

MDHHS VFC ANNUAL TRAINING

It is a requirement to receive VFC training every 12 months. This must include training on (1) The VFC Program and (2) Vaccine Storage & Handling (as well as reviewing Michigan guidance at www.michigan.gov/vfc). **At minimum, the primary and back-up vaccine coordinators must complete training.** However, all personnel who work with VFC vaccine are encouraged to receive annual training. Documentation of the completed trainings must be maintained for a minimum of three years and be provided at VFC Compliance Site Visits. New providers or newly assigned primary or backups must also complete MCIR VIM training: mcir.org/providers/immunizing-providers-2-2/.

Training is accomplished via one or more indicators below being completed annually (within 12 months):

- Completing two CDC You Call the Shots web trainings (instructions below)
- Attending Immunization Nurse Education (INE) sessions, Vaccine Administration and/or Storage and Handling modules (*when available*).
- Combination of the above, ensuring training on (1) VFC and (2) Vaccine Storage & Handling
OR
- Attending and participating in an entire VFC Compliance Site Visit.

CDC You Call the Shots (YCTS): Follow instructions below to complete modules and obtain certificates. Modules are viewed at the YCTS website, while evaluation and certificates are via the CDC TRAIN website.

Access and view the CDC You Call the Shots modules:

Go to <https://www.cdc.gov/vaccines/ed/youcalltheshots.html> and complete these two modules:

1. **You Call the Shots: Vaccine Storage & Handling**
2. **You Call the Shots: Vaccines for Children**
 - **Optional:** You Call the Shots—Vaccine Administration
 - **Optional:** Video—Keys to Storing and Handling your Vaccine Supply
youtube.com/watch?v=0atwOngiVQY

After viewing the above modules, obtain certificate and continuing education credit:

1. Register at the CDC TRAIN website: <https://www.train.org/cdctrain>
2. Visit the “Courses Catalog”. Can search by keyword or course ID, click title of the course then click “Register” button.
3. If prompted, enter in the registration code (provided on YCTS).
4. Choose the type of continuing education.
5. Click “launch” button, once course is completed return to course details page in TRAIN on the “My Activities” page, select “Evaluation” and complete.
6. Course details under “Your Learning”, if prompted click “Mark Completed”.
7. You will be prompted to complete post-assessment.

Complete evaluation.

9. Return to course details and download certificate. “Your Certificate” or “Your Transcript” under “Your Learning”.
10. Send certificates to the LHD with VFC PIN included. Maintain for minimum of 3 years.

If unsuccessful after two attempts, the user will be locked out; The user will have to access the modules via CDC TRAIN and receive a certificate of completion: <https://www.train.org/cdctrain>

Additionally, the LHD or MDHHS may require a training be repeated or supplemented (i.e.: following a large vaccine loss, displaying challenges with VFC requirements, etc.).

Provider Training to Staff: VFC providers are also responsible to train their staff. Trainings should target:

- Staff receiving vaccine deliveries—how to open, record, and store vaccine shipments immediately.
- Staff handling or administering vaccine storage and handling procedures.
- Staff transporting vaccine off-site—emergency vaccine management.
- Provider Vaccine Management Plans should include documentation of staff training.

REMINDER: This is also a valuable opportunity to review Standing Orders, [Vaccine Management & Emergency Response Plans](#), etc. (required to update plans annually and provide at VFC Compliance Site Visits).