

# 2022-2023 FIXED FEE QUARTERLY REPORT – FSR LHD CHECKLIST

## VFC Compliance Visits, Quality Improvement (QI) Visits and Immunization Nurse Education (INE) In-Services

### 1. PRIOR TO SUBMITTING AN FSR TO MDHHS – CAN LHD ANSWER YES TO THE FOLLOWING QUESTIONS?

- Are **ALL** data for the QI visits, the VFC site visits, and the INE in-services that occurred in the LHD for payment during the quarter documented on the FSR excel spreadsheet?  
*This includes LHD visits conducted by the MDHHS Immunization Field Reps.*
- If there was no activity during the quarter, did you still prepare a quarterly report **indicating that no site visits or INE in-services occurred**? *A quarterly FSR report must be attached and submitted to MDHHS even if there are no requests for reimbursement.*
- Do all the VFC provider sites have the **correct** corresponding **VFC PIN#'s**?
- Is the date on the FSR the **same date** that is recorded in the PEAR system **and** in the IQIP database?  
*The dates in both systems should be the same and match the date that is recorded on the FSR.*
- Is the VFC compliance visit in a **Completed** or **Submitted** status?  
*In-Progress VFC visits do not qualify for payment.*

### 2. ADDITIONAL QUALITY IMPROVEMENT (QI) SPECIFIC QUESTIONS

- Is all data entered in the IQIP database COMPLETE and ACCURATE for the QI site visit?
- Did a MDHHS Immunization staff person conduct a QA review of this QI visit and did it pass?  
*If not, please contact your assigned MDHHS Field Rep and inquire about the QA review.*
- Did the 2-month QI check in call, the 6-month QI check in call and the 12-month QI follow-up occur and is all information entered in the IQIP database?
- The QI Follow-Up visit qualifies for \$100 payment if the QA is passed and*
  - 12-month QI Follow-Up complete and the 2- & 6-month check-ins are either complete or marked COVID-19
  - 2- & 6-month check-ins are complete, and 12-month follow-up marked COVID-19 with coverage data entered
  - 2- & 6-month Check-ins and 12-month Follow-up are Complete
- Is the date on the FSR for the QI follow-up visit complete the same date as the 12-month QI follow-up in the IQIP system? *If not, please correct the date so that both are the same.*  
*If the 12-month QI follow-up is marked COVID-19, the date of the data entry of the coverage data is used on the FSR.*
- Did the QI 12-month follow-up and the VFC-QI Combined visit occur on the same date?  
*If yes, assure that **both** the VFC-QI Combined visit (\$350) and the QI follow-up visit complete (\$100) columns are entered as "1".*

Questions? Please contact your assigned **Immunization Field Representative**,  
if the Field Rep is not available contact the appropriate program staff listed below:

**Contract Coordinator** – Kristina Paliwoda ([paliwodak@michigan.gov](mailto:paliwodak@michigan.gov))

**Quality Improvement Coordinator** – Chanae Houska ([houskac@michigan.gov](mailto:houskac@michigan.gov))

**VFC Program Coordinator** – Heather Barnes ([barnesh2@michigan.gov](mailto:barnesh2@michigan.gov))