

# VFC ENROLLMENT – PEAR DOCUMENTATION

For an overview of VFC Enrollment process, see page 12 of the [VFC Provider Manual](#), as well as a MCIR tip sheet [available here](#). Below provides additional guidance regarding PEAR documentation.

**HOW TO ENROLL**

Prospective VFC Providers and others interested in providing publicly-funded vaccine (Influenza, Hepatitis B, Adult Vaccine Providers, etc.) must contact their Local Health Department and enroll in MCIR via the link "Enroll in VFC Michigan". By entering this link and submitting a completed enrollment, it triggers the Local Health Department (LHD) to initiate contact for becoming a provider.

- Before enrolling in VFC, please review program information within this manual and at [www.michigan.gov/vfc](#). If you have any questions, contact your local health department.
- Designate a VFC Primary and Backup Coordinator. They must have MCIR IDs and be associated to the provider site. The provider's MCIR Site Administrator can perform these functions:
  - Guidance on MCIR registration is [available here](#).
  - Guidance on adding registered users to the MCIR site is [available here](#).
- Complete an online enrollment by accessing the "Enroll in VFC Program" link from the provider's MCIR home page. Completing this [enrollment](#) triggers the LHD to contact your site.
  - Important: Partially completed enrollments are not viewable by the LHD. Therefore, the LHD may not be aware of intent to enroll if not submitted. To ensure follow-up, please ensure your enrollment is fully completed and submitted in MCIR.
- The LHD reviews enrollment for completion and contacts the provider to verify information and review the VFC program. The provider may begin working towards preparing to participate, as detailed below (ID copy of temperatures, vaccine management plan, etc.)
- The LHD approves enrollment at the local level and submits to MDHHS, who assigns a VFC PIN. Once a PIN is assigned, the enrollment process below must be completed within 3 months.
- LHD staff will continue follow-up to coordinate training and an enrollment site visit. Once all enrollment requirements have been met, if order contacts must be added, inventory activated, shipping contact assigned, as well as e-order approval assigned. MDHHS VFC staff will perform final activation.
 

★ Tip sheet available for step-by-step guidance, see [this link](#).

**ENROLLMENT TRAINING, PREPARATION & SITE VISIT**

After contacting the LHD, the provider may prepare for the enrollment process and schedule an enrollment visit with the LHD. Before a provider can order VFC/publicly-funded vaccines, the provider must complete the initial enrollment visit and training. All enrollment expectations must be fulfilled within 3 months of provider activation/PIN assignment. This includes the enrollment site visit, 30 days of temperature monitoring, and any follow-up not met at the time of the visit. Providers should

**How To Set Up A New VFC Provider**

- Provider contacts LHD with interest to become a VFC provider.
- LHD verifies current MCIR site ID or requests MCIR staff issue new site ID via the MCIR Provider Site Usage Agreement. MCIR staff assigns site administrator to new sites and trains as needed on their responsibilities including adding new users.
- LHD has provider complete the VFC online enrollment in MCIR and submit to LHD. LHD or MCIR Provider Site Administrator verifies both the VFC Primary and VFC Backup have completed registration in MCIR. *\*Required to complete online enrollment*
- LHD reviews enrollment for completion and approves participation in the VFC program at the local level and submits to MDHHS.
- MDHHS VFC staff issues VFC PIN for new provider and enters in MCIR site. New provider is placed in suspended status in MCIR. New PIN & provider demographics are entered into PEAR by MDHHS.
- LHD conducts VFC new enrollment site visit and documents in PEAR.
- LHD contacts MDHHS VFC staff to lift suspension & provider is directed to contact MCIR staff or trainer to schedule VIME-order training.

**Enrollment Visit:** Use the [Enrollment Checklist for Site Reviewers](#) to assess requirements at the Enrollment Visit. Those checklist requirements must be met within three months of PIN assignment. To document an enrollment visit, the provider must have a PIN assigned and PEAR site created (MCIR VFC enrollment approved and MDHHS staff assigned PIN and setup PEAR site).

**MICHIGAN VFC ENROLLMENT SITE VISIT CHECKLIST (For Site Reviewers)**

Provider Name: \_\_\_\_\_ PIN: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

VFC Primary Coordinator: \_\_\_\_\_ VFC Backup Coordinator: \_\_\_\_\_

Instructions: This checklist is for site reviewers to utilize in performing a VFC Enrollment Visit. Each section aligns with the site questions assessed in PEAR "Enrollment Visit" which is located via "Tools" → "Provider Management". All enrollment requirements must be "Met" within three months. Once all are "met" and documented in PEAR, notify the MDHHS VFC team for final activation.

**Provider Staff and Training**

PEAR Q 1: Provider has VFC staff and adequate training in place to maintain requirements of the VFC Program.

AREA OF ASSESSMENT & EDUCATION	YES	NO	N/A
1. Primary & Backup designated on-site and in MCIR; review how to report changes to LHD			
2. Bookmark VFC Resource Guide <a href="#">www.Michigan.gov/VFC</a> and VFC Provider Manual			
3. Review of VFC Annual Training requirement			
4. Review annual VFC re-enrollment: sign agreement, update storage unit, profile data, etc.			
5. MCIR VIM training completed (or scheduled to occur)			
6. Review VFC Compliance Site Visit requirements/frequency			

**Eligibility and Screening**

1. Access the Enrollment Visit documentation by going to [Tools](#), then [Provider Management](#), search for PIN, click [Continue](#) under Action.

New Visit/Search | **Tools** | Configuration | MY PEAR | Dashboards | Reports | Documents | Help | PAPA Home

Annual Provider Training  
Fraud & Abuse  
**Provider Management**  
Site Visit Sign-off  
Storage Unit Management  
VFC Management Survey  
VFC & Vaccine Accountability Metrics

**Search for Provider**

Provider PIN:  OR Provider Name:  OR Provider Status:

PIN	Provider	Address	Current Status	History	Action
MIA610061	Muskegon Pediatrics	888 Terrace St	Enrollment Pending	<a href="#">View</a>	<a href="#">Continue</a>

2. The Enrollment Checklist appears. Select the hyperlink for "Enrollment Visit"

## ENROLLMENT CHECKLIST - MUSKEGON PEDIATRICS (MIA610061)

STEP	STATUS	NOTES	LAST EDITED BY	LAST CONTENT ADMIN ACTION
<a href="#">Provider Intake Form</a>	PASS	None	Kyle Wildt 08/10/2020	Kyle Wildt 08/10/2020
<a href="#">Eligibility Confirmation</a>	PASS	None	Kyle Wildt 08/10/2020	Kyle Wildt 08/10/2020
<b><a href="#">Enrollment Visit</a></b>	Not Started	None	N/A	N/A
<a href="#">Provider Profile &amp; Agreement</a>	PASS	None	Kyle Wildt 08/10/2020	Kyle Wildt 08/10/2020
VTrckS Activation	Not Started	None	N/A	N/A

**TERMINATE ENROLLMENT**

3. Upon selecting “Enrollment Visit”, the section below appears for completion. The provider must achieve “met” for all items within 3 months of their PIN being assigned. If all items are not met by the time of the visit, you may continue follow-up until they are met (but still within 3 months). If 3 months elapse and the provider has not met the items, their enrollment period will expire. If they wish to re-initiate the process, inform MDHHS VFC Staff for reactivation of the enrollment.

- For support in the details that should be assessed in each of these six questions, please utilize the [Enrollment Checklist for Site Reviewers \(www.michigan.gov/SiteVisitGuidance\)](http://www.michigan.gov/SiteVisitGuidance).

## ENROLLMENT VISIT FOR MUSKEGON PEDIATRICS (MIA610061)

\* REQUIRED TO SAVE

### ENROLLMENT VISIT DETAILS

Visit Date:\*  Reviewer:\*

Of the key staff listed on the Provider Intake Form, who was present at this visit?\*

Medical Director Jennifer King [Edit]  Vaccine Coordinator Callie Hecksel [Edit]  Back-up Coordinator Jennifer King [Edit]

### PREVIOUS ENROLLMENTS

Has this provider ever been enrolled in the VFC Program?

Yes  No

### ABILITY TO MEET VFC REQUIREMENTS

**IMPORTANT:** All of the requirements below must be met in order to complete enrollment for this provider. If the provider is not meeting one or more requirements at the time of the visit, you can continue to work with them to bring them to compliance before submitting this form to the Content Administrator for approval and final enrollment. If it becomes clear that the provider will not be able/willing to meet one or more requirements, mark “Unmet” for that requirement(s) below and submit the form. The Content Administrator can then decide whether to end the enrollment process or continue working with the provider.

Provider has key VFC staff in place and has adequate training protocols in place to maintain the requirements of the VFC Program.

Met  Unmet

Provider understands the different VFC eligibility categories and the associated billing practices.

Met  Unmet

Provider understands and has the appropriate processes in place to maintain documentation consistent with Federal requirements (i.e. three years) for all VFC-related activities including: eligibility screening; dose documentation; borrowing; Vaccine Information Statements (VIS); and reporting of adverse vaccine events through VAERS.

Met  Unmet

The Provider has a current and complete Vaccine Management Plan (including an Emergency Plan) that meets VFC Requirements.

Met  Unmet

The Provider has vaccine storage equipment (i.e. storage units and thermometers) that are consistent with CDC requirements including: sufficient space; proper placement; current and valid certificate of calibration testing; proper temperature documentation; “Do not disconnect” labels on plugs and circuit breakers; knowledge of what to do in the event of a temperature excursion.

Met  Unmet

Provider has processes in place to: maintain a separate VFC inventory; place orders on time to maintain appropriate stock to serve population; offer all ACIP-recommended vaccines.

Met  Unmet

[Go To Enrollment Checklist](#)  
[Open Notepad](#)

4. Optional – Recommended: Select “Open Notepad” to include details about the visit. Click “Add New Note” to input free text:

### ENROLLMENT NOTEPAD

[+Add new note](#)

[Go To Enrollment Checklist](#)  
[Return to previous page](#)

- Example notes:

[Go To Enrollment Checklist](#)  
[Return to previous page](#)

**Add New Note**

**Enrollment Step:**

**Enter Note:**

Practice has large stand-alone Follett pharmaceutical refrigerator and freezer. Both maintain appropriate temperatures and have DO NOT UNPLUG signs, as well as on breaker. VFC INE was presented on-site, and staff completed YCTS S&H. Data loggers in place, configured appropriately, and up-to-date including backup DDL. Private vaccines organized appropriately. MCIR VIM training scheduled to complete this week. Primary coordinator is finishing Vaccine Management Plan and will submit asap. 30 days of temperatures have been recorded and temp documentation appropriate. Provider was unaware of weekly downloads - educated onsite and reiterated the requirement. Provided e-order tipsheet in preparation of first order. Also provided borrow log example and importance to avoid borrowing. Reviewed the VFC Resource Guide online and VFC Provider Manual - both bookmarked.

5. Save notes and may add as needed, such as updates to pending items that were not met at the time of the visit.
6. After all items have been “met”, SUBMIT Enrollment Visit.

[Go To Enrollment Checklist](#)  
[Open Notepad](#)

7. Notify MDHHS VFC Staff that requirements have been met and provider is ready to place an order (Verify that the primary and backup are indicated as E-Order contacts in MCIR and that shipping hours are appropriate).