

SECTION 7: PAPER ASSESSMENT TOOL

Instructions: Use this IF DOCUMENTING VIA PAPER; If the provider is in PEAR, do not use page 2 because the follow-ups will generate in PEAR when you chart. If the provider is not in PEAR, also use page 2 and ensure provider receives a copy.

MICHIGAN-SPECIFIC REQUIREMENTS

1. Has the provider bookmarked the Michigan VFC Provider Manual & VFC Resource Guide: www.michigan.gov/vfc.

Yes ___ No ___

2. Are vaccines stored in original packaging (CDC “recommendation” but a Michigan requirement) Yes ___ No ___

3. Are these posted or otherwise easily accessible: 1. Vaccine Management Emergency Response Plan 2. Borrowing Log 3. MDHHS Preparation Administration Table 4. MDHHS Storage Handling Table

Yes ___ No ___

4. Vaccine information is entered into MCIR within 72 hours of administration, regardless of VFC or private?

Yes ___ No ___

5. VISs are from a Michigan site (MCIR or www.michigan.gov/immunize) ensuring the MCIR statement is included?

Yes ___ No ___

6. Are temperature logs submitted monthly to LHD, and any other supporting documents as required by the LHD?

Yes ___ No ___

7. Is provider compliant with Michigan twice daily temperatures: AM min/max, AM current temp, and PM current temp with time. All temp documentation must include initials/name, exact time of assessment, and exact temperatures documented as displayed on the DDL not rounded to the nearest whole ex: document 41.2F, not 41F.

Yes ___ No ___

8. Is the data logger downloaded, saved, and reviewed at least weekly? Yes ___ No ___

9. Does the provider have materials on-hand for emergency vaccine transport according to MDHHS requirements including cooler/portable unit, conditioned water bottles, DDL, backup location, etc. (Provider Manual page 47)

Yes ___ No ___

10. Is the provider managing inventory appropriately, both physically and in the IIS: balancing monthly, VIM training has occurred, proper rotation of stock and notification to LHD within 3-6 months for soon-to-expire vaccines, etc.?

Yes ___ No ___

11. If provider complying with the following: If provider displays movement between vaccine inventories, private stock vaccines must be stored, handled, and inventory managed in the same manner as VFC vaccine if any movement occurs or is expected to occur between inventories borrow and replacement, replacement due to exp., loss, etc.

Yes ___ No ___

12. Is the provider compliant with current requirements for household combination units? If a household combination unit has been approved for use, only the refrigerator section can be used if temps have remained in-range. The ONLY time the freezer section can be utilized is for providers enrolled prior to Jan 1, 2013 with a unit that has maintained temperatures in both the refrigerator and freezer. Please ensure the provider is aware of risks associated with such unit and provide a strong recommendation to replace the unit as soon as possible. If a household combination unit goes out of range, it must be replaced with stand-alone refrigerator and freezer units or a combination pharmaceutical unit with separate condensers.

Yes ___ No ___

If any response is “No”, refer to back of page

Instructions: Mark second column with any areas responded to as “no” and include with provider follow-up plan. If the provider is not in PEAR, ensure both you and the provider maintain a copy. **For questions assessed as “No”, mark in second column. Providers must complete the “Provider Follow-up Action Due” in accordance with the due date.**

Q above	Mark here if Follow-up Needed	Provider Follow-up Action Due	Due Date from Date of Visit
1		ensure access and familiarity with the Michigan VFC Resource Guide and VFC Provider Manual-- save/bookmark the web links. These can be accessed via www.Michigan.gov/VFC	2 Weeks
2		ensure vaccines are stored in their original packaging.	2 Weeks
3		ensure these documents are posted or otherwise easily accessible to all staff and are up-to-date (available at www.michigan.gov/vfc): 1. Vaccine Management & Emergency Response Plan 2. Borrowing Log 3. MDHHS Preparation & Administration Table 4. MDHHS Storage & Handling Table	2 Weeks
4		ensure vaccine information is entered appropriately into MCIR within 72 hours of administration, regardless of VFC or private.	2 Weeks
5		ensure Vaccine Information Statements (VISs) are obtained from Michigan site, such as MCIR or www.michigan.gov/immunize . This ensures the MCIR statement is indicated within the VIS.	2 Weeks
6		Provide monthly submission of temperature logs as well submission of supporting documents according to LHD frequency required.	3 Months
7		In one month, submit temperature logs with appropriate documentation.	1 Month
8		In one month, submit evidence of weekly data logger downloads	1 Month
9		In one month, submit evidence of appropriate preparation for emergency vaccine transport (cooler(s), conditioned water bottles, DDL, backup location designated, etc.)	1 Month
10		In one month, submit evidence of inventory management that the site reviewer has identified is non-compliant (monthly balancing, VIM training, rotation of stock, notify LHD of soon-to-expire, proper demonstration of ret/waste reporting, etc.)	1 Month
11		In one month, provide documentation of appropriate inventory management for private vaccine stock.	1 Month
12		In one month, provide documentation for compliance with current policy on household combination units (if unit must be replaced, provider must outline detailed replacement plan and identify units that will be purchased).	1 Month