MDHHS VFC ENROLLMENT & RE-ENROLLMENT INSTRUCTIONS (Revised 12-27-2018)

All new VFC Providers as well as established providers must complete this process via MCIR.

**New VFC Providers** who begin the VFC enrollment triggers the Local Health Department (LHD) to initiate contact for becoming a VFC provider. Before enrolling, review program information at [www.michigan.gov/vfc](http://www.michigan.gov/vfc).

**Established Providers** must re-enroll annually, which requires ensuring that all information is up-to-date and accurate in MCIR (including Universal Hepatitis B Providers, AVP Providers, etc.).

**Important reminders:**
- The re-enrollment link is activated each January and must be completed by the due date indicated by your LHD. MDHHS provides final review and will suspend providers not re-enrolled by April 1st.
- The last step of enrollment requires an electronic signature—This must be of the VFC Medical Director. **Rejection will occur if the signature is not that of the VFC Medical Director.**
- **Review ALL tabs in MCIR for accuracy** (contact information, storage units, etc.)
  - Changes must be updated as they occur. For changes to Primary or Backup VFC Contact after enrollment is complete, inform your LHD to ensure any required trainings are completed.
- Re-enrollment is also a valuable opportunity to complete Annual Training, review Management Plans, Emergency Response Plans, etc. See [www.michigan.gov/vfc](http://www.michigan.gov/vfc) for these tip sheets and templates.

**INSTRUCTIONS:** Initiate this process according to your status (established or new) below:

**Established VFC Provider:**
From MCIR Home, Select **Online Renewal**

**OR**

**New VFC Provider:**
From MCIR Home, select **Enroll in the VFC Program**

VFC Online Enrollment Screen appears next. Begin review as follows:

**FACILITY INFORMATION:** Review VFC Name and Facility Type. *If you are unsure, check with your LHD.*
All tabs must be reviewed before completion (a minimum of three tabs—some providers have more)

TAB 1: CONTACTS AND VACCINES OFFERED TAB

- Review all areas within “Contacts and Vaccines Offered” tab. See notes below:

Notes:
1. **Contact Information:** VFC Medical director is the responsible party and ensures all staff follow VFC guidelines. VFC Primary Contact and Backup: must be trained on procedures for vaccine shipments, storage and handling, transport, and inventory management. **MUST be registered MCIR users.**
2. **Providers:** Include all providers who will prescribe vaccines (MD, DO, PharmD, NP, PA).
3. **Vaccines Offered:** VFC providers must offer all ACIP vaccines for their population—which auto-populates for most. Specialty providers must provide all vaccines for their specialty (see note 5).
4. **Vaccine Delivery Address:** review for accuracy and provide any updates
5. **Specialty Provider:** Not applicable for most providers. This is only to be check marked if you are a Specialty Provider and offer certain vaccines (ie: birthing hospital, teen clinic, etc.). The LHD can assist in determining this if needed. If Specialty Provider box is checked, select vaccines offered.
**TAB 2: STORAGE CAPACITY**

- Select the next tab for review: “Storage Capacity”

<table>
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<th>Description</th>
<th>P-Grd</th>
<th>FF</th>
<th>Log</th>
<th>Appl Make/Model</th>
<th>Temp Log Make/Model</th>
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<tbody>
<tr>
<td>Add Storage Device</td>
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<td></td>
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</tr>
</tbody>
</table>

- For all storage units, click “Add Storage Unit” and complete information below (unit information and corresponding data logger information). If you are unable to identify the Model, enter the Make (or other identifying information) in this section.

![Add/Edit Storage Unit](image-url)
TAB 3: PROVIDER POPULATION

- Select “Provider Population” tab: This a projection of the children served annually in the practice who need immunizations and the portion of those patients eligible for VFC vaccines.
- For established providers, this auto-populates from the previous year. For new providers with MCIR data, generate a Provider Profile Data report (under Vaccine—Reports) and enter this data. For brand new practices, you must enter the data manually and indicate data source.
- For assistance running reports, see www.michigan.gov/vfc “Provider Profile”

TABS AVAILABLE TO CERTAIN PROVIDERS:

High Risk Profile: Only for participating clinics not eligible for the MI-AVP program (e.g. Teen Health Center)
- Run a Doses Administered report for the previous calendar year. Populate accordingly:
**MI-AVP Profile:** *Only for LHDs, FQHCs, Migrant Health Centers and Tribal Health Centers*
- Run a **Doses Administered** report for the previous calendar year. Populate accordingly:

![MI-AVP Profile Table](image)

**Universal Hep B Profile:** *Only available to Universal Hep B sites.*
- Enter the number of births in each category for the previous calendar year.

![Universal Hep B Profile Table](image)

Once all updates are performed, click “Save and Continue” at bottom of screen:
FINAL STEPS:

- Provide electronic signature for the **VFC Medical Director** (indicated previously on the “contact information tab”. Enrollment will be rejected if this is not signed appropriately.)
- Select “I Agree”
- This enables the **Submit Completed Enrollment** button. **Once selected, no further changes may be made.** This must be selected in order to submit enrollment for processing.

- Click the **Done** button to send the enrollment information to LHD for approval.

Please download and print the following agreement for your records before proceeding. If the form does not appear below, you can download it [here].

- For NEW providers, the LHD will contact you for the next steps in becoming a VFC provider.
- For established providers, the LHD will contact you if necessary.

REVIEWING ENROLLMENT STATUS OF SUBMISSION/APPROVAL:

- From MCIR Home Screen, select “Edit My Site”
VFC TAB:

- Scroll to the tabs below and select the “VFC” tab
- Click on the “Enrollment” tab

- Under “Enrollment Application”, all VFC enrollments submitted online will be visible.
- The Status will be “Awaiting Approval” if it has not been approved by MDHHS:

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<tr>
<th>Description</th>
<th>Created By</th>
<th>Created</th>
<th>Status</th>
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<th>Approver</th>
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<td>03/09/2016</td>
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- The Status will be “Completed” if the enrollment has been approved by MDHHS:

<table>
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<th>Created</th>
<th>Status</th>
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<td>Completed</td>
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