

VFC PIN (if known): _____

MI VFC ENROLLMENT SITE VISIT CHECKLIST (For VFC Provider)

Instructions: This checklist is for VFC providers to utilize when prepping for a VFC Enrollment Visit conducted by the Local Health Department (LHD). Each section aligns with the areas assessed during the Enrollment Visit. Tools and resources **bolded** throughout the document are linked in the Resource section at the end of this checklist. All enrollment requirements must be “met” within three months. Guidelines for this document may be found in the **Michigan VFC Provider Manual/CDC Toolkit**.

Role	Name	Direct Phone #	Email
Medical Director			
VFC Primary Coordinator			
VFC Backup Coordinator			

Provider Staff and Training

AREA OF PREPARATION

<input type="checkbox"/>	VFC Resource Guide webpage and VFC Provider Manual bookmark/saved webpage.
<input type="checkbox"/>	VFC Provider Manual has been reviewed in detail focusing on requirements, resources, templates, etc.
<input type="checkbox"/>	Designated VFC Primary Coordinator and VFC Backup Coordinator , names added to MCIR VFC Enrollment Tab <ul style="list-style-type: none"> • Any changes to medical director, primary and/or backup coordinator is reported to LHD immediately.
<input type="checkbox"/>	Understands online VFC Enrollment and Annual Re-Enrollment : <ul style="list-style-type: none"> • Provider Agreement signed • Storage Unit Information added in MCIR • Provider Profile Data entered in MCIR • Any staff changes, notify LHD immediately
<input type="checkbox"/>	Understands and completed VFC Annual Training requirement- Primary and Backup at minimum. If LHD is performing education sessions(s) to count as Annual Training, date of education session(s) scheduled: _____
<input type="checkbox"/>	Enrollment visit scheduled with local health department staff. Date: _____
<input type="checkbox"/>	MCIR Vaccine Inventory Module (VIM) training has been completed or is scheduled- contact MCIR Help Desk
	Review VFC Compliance site visit requirements and frequency.

Eligibility and Screening

AREA OF PREPARATION

<input type="checkbox"/>	Understands VFC eligibility screening criteria and has policy in place for Patient Eligibility Screening Record .
<input type="checkbox"/>	Billing process in place for cost of VFC vaccine/administration fee (providers may not charge patient, Medicaid, or third party payer for the cost of VFC vaccine). Indicate your administration fee for NON-Medicaid VFC- eligible patients: _____
<input type="checkbox"/>	Understands borrowing guidelines and how to accurately document- In MCIR and on borrowing log . Borrowing should be a rare/unplanned occurrence. VFC flu vaccine must never be borrowed. Print and maintain borrowing logs for documentation and submitted to LHD.

<input type="checkbox"/>	Process in place to provide VIS- Use Michigan/MCIR- specific VISs, not CDC version.
<input type="checkbox"/>	Understands Vaccine Adverse Event Reporting System (VAERS) .
<input type="checkbox"/>	Vaccine dose documentation fields in place for accurate vaccine tracking: <ul style="list-style-type: none"> • Address if clinic where vaccine was administered • Name and title of individual administering vaccine • Manufacturer name and lot number of vaccine administered • Date of vaccine administered • Date when VIS was given • VIS publication date • Eligibility screening performed
<input type="checkbox"/>	Vaccine administration entered in MCIR within 72 hours of administration.

Documentation Maintenance

AREA OF PREPARATION	
<input type="checkbox"/>	Documentation must be maintained for at least 3 years, including (list is not exhaustive): <ul style="list-style-type: none"> • Screening and eligibility documentation • Administration and billing documents • Temperature logs/downloads (including excursion follow-up) • Annual training certifications • Accountability records • Packing slips • Borrow logs

Management and Emergency Response Plan

AREA OF PREPARATION	
<input type="checkbox"/>	Vaccine Management and Emergency Response Plan has been developed and posted. <ul style="list-style-type: none"> • Staff have access to the plan and have been educated about the plan. • Management and emergency response plan has been posted. • Plan is reviewed and updated yearly or sooner if changes have occurred. • Back up location must be identified for emergency transport

Storage, Handling, and Temperature Documentation

AREA OF PREPARATION	
<input type="checkbox"/>	Storage Unit meets CDC/MDHHS VFC Requirements indicated in the VFC Provider Manual .
<input type="checkbox"/>	Storage Unit is large enough to accommodate the largest annual stock without overcrowding.
<input type="checkbox"/>	Vaccine is: <ul style="list-style-type: none"> • Placed Appropriately • VFC/Private inventory is separated and labeled accordingly. • Weekly review of inventory and rotation of inventory so soonest to expire vaccines are up front and used first.
<input type="checkbox"/>	Water bottle placement is appropriate (if applicable)
<input type="checkbox"/>	Data digital logger (DDL) is used to monitor temperature, device my meet CDC/MDHHS requirements. <ul style="list-style-type: none"> • Certificate of calibration is available and up to date (per DDL)

<input type="checkbox"/>	Backup DDL is available and meets CDC/MDHHS requirement (must have certification of calibration, expiration date be different than other DDL ensuring storage units have continuous temperature monitoring).
<input type="checkbox"/>	Temperature documentation is appropriate, provider understands monthly documentation requirement submitted to the LHD: <ul style="list-style-type: none"> • Temperature logs • Must be posted near storage unit and temperature documentation requirement is followed and entered on document (twice daily temperatures, including min/max) • Ensure daily temperature assessment and weekly data logger download/review is completed as required • 30 days of temperature documentation must be submitted before provider can place first vaccine order.
<input type="checkbox"/>	Provider and staff handling vaccine understands emergency, packing vaccine, backup location , etc.
<input type="checkbox"/>	Supplies are on-hand to pack vaccine appropriately in case of emergency. Vaccine transport should not be a routine occurrence. See VFC Provider Manual .
<input type="checkbox"/>	Post: “Do Not Unplug” signs- at storage unit outlets and circuit breaker.
<input type="checkbox"/>	Post: Vaccine “Storage and Handling Table” and “Vaccine Preparation and Administration”

Inventory, Ordering and ACIP- Recommendation	
AREA OF PREPARATION	
<input type="checkbox"/>	Provider understands they must stock and offer all ACIP-Recommended vaccines for the population they serve.
<input type="checkbox"/>	Vaccinate according to ACIP and Standards for Pediatric Immunization Practices .
<input type="checkbox"/>	Understands borrowing must be rare and unplanned occurrence. Document in MCIR and borrowing log .
<input type="checkbox"/>	Understands how to place orders via MCIR “E-Ordering” and designating user contacts: <ul style="list-style-type: none"> • VFC Provider Guide to E-Ordering and adding e-order contact • Guidance on adding MCIR users and associating to provider site
<input type="checkbox"/>	Understands monthly balancing requirement; call LHD with questions on count discrepancies, how to find “lost” doses, etc.
<input type="checkbox"/>	Understands supporting documents required for submission to LHD: <ul style="list-style-type: none"> • Ending Inventory Report • Physical Inventory Report • Temperature logs • Borrow logs
<input type="checkbox"/>	Understands procedures for expired/waste/spoiled vaccine- both physical and in MCIR <ul style="list-style-type: none"> • How to create a return/waste report in MCIR • Creates and submits return/waste reports for approval, at minimum, on a monthly basis • Soon-to-expire vaccine: Run recall, notify LHD 3-6 months before expiration

Resource Links:	
VFC Resource Guide	Vaccine Management and Emergency Response Plan
VFC Provider Manual	Temperature log
VFC Primary Coordinator and Backup Coordinator	Emergency, packing vaccine, backup location
VFC Enrollment and Re-enrollment	Do Not Unplug
VFC Annual Training	Storage and Handling Table
MCIR Help Desk	Vaccine Preparation and Administration
Patient Eligibility Screening Record	ACIP- Recommended
Borrow Log	Standards for Pediatric Immunization Practices
VIS- Use Michigan/MCIR	VFC provider guide to E-Ordering and adding e-order contact
Vaccine Adverse Event Reporting System (VAERS)	Guidance on adding MCIR user and associating to provider
Create a return/waste report in MCIR	