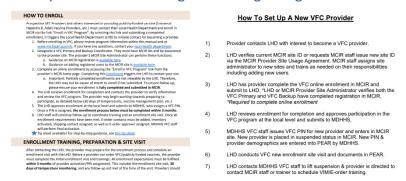
VFC ENROLLMENT – PEAR DOCUMENTATION

For an overview of VFC Enrollment process, see page 12 of the <u>VFC Provider Manual</u>, as well as a MCIR tip sheet available here. Below provides additional guidance regarding PEAR documentation.



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).



1. Access the Enrollment Visit documentation by going to <u>Tools</u>, then <u>Provider Management</u>, search for PIN, click <u>Continue</u> under Action.



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
	Provider Intake Form	PASS	None	Kyle Wildt 08/10/2020	Kyle Wildt 08/10/2020
	Eligibility Confirmation	PASS	None	Kyle Wildt 08/10/2020	Kyle Wildt 08/10/2020
	Enrollment Visit	Not Started	None	N/A	N/A
	Provider Profile & Agreement	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).

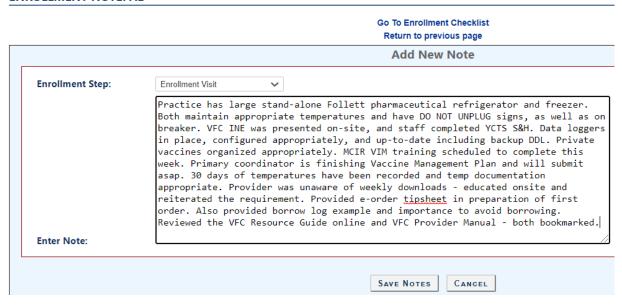
ENROLLMENT VISIT FOR MUSKEGON PEDIATRICS (MIA610061)	* REQUIRED TO SAVE						
ENROLLMENT VISIT DETAILS							
Visit Date:* Reviewer:* Choose Reviewer ✓							
Of the key staff listed on the Provider Intake Form, who was present at this visit?"							
☐ Medical Director Jennifer King [Edit] ☐ Vaccine Coordinator Callie Hecksel [Edit] ☐ Back-up Coordinator	Jennifer King [Edit]						
PREVIOUS ENROLLMENTS							
Has this provider ever been enrolled in the VFC Program? O Yes O No							
ABILITY TO MEET VFC REQUIREMENTS							
TANT: 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 le 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 lling 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 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. O Met O Unmet							
Provider understands the different VFC eligibility categories and the associated billing practices.							
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.							
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 Onmet							
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.							
EDIT SAVE SUBMIT 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:



Return to previous page

Example notes:



- **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.



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).