**VFC Site Visit Preparation Checklist**

Depending on the facility type and needs, site visits may take up to 3-4 hours. To prepare for a VFC Site Visit, providers can utilize this checklist and supporting resources provided for each area listed below.

For more information regarding VFC Site Visits, please contact your [Local Health Department](https://www.michigan.gov/mdhhs/inside-mdhhs/county-offices/lhd) or visit the MDHHS [Vaccines for Children (VFC)](https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunizations/healthcare/vfc) resource webpage.

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| --- | --- | --- |
| **X** | **Area of Preparation** | **Resource** |
|  | Key staff are available during the site visit.  At a minimum, both the VFC Primary and Backup Coordinators are expected to be present for site visits. | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D)  See Section 5 - “VFC Vaccine Coordinators”. |
|  | Annual training requirement is completed and available for review. | [VFC-Annual-Training.pdf](https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunization/providerinfo/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Enrollment/VFC-Annual-Training.pdf) |
|  | MDHHS VFC resource webpage has been reviewed; and bookmarked or saved for future reference. | [Vaccines for Children (VFC)](https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunizations/healthcare/vfc) |
|  | MDHHS VFC Provider Manual has been reviewed; and bookmarked or saved for future reference. | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D) |
|  | Vaccine Management and Emergency Response Plan has been reviewed and signed annually.  All plans and practices align with CDC, Michigan VFC, and LHD requirements, and are implemented appropriately. | [Vaccine Management and Emergency Response Plan](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Required-to-Post/Vaccine-Management-and-Emergency-Plan.docx?rev=0dd6e96a9c8048808037fa097a11de36&hash=221356E45C1B4CD3FCCDCBC2309E73FB) |
| [Vaccine Storage and Handling | Vaccines & Immunizations | CDC](https://www.cdc.gov/vaccines/hcp/storage-handling/index.html) |
|  | Centers for Disease Control and Prevention (CDC) or Michigan-specific Vaccine Information Statements (VIS) are available and current. | [Current VISs | Vaccines & Immunizations | CDC](https://www.cdc.gov/vaccines/hcp/current-vis/index.html)  [Vaccine Information Statements for Michigan](https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunizations/michiganvis)  [Important Vaccine Information Statement (VIS) Facts](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VIS-Information/Important-VIS-Facts.pdf?rev=0bde9f136224494b8888592dec355b53&hash=2099B72447C126C5A99D681A0E09FEEB) |
|  | “Do Not Unplug” signs are displayed at outlets and circuit breaker.  **Note**: Site Reviewer will need to access the circuit breaker during the visit to confirm “Do Not Unplug” signs are appropriately displayed. | [Do-not-unplug.pdf](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Required-to-Post/Do-not-unplug.pdf?rev=612fc2a784c8457e9150e58b97a97115&hash=68B610A178B845A09BC7A48B0E59F113) |
|  | All storage unit temperature logs from the past 3 months (or more as determined by the LHD) are available for review.  If applicable, include any temperature excursion documentation as part of the review. | [Clinical Resources for Immunization Providers](https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunizations/healthcare/clinical)  See section labeled “Temperature Logs”. |
|  | All borrowing logs since the date of the last site visit are available for review. | [Vaccine\_Borrowing\_Log.pdf](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Required-to-Post/Vaccine_Borrowing_Log.pdf?rev=e9678b7a92b348d9883c907ef3d9100a&hash=912E777AF47C320226B1825BF06517DF) |
|  | Certificates of Calibration for all digital data loggers (DDL), including at least one backup DDL, are available for review. | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D)  See: Section 6 -“Temperature Monitoring Devices”. |
|  | Vaccine Preparation and Administration Table is posted in the vaccine prep area. | [Vaccine Preparation and Administration Table](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/Clinical/Vaccine-Administration/Vaccine-Preparation-and-Administration.pdf?rev=9de4abac4ca44cb3b306d641b3e4ddfd&hash=0E1D8CFF71E0D50E4B4290048A0A4C80) |
|  | Vaccine Storage and Handling Table is posted on storage units. | [Vaccine Storage and Handling Table](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/Clinical/Storage-Handling/Vaccine-Storage-and-Handling-Table.pdf?rev=677377f8b1b74d2cbff54f69110c46a4&hash=30BA50D80C884F4ACB8AC780FFDE419D) |
|  | Staff can explain and define VFC eligibility categories, screening, and documentation procedures.  **Note**: Specialty Provider programs such as MI-AVP; Perinatal Hepatitis B; and High-Risk Hepatitis A & B require specific eligibility, screening, and documentation requirements. | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D)  See Section 3 for general guidance.  See Section 9 for Specialty Provider program requirements. |
|  | VFC staff can explain billing procedures for vaccine and administration fees.  Our administration fee for non-Medicaid VFC-eligible patients is: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D)  See Section 3 - “Administration Fees & Billing Details”. |
|  | A minimum of 10 randomly and reviewer selected patient immunization records from the last six months (or 12 months, if necessary) to assess compliance with documentation requirements.  Documentation includes   * address of clinic where vaccine was administered * name of vaccine * date administered * date CDC or MI-specific VIS given (or Immunization Information Statement [IIS] or EUA/EUI fact sheet, as applicable) * CDC or MI-specific VIS/IIS/EUA/EUI publication date * name of vaccine manufacturer * lot number * name and title of person who administered the vaccine * and eligibility recorded within the patient chart and in MCIR. | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D)  See Section 3 - “Vaccine Documentation & VIS”. |
|  | All VFC documents are maintained for at least 3 years. | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D)  See Section 3 - “VFC Documents to Maintain”. |
|  | Vaccine storage and handling aligns with CDC and MI VFC requirements (units, data loggers, vaccine placement, original packaging, etc.). | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D) |
| [Vaccine Storage and Handling | Vaccines & Immunizations | CDC](https://www.cdc.gov/vaccines/hcp/storage-handling/index.html) |
|  | Vaccine preparation, administration, and inventory practices align with CDC and MI VFC requirements (stock rotation and separation, vaccines offered, VAERs, etc.). | [VFC Provider Manual](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/VFC/Overview/Michigan-VFC-Provider-Manual.pdf?rev=4db13c5904bb45a59782948db971155d&hash=437C4AAD0DF6AC8982605067661F666D) |
| [Vaccine Storage and Handling | Vaccines & Immunizations | CDC](https://www.cdc.gov/vaccines/hcp/storage-handling/index.html) |