

MICHIGAN VFC ENROLLMENT CHECKLIST (For Providers)

Provider Name: _____ VFC PIN (if known): _____

VFC Primary Coordinator: _____ VFC Backup Coordinator: _____

Instructions: Utilize this to complete required tasks for VFC enrollment, and to ensure preparation for the VFC Enrollment Site Visit conducted by the Local Health Department. These items should be reviewed prior to this Enrollment Site Visit. All items within this checklist and as indicated by the LHD must be completed within 3 months of VFC PIN assignment.

Provider Staff and Training

AREA OF PREPARATION	
1. Bookmark VFC Resource Guide www.Michigan.gov/VFC as well as the VFC Provider Manual	
2. Review VFC Provider Manual in detail for requirements, resources, templates, etc. Be sure storage units and temperature monitoring practices meet requirements and that 30 days of temperature monitoring will be available before first order.	
3. VFC Primary & Backup designated on-site and in MCIR VFC Enrollment Tab <ul style="list-style-type: none"> • Report changes to the LHD immediately 	
4. Aware of how to perform online VFC Enrollment and Annual Re-enrollment : sign agreement, update storage unit info, provider profile data, any staff changes, etc.	
5. Complete VFC Annual Training requirement – primary and backup at minimum. If LHD is performing education session(s) to count as Annual Training, date of education session(s) scheduled: _____	
6. Enrollment Visit scheduled with Health Department staff. Date: _____	
7. MCIR Vaccine Inventory Module (VIM) training completed or scheduled – contact MCIR Regional Staff	
8. Review VFC Compliance Site Visit requirements/frequency	

Eligibility and Screening

AREA OF PREPARATION	
1. Understand VFC Eligibility Criteria and ensure process is in place for screening	
2. Billing process in place for cost of VFC vaccine (do not bill) and administration fees: Indicate your administration fee for NON-Medicaid VFC-eligible patients: _____	
3. Reviewed borrowing guidelines and how to document – in MCIR and on borrowing logs . Borrowing must only occur as a rare, unplanned occurrence. VFC flu vaccine must never be borrowed. Print and maintain borrowing logs for documentation and submission to LHD.	
4. Process in place to provide VIS – Always using Michigan/MCIR-specific VISs , not CDC	
5. Understanding of VAERS reporting	
6. Dose documentation fields in place: Name of vaccine administered ; Address of clinic where vaccine was administered; Manufacturer AND lot number of vaccine administered; Date dose administered; Name and title of the individual administering the vaccine; Date when VIS was given AND VIS publication date; Eligibility	
7. Documentation in MCIR within 72 hours of administration	

Document Maintenance

AREA OF PREPARATION	
1. Maintain for three years: Screening & eligibility documentation; Documentation of administration and billing; Temp logs and downloads, including excursion follow-up; Annual training certificates; Accountability records: packing slips, borrow logs, etc.	

Management and Emergency Response Plan

AREA OF PREPARATION	
1. Develop an appropriate Vaccine Management & Emergency Response Plan and share with staff <ul style="list-style-type: none"> • POST this plan for all staff to access. Update yearly, or sooner if changes occur • Ensure backup location is identified for emergency transport 	

Storage, Handling, and Temperature Documentation

AREA OF PREPARATION	
1. Unit meets MDHHS VFC requirements indicated in the VFC Provider Manual	
2. Unit is large enough to accommodate largest annual stock without overcrowding	
3. Vaccine: appropriate placement, stock separation, rotation for soon-to-expire, etc.	
4. Water bottle placement is appropriate, if applicable	
5. Temperatures are monitored by a digital data logger (DDL) which meets MDHHS requirements <ul style="list-style-type: none"> • Certified and calibrated up-to-date with certificates 	
6. Backup data logger available and meets DDL requirements with certificates	
7. Appropriate temperature documentation; understands monthly submission to LHD <ul style="list-style-type: none"> • Temp logs at www.Michigan.gov/VFC <ul style="list-style-type: none"> • Must be posted and utilized daily (twice daily temps, including min/max) • Ensure daily temperature assessment and weekly data logger download/review • 30 days of temperature documentation must be submitted before first order 	
8. Understands actions to take in an emergency, packing vaccine, backup location, etc.	
9. Supplies are on-hand to pack vaccine appropriately in case of emergency. Vaccine transport should not occur routinely. See VFC Provider Manual page 46 .	
10. Post: " Do Not Disconnect " signs – outlet and circuit breaker	
11. Post: Vaccine Storage & Handling Table and Vaccine Preparation & Administration	

Inventory, Ordering, and ACIP-Recommendations

AREA OF PREPARATION	
1. Stock and offer all ACIP-recommended vaccines for populations seen	
2. Vaccinate according to ACIP and Standards for Pediatric Immunization Practices	
3. Understands that borrowing must be a rare, unplanned occurrence. Document in MCIR and on borrowing logs .	
4. Understands how to place orders via MCIR "E-ordering" and designating contacts: <ol style="list-style-type: none"> a. Guidance on E-ordering & adding e-order contact b. Guidance on Adding MCIR users and associating to provider site 	
5. Understands monthly balancing requirement; Call LHD with questions – when there are count discrepancies, how to find "lost" doses, etc.	
6. "Supporting Documents" for submission to LHD with all orders: <ol style="list-style-type: none"> a. Ending Inventory Report; Physical Inventory Report; Temp Logs; Borrow Logs 	
7. Procedures for expired/wasted/spoiled vaccine – physically and in MCIR <ol style="list-style-type: none"> a. How to create a ret/waste report in MCIR b. Soon-to expire vaccine: Run recall, notify LHD 3-6 months before expiration 	