19. Primary & Backup present for both: Vicky Vaccinator and Isabella Immunizer.

ADD CANCEL

If the Primary & Backup are Trained on Different Days or Different Training Types:

If the Coordinators are trained on different days or by different means, ensure all trainings were completed for both. CDC guidance indicates to **document the training of the VFC Primary Coordinator** and include notes about the Back-up coordinator trainings in the notes field. You may utilize the VFC Primary Coordinator’s **training date and type** for the entry fields and include all detailed notes. If the Primary’s trainings were over more than one date, utilize the **earliest date** for entry.