

**Guide to Inactivating a VFC Provider for the VFC Program and MCIR VFC Vaccine
Inventory Module (VIM)**

The following steps must be completed:	
1.	Local Health Department (LHD) must send an email to alert Michigan Department of Health and Human Services (MDHHS) VFC Team and MDHHS Field Representatives (FR) alerting the provider’s decision to disenroll from the VFC program.
2.	Notification needs to include reason for provider disenrollment and termination date.
3.	The provider must complete the following items:
	a. Balance and perform an Ending Inventory Report (EIR)- Submit report to LHD.
	b. Create and submit in MCIR an online Returns/Wastage Report for any lost, wasted and/or expired vaccine doses.
	c. Transfer any viable vaccine out of their inventory to the LHD using transaction return to LHD- Excess inventory for each vaccine to be returned.
	d. Return all VFC vaccine with temperature logs to the LHD.
	e. After all lots are brought to zero a final balance will need to be completed a minimum of one day past initial balance.
	f. Inactivate all VFC lots in VIM.
4.	LHD staff will send email alerting MDHHS VFC Team that provider is ready for VFC inactivation in MCIR.
5.	MDHHS VFC Team inactivates VFC PIN in MCIR.
6.	MDHHS will add date and reason why provider disenrolled in MCIR, VTrckS, and PEAR.
Providers will continue to have the ability to use MCIR VIM for their private vaccine inventory even if they are not enrolled in the VFC Program.	