



**Department
of Health**

NYS Vaccines for Children (VFC) Program Training Series 1: VFC Program Background and Enrollment

New York State Department of Health
Bureau of Immunization

Hello and welcome.

The objective of this training is to introduce providers to the New York State Vaccines for Children or New York State VFC program. This training will cover the background and history of the VFC Program and steps to enroll.

About the New York State (NYS) Vaccines for Children (VFC) Program

- Federally-supported program providing vaccines at no cost to the families of eligible children
- Publicly-funded childhood vaccines include:
 - Federal VFC vaccine,
 - New York State-funded vaccine, and
 - CHIP or Children's Health Insurance Plan-funded vaccine



The New York State Vaccines for Children (or NYS VFC) Program provides federally-supported vaccines to the families of eligible children. The vaccines are distributed to VFC enrolled providers at private physicians' offices and public health clinics where they are administered to eligible children. Providers may also obtain other publicly-funded vaccines to serve children eligible under other criteria.

Types of publicly-funded childhood vaccines include: Federal VFC vaccine, New York State-funded vaccine, and CHIP or Children's Health Insurance Plan-funded vaccine.

Who is eligible to receive VFC or other publicly-funded vaccine?*

*Only available to children < 18 years old	VFC-funded	State-funded	CHIP-funded
Medicaid-Eligible	YES	NO	NO
Uninsured (No Health Insurance)	YES	NO	NO
American Indian/Alaskan Native	YES	NO	NO
Underinsured (Vaccines not covered or only certain vaccines covered).	YES, but only for the specific vaccines <u>not</u> covered by insurance and if vaccinated at a FQHC	YES, but only for the specific vaccines <u>not</u> covered by insurance and if vaccinated at a provider <u>other than</u> a FQHC	NO
Does not include insured patients who are out of provider network, with high deductibles or co-pays.			
State Children's Health Insurance Program (CHIP) (NOT Medicaid Managed Care)	NO	NO	YES

VFC providers must screen all patients birth through 18 years of age for VFC eligibility and document the eligibility status at each immunization visit.

Who is eligible to receive VFC and other publicly-funded vaccine?

To start, only children 18 years of age and younger are eligible for VFC and other publicly-funded vaccine.

The yellow column in this chart displays the eligibility criteria for VFC-funded vaccines. A child is eligible for VFC vaccine if:

The child is enrolled in Medicaid (this includes both fee-for-service and managed care plans) OR

The child is uninsured OR

The child is underinsured (e.g. a child who has commercial insurance which doesn't include vaccine coverage, only includes select vaccines, or caps vaccine coverage).

Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center (FQHC).

Lastly, a child is eligible for VFC vaccine if the child identifies as American Indian or Alaska Native.

The red column in this chart displays the eligibility criteria for state-funded vaccines.

A child is eligible for state-funded vaccines if he or she is younger than 18 years of age, is underinsured and is being vaccinated at a provider other than an

Federally Qualified Health Center (FQHC). New York State allows private providers to vaccinate underinsured children using state-funded vaccine.

The green column in this chart depicts the eligibility criteria for CHIP-funded vaccines. A child is eligible for CHIP-funded vaccine if he or she is younger than 18 years of age and enrolled in the Children's Health Insurance Program (or CHIP).

Advisory Committee on Immunization Practice (ACIP) Role in VFC

- Group of medical and public health experts who develop recommendations on vaccine use in the United States
 - Establish list of vaccines, number of doses, immunization schedules and vaccine contraindications for the VFC program (VFC resolutions) and the general public
 - <http://www.cdc.gov/vaccines/programs/vfc/providers/resolutions.html>
 - CDC establishes a contract for the purchase of the vaccine through the VFC program.



The Advisory Committee on Immunization Practice (or ACIP) is a group of medical and public health experts who develop recommendations on vaccine use in the United States.

ACIP's statutory authority includes determining the vaccines, number of doses, immunization schedules, and vaccine contraindications for the VFC program, as well as for the general population. ACIP also approves the specific recommendations to include a vaccine in the VFC program. These recommendations are written in the form of a VFC resolution. VFC resolutions passed by ACIP form the basis for VFC program policies on vaccine availability and use.

After the VFC resolution is in place, the Centers for Disease Control and Prevention (or CDC) establishes a contract for the purchase of the vaccine through the VFC program.

Advisory Committee on Immunization Practice (ACIP) Compliance

- Providers who participate in the NYS VFC Program must be in compliance with the ACIP guidelines, dosages and contraindications linked here ([ACIP Immunization Schedule](#)) unless:
 - A vaccine is contraindicated
 - A child has a religious exemption
- VFC providers must offer all ACIP-recommended vaccines for the populations they serve.

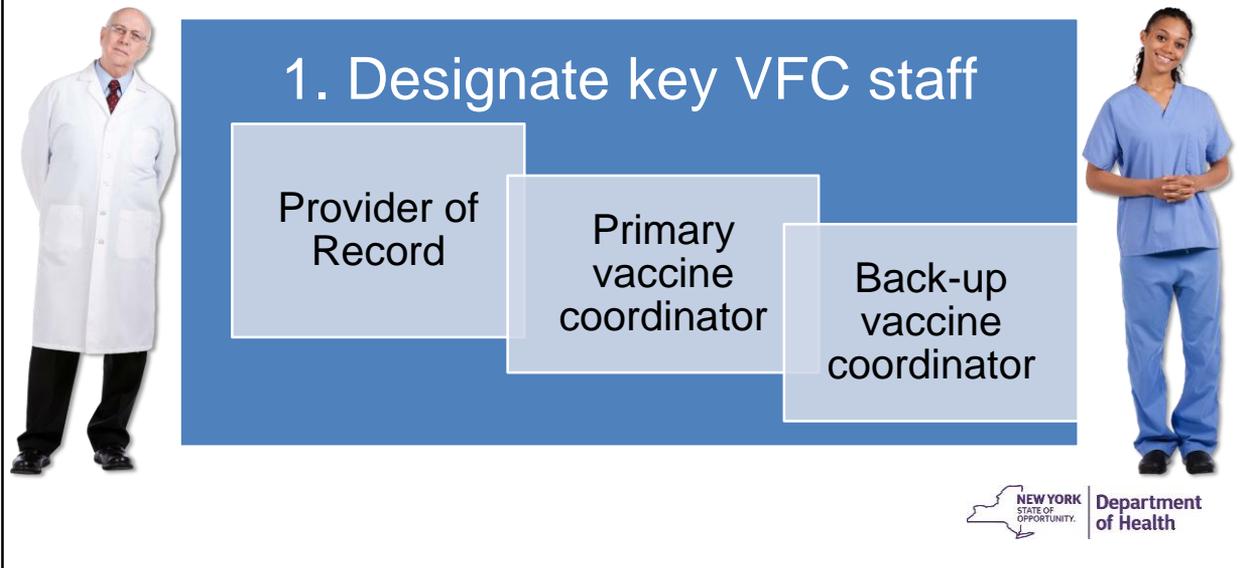


Providers who participate in the VFC Program must be in compliance with the ACIP Immunization Schedule, dosages (available via the link here) and contraindications unless:

In the provider's medical judgment, and in accordance with accepted medical practice, the provider deems such compliance to be contraindicated for the child OR the particular vaccination requirements contradict state laws pertaining to religious exemptions.

NYS VFC providers must offer all ACIP-recommended vaccines for the populations they serve.

NYS VFC Enrollment Process



The next series of slides will outline the enrollment process for a new VFC provider.

The provider should designate key staff who are responsible for a number of different VFC activities.

A VFC provider of record should be identified. This is the person who will sign off on the VFC provider agreement and be responsible for high-level oversight of the VFC program. The provider of record understands the clinical implications of mismanaged storage units and vaccines and agrees to cover the cost of vaccine replacement in the event of a loss due to negligence.

Designation of a primary vaccine coordinator is also required at every practice enrolled in the VFC program. The primary vaccine coordinator is responsible for all vaccine storage and handling activities (including but not limited to monitoring vaccine temperatures, ordering and receiving vaccine and activating the emergency plan).

A back-up vaccine coordinator must also be designated. The back-up coordinator is responsible for the aforementioned vaccine storage and handling activities in the event that the primary vaccine coordinator is not in the office. Any changes to key VFC staff should be reported to the VFC program as soon as possible.

Additional information on roles and responsibilities of key VFC staff is included in

Training #2 of this series.

NYS VFC Enrollment Process

2. Obtain a NYSDOH Health Commerce System (HCS) Account

Contact the Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 or camu@its.ny.gov



The next step of the Enrollment Process is to obtain a Health Commerce System (HCS) Account. You will need a computer and internet access to obtain an HCS account. HCS accounts are commonly used by many hospitals, clinics, and health professionals to interact with various NYS DOH programs.

To request an account, contact the Commerce Account Management Unit (CAMU) Help Desk at the phone number listed on this slide, 1-866-529-1890, or via email at camu@its.ny.gov

If you already have an HCS account, proceed to the next step and request access to the New York State Immunization Information System (or NYSIIS) application in HCS.

NYS VFC Enrollment Process

3. Register with the NYS Immunization Information System (NYSIIS)

Call the NYSIIS Help Desk at
1-866-389-0371 or email
NYSIISHelpDesk@hpe.com



After obtaining an HCS account, you will need to gain access to the NYSIIS application within HCS. Call the NYSIIS Help Desk at 1-866-389-0371 or send an email to NYSIISHelpDesk@hpe.com.

NYS VFC Enrollment Process

4. Determine annual # of Vaccine for Children (VFC), Child Health Plus (CHP), underinsured and insured patients

This information will determine the type and quantity of publicly-funded vaccine a provider may order



Next, you will need to determine the numbers of Vaccine for Children (VFC) eligible, NYS Child Health Plus (CHIP) eligible, underinsured and insured patients served by your facility annually.

This information will determine the type and quantity of publicly-funded vaccines that your facility may order.

A job aid, titled Estimating Patient Population, has been developed to assist you with this process. A link to the job aid is available on the resources slide at the end of this training.

Provider Agreement and Profile Form (pages 1 and 2)

- Forms include:
 - Provider demographic information
 - Hours of operation to receive vaccine shipments
 - Practice medical director (VFC provider of record), Vaccine Coordinator and Back-up Coordinator
 - Documentation of training dates
 - List of all licensed health care providers with prescribing authority (MD, DO, NP, PA, pharmacist) *

The image shows two pages of a form. The left page is titled 'NEW YORK STATE DEPARTMENT OF HEALTH' and 'Vaccines for Children (VFC) Program Provider Agreement and Profile'. It includes sections for 'DEMOGRAPHIC INFORMATION', 'HOURS OF OPERATION', 'VFC PROVIDER OF RECORD', 'VACCINE COORDINATOR', and 'BACK-UP COORDINATOR'. The right page is a table with columns for 'Provider Name', 'Title', 'Address', 'M.D. Number', and 'DOB'. The table is currently empty.



The first page of the provider agreement and profile form includes:

Demographic Information,

Hours of Operation to Receive Vaccine Shipments, and

Information on the VFC Provider of Record, any other medical directors, the Vaccine Coordinator and Back-up Coordinator, and documentation of training dates.

The second page of the form includes a table to list all licensed health care providers (e.g., MD, DO, NP, PA, pharmacist) at the facility who have prescribing authority.

Provider Agreement and Profile Form (pages 3 and 4)

Provider Agreement Section

- Confirms that provider will comply with VFC program requirements
- Signed by designated VFC provider of record (accountable for compliance)
- Some of the requirements include:
 - Submitting profile and agreement forms annually
 - Screening patients and documenting eligibility
 - Compliance with ACIP immunization schedules, dosages and contraindications
 - Record maintenance
 - Not exceeding vaccine administration fee caps
 - Distribution of current Vaccine Information Statements (VIS)
 - Vaccine management activities, such as ordering and storing vaccine
 - Prevention or resolution of fraud and abuse
 - Compliance site visits
 - Restitution
 - Use of NYSIIS, the NYS Immunization Information System



Pages 3 and 4 of the form include the Provider Agreement section. This section serves to confirm that the provider will comply with the requirements of the VFC Program. The physician who signs the agreement (Provider of Record) and all other providers who administer vaccine at each VFC-enrolled practice are accountable for compliance with the requirements.

The agreement covers such compliance requirements as:

Submitting profile and agreement forms annually

Screening patients and documenting eligibility,

Compliance with the CDC's Advisory Committee on Immunization Practices (or ACIP) immunization schedules, dosages and contraindications,

record maintenance,

not exceeding vaccine administration fees, distribution of current Vaccine

Information Statements, vaccine management activities, such as ordering and storing vaccine, prevention and resolution of fraud and abuse, Compliance site

visits, Restitution, AND

Use of NYSIIS, the NYS Immunization Information System.

Provider Agreement and Profile Form (pg 5)

- Facility type
- Agree to offer all ACIP-recommended vaccines
- Select vaccines for specialty providers
 - Specialty providers only serve:
 - a population defined by the practice specialty (e.g., OB/GYN, STD clinic, family planning) OR
 - a specific age group within the general population of children 0-18 years

Local health departments, pediatricians and general practitioners are not considered specialty providers



Page 5 of the Provider Agreement and Profile Form requires that you indicate your facility type and that you agree to offer all ACIP recommended vaccines. For specialty providers, select vaccines can be indicated.

For the purposes of the VFC program, specialty providers are defined as providers who offer limited care in a specialized environment or care in a focused specialty area, rather than providing general healthcare services.

A “specialty provider” is defined as a provider that only serves a population defined by the practice specialty (e.g., OB/GYN, STD clinic, family planning) or a provider that only serves a specific age group within the general population of children aged 0-18 years.

Local health departments, pediatricians, and general practitioners are not considered specialty providers.

Provider Agreement and Profile Form (page 6)

Provider Population Section

- Table to indicate number of children receiving vaccines by eligibility and age categories (less than 1 year, 1 to 6 years and 7 to 18 years)
- Based on children seen during previous 12 months (refer to job aid for guidance)

VFC Vaccine Eligibility Categories	Number of children who received VFC Vaccine by Age Category			
	<1 Year	1-6 Years	7-18 Years	Total
Enrolled in Medicaid				0
No Health Insurance				0
American Indian/Alaska Native				0
Underinsured ¹				0
Total VFC	0	0	0	0
Non-VFC Vaccine Eligibility Categories	# of children who received non-VFC Vaccine by Age Category			
	<1 Year	1-6 Years	7-18 Years	Total
Insured (private pay/health insurance covers vaccines)				0
Children's Health Insurance Program (CHIP) ²				0
Total Non-VFC	0	0	0	0
Total Patients (must equal sum of Total VFC + Total Non-VFC)	0	0	0	0



Page 6 of the Provider Agreement and Profile form includes a table to indicate the Number of Children Receiving Vaccines by Eligibility and Age Categories. This information is used to determine the quantity and types of vaccines your facility may order.

The provider population is reported by VFC and Non-VFC eligibility category and by age group as follows: less than 1 year, 1 to 6 years, and 7 to 18 years. The information supplied on the Provider Profile must reflect the provider population based on children seen during the previous 12 months.

Refer to the job aid titled “Estimating Patient Population” for additional guidance on determining your patient population. The job aid is available in the Resources section at the end of this training.

NYS VFC Enrollment Process

6. Complete and return Vaccine Storage and Handling Plan

- Covers: VFC Personnel, Required Training, Vaccine Storage and Temperature Monitoring Equipment, VFC Program Requirements for Vaccine Storage and Handling.
- Emergency plan should be attached or template completed
- Signed and dated by VFC provider of record
- Resubmitted annually and anytime there is a change to key VFC staff (provider of record, vaccine coordinator or back-up)

Please return the completed document via fax at (516) 449-6912 or email at vfc@doh.ny.gov, and retain a copy for your records.

New York State Department of Health (NYSDOH) Bureau of Immunization
Vaccine Storage and Handling Plan

Primary Provider/Practice Name: _____ PIN # (if renewal): _____

Vaccines need to be properly stored and administered to ensure maximum efficacy and safety. All Vaccines for Children (VFC) and Vaccines for Adults (VFA) sites must attest to their compliance with routine and emergency storage and handling procedures. Each section of this agreement includes required elements for an effective Storage and Handling Plan. At the end of each section you will find space to provide comments on any of the required elements with which your practice/facility is currently out of compliance. In this space, indicate the element(s) the practice/facility is out of compliance with and the anticipated date that compliance will be achieved. Refer to: https://www.health.ny.gov/prevention/immunization/vaccines_for_children.htm Storage & Handling Requirements, for guidance.

PERSONNEL	
1.	This site/facility has a primary vaccine coordinator and a back-up coordinator designated for this office (NYS VFC/VFA requirement). He/She will be responsible for ensuring that vaccines are handled and stored appropriately, that all necessary documentation is completed and that all office staff are properly trained in the handling and storage of vaccines. The medical director or equivalent has overall responsibility for the proper implementation of the storage and handling plan for this site/facility. The medical director or equivalent may be an MD, DO, NP or PA. Name of medical director or equivalent: _____ Name of VFC or VFA coordinator: _____ Back-up coordinator: _____
2.	Review this storage and handling plan with all staff annually and with new staff, including temporary staff, as part of their orientation.

EDUCATION	
1.	The medical director or equivalent, the primary and back-up VFC/VFA coordinator have participated in the CDC's You Call the Shots, Module 16, Vaccines for Children training and You Call the Shots, Module 10, Vaccine Storage and Handling training (NYS VFC/VFA requirement). An additional optional training is also recommended: CDC's YouTube video "Keys to Storing and Handling Your Vaccine Supply" . Date(s) of training for the medical director or equivalent: _____



Providers must also complete and return the NYSDOH Vaccine Storage and Handling Plan form as a part of the annual renewal process. This form requests information on: key VFC staff, required training information, vaccine storage units and temperature monitoring devices. The plan also includes VFC program requirements for vaccine storage and handling and areas to note non-compliance, if needed.

A copy of the Emergency Vaccine Storage and Handling plan for the practice should be attached to the vaccine storage and handling plan. If no emergency storage and handling plan exists for the practice, the VFC program's Emergency Plan template should be completed and attached. A link to the template can be found in the Resources section at the end of this training.

The Vaccine Storage and Handling Plan should be signed and dated by the VFC Provider of Record.

The Storage and Handling Plan form must be updated and resubmitted annually to the VFC program and anytime there is a change to key VFC staff at the practice (provider of record, primary vaccine coordinator or back-up coordinator).

NYS VFC Enrollment Process

7. Prepare for an enrollment site visit

Obtain storage units and temperature monitoring devices



[Click here](#) for guidance on purchasing appropriate storage units



[Click here](#) for guidance on purchasing appropriate temperature monitoring devices



Each newly enrolling VFC provider will need to participate in a one-time enrollment site visit.

To prepare for an enrollment site visit, 4. providers must have equipment available that meets the acceptable standards of the VFC program. This includes standalone refrigerators and freezers capable of maintaining appropriate temperatures and calibrated, continuous temperature monitoring devices. A calibrated, continuous temperature monitoring device includes calibration testing performed by a laboratory that has been accredited by the International Laboratory Accreditation Corporation (ILAC) or against the International Standards Organization (ISO) 17025 standard.

Visit the links on this slide to learn more about required equipment. Refer to training #6 in this series for information on selecting an appropriate storage unit and training #8 for information on selecting temperature monitoring devices. New providers will be contacted by the VFC program to schedule an enrollment site visit prior to being able to order vaccine.

NYS VFC Enrollment Process

8. When to complete trainings:

- At initial enrollment
- Annually or anytime renewal paperwork is submitted
- After key staff changes



More information on required trainings is located in Training #2: *VFC Personnel and Training*



Providers of record, vaccine coordinators and their back-ups are required to complete specific trainings upon initial enrollment with the VFC program, annually when the practice submits their renewal paperwork and also anytime there is a change in key VFC staff (such as a change to the vaccine coordinator or back-up).

Confirmation of these trainings including the staff name and date, is listed in the Provider Profile Form and the Storage and Handling Plan.

Additional information on required trainings can be found in training #2 of this series..

Questions about enrollment?

NYSDOH Bureau of Immunization
Vaccines for Children (VFC) Program

1-800-543-7468 (1-800-KID-SHOT)

[Email: nyvfc@health.ny.gov](mailto:nyvfc@health.ny.gov)



Feel free to contact the NYS VFC Program with any questions at 1-800-543-7468 or 1-800-KID-SHOT or via email at nyvfc@health.ny.gov .

Resources

NYS Vaccines for Children (VFC) Program

NYS VFC Program Webpage

<http://www.health.ny.gov/vfc>

Job Aid for Estimating Patient Population

http://www.health.ny.gov/prevention/immunization/vaccines_for_children/docs/estimating_patient_population.pdf

Emergency Plan Template

http://www.health.ny.gov/prevention/immunization/vaccines_for_children/docs/emergency_storage_and_handling_plan.pdf

NYS Immunization Information System (NYSIIS)

Trainings

http://www.health.ny.gov/prevention/immunization/information_system/status.htm

Centers for Disease Control and Prevention (CDC)

VFC Program

<http://www.cdc.gov/features/vfcprogram/>

Advisory Committee On Immunization Practices (ACIP)

<http://www.cdc.gov/vaccines/acip>

Immunization Schedule

<https://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>

Immunization Action Coalition (IAC)

<http://www.immunize.org>

American Academy of Pediatrics (AAP)

<https://www.aap.org/immunization>



Here is a listing of available resources.

Additional Training for NYS VFC Providers

Next: NYS VFC Program Training Series #2: VFC Personnel and Training



There are a number of additional trainings available.

The next training in this series is #2, VFC Personnel and Training.