

## VFC/WyVIP Program Vaccine Coordinator Checklist

*(Required for Primary and Secondary Vaccine Coordinators)*

<b>Facility Name:</b>	<b>PIN:</b>
<b>Contact Name:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Alt. Phone:</b>

- Check the box that corresponds to your role.

Primary Coordinator    
  Secondary Coordinator    
  Other, title: \_\_\_\_\_

*By initialing below, you acknowledge understanding of the guidelines set forth by the Immunization Unit.*

	<b>Clinical/Quality &amp; Compliance</b>	
	For additional information on the statements below, please contact:	
	Diana Martin, R.N. 307-789-2665 <a href="mailto:diana.martin@wyo.gov">diana.martin@wyo.gov</a> <u>West Side of Wyoming</u> (Counties: Big Horn, Fremont, Hot Springs, Lincoln, Park, Sublette, Sweetwater, Teton, Uinta & -Washakie)	Val Koch, R.N. 307-777-8981 <a href="mailto:val.koch@wyo.gov">val.koch@wyo.gov</a> <u>East Side of Wyoming</u> (Counties: Albany, Campbell, Carbon, Converse, Crook, Goshen, Johnson, Laramie, Natrona, Niobrara, Platte, Sheridan & Weston)
<b>Initials</b>		
	I understand we are able to access online clinical immunization resources, including the “Epidemiology and Prevention of Vaccine-Preventable Diseases” (Pink Book) from the Clinical Services web page of the Immunization Unit available at <a href="http://www.health.wyo.gov/familyhealth/immunization/ClinicalServices.html">http://www.health.wyo.gov/familyhealth/immunization/ClinicalServices.html</a>	
	I understand we are responsible for complying with current immunization schedules, dosages, and contraindications that are established by the Advisory Committee on Immunization Practices (ACIP).	
	I understand any “cold chain” issues that occur once vaccines have been stored in our office, including out of range temperatures in storage units, must be reported immediately to the appropriate Clinical Quality and Compliance personnel.	
	I understand we are responsible for distributing and recording the most current Vaccine Information Statement (VIS) each time a vaccine is administered as required by the National Childhood Vaccine Injury Compensation Act (NCVICA).	
	I understand we must maintain records in accordance with NCVICA, which includes reporting clinically significant adverse events to the Vaccine Adverse Events Reporting System (VAERS) and the State VAERS Coordinator (Diana Martin).	
	I understand VAERS allows healthcare providers and other members of the public to report any suspected adverse events following vaccination. <a href="http://vaers.hhs.gov/esub/index">http://vaers.hhs.gov/esub/index</a>	
	I understand we must permit visits (schedule and unannounced) to our facility by authorized representatives of the Immunization Unit to review compliance with VFC/WyVIP program requirements, including vaccine storage and handling and record keeping practices.	
	I understand a current Vaccine Management Plan must be accessible in our office to assist other staff with vaccine storage and handling in the event the primary or secondary contact is unavailable.	
	I understand free clinical training is available to all our staff by contacting the Clinical Quality and Compliance Specialist for our region.	

<b>Initials</b>	<b>Vaccine Program</b> <b>For more information on the statements below, please contact:</b> <b>Jude Serrano, 307-777-2413, <a href="mailto:jude.serrano1@wyo.gov">jude.serrano1@wyo.gov</a></b>
	I understand participation in the VFC/WyVIP program is based on enrollment in the program and that a Provider Participation Agreement must be completed on an annual basis by the deadline established by the Immunization Unit.
	I understand that it is our responsibility to educate all staff who are responsible for recording temperatures or overseeing any other VFC/WyVIP duties. I also understand that it is our responsibility to review all training and education resources such as, but not limited to the VFC/WyVIP Provider Training Series, the Storage and Handling Toolkit, and the Guidebook for New Contacts.
	I understand that storage unit temperatures must be maintained between 2° and 8° Celsius for the refrigerator and between -15° and -50° Celsius for the freezer. I understand that we are responsible for recording temperatures twice daily on any vaccine storage units that hold publicly-provided vaccine. Temperatures must be recorded for every day except weekends and state holidays. I also understand that we are responsible for recording minimum and maximum temperatures if they are readily available. I also understand completed temperature logs must be submitted to the Immunization Unit between the 1 <sup>st</sup> and the 5 <sup>th</sup> of each month and that late submissions may result in vaccine order suspension and/or non-compliance.
	I understand that we must notify the Immunization Unit prior to our office moving to a new location. I understand that a storage unit must settle for at least 48 hours after it has been moved before putting vaccines back inside the storage unit(s). I also understand that if we obtain a new storage unit, the Immunization Unit must be contacted to approve the unit specifications and that we must submit no less than 7 days of twice-daily temperature logs before vaccines can be moved into the unit.
	I understand we are required to use an electronic Vaccine Order Management System (VOMS) and the Wyoming Immunization Registry (WyIR) to submit Doses Administered, Vaccine Inventory data, and Vaccine Orders no later than COB on the fifth of each month. If our office does not submit this data, we will not receive a vaccine order. I also understand we would need to access to a computer with internet capabilities to electronically submit data through VOMS.
	I understand all vaccine transfers between VFC/WyVIP providers must be submitted through VOMS and authorized by the Immunization Unit prior to the physical transfer of the vaccine. This process will ensure that the “cold chain” is maintained and that vaccine inventories are reported accurately.
	I understand all records related to childhood immunizations must be maintained for a minimum of three years. These records include, but are not limited to, patient screening forms, temperature logs, and any other reports or documents required by the Immunization Unit.
	I understand the Immunization Unit conducts an annual benchmarking process to identify the number of children considered eligible for the federal VFC program. I also understand we will be responsible for submitting the necessary paperwork to the Immunization Unit by the established deadline each year. If benchmarking results are not submitted by the deadline, vaccine orders will be suspended.
	I understand it is our responsibility to report any significant staff changes to the Immunization Unit within 2 weeks. Staff changes that must be reported include the addition/deletion of prescribing physicians or practitioners or staff identified as the Primary or Secondary Vaccine Coordinator.

	I understand the primary and secondary contacts are both responsible for understanding the requirements of the VFC/WyVIP program. In the event the primary contact is out of the office or unable to complete the requirements, the secondary contact is then responsible for ensuring compliance for our office.
	I understand any publicly-supplied vaccine that is wasted or exposed to out-of-range temperatures must be reported to the Immunization Unit immediately upon discovery. I understand that any publicly-supplied vaccine that has been wasted, and qualifies for return, should be returned to McKesson Specialty Distribution for the Federal Excise Tax Credit by following the Vaccine Return Process. All expired and wasted vaccine must also be reported in our WyIR inventory.
	I understand any vaccine that is expired, wasted, or spoiled, may need to be replaced at the expense of our office, per the guidelines in the Vaccine Replacement Policy.
	I understand all vaccines shipped to our office must be immediately received and stored appropriately in their original packaging. I also understand any vaccine that is suspected to be in non-viable condition must be reported to the Immunization Unit immediately upon discovery, no more than 2 hours from delivery.
	I understand we may not charge patients for the cost of any publicly-provided vaccines (i.e. VFC/WyVIP vaccines).
	I understand that we may impose a fee for the administration publicly-supplied pediatric vaccine that does not exceed the costs as determined by the Secretary and the Centers for Medicare & Medicaid Services (CMS) based on actual regional costs for such administration.  I also understand it is our responsibility to ensure our billing department is aware of this requirement.
	I understand we may not deny administration of any publicly-provided vaccine to an established VFC/WyVIP-eligible patient because the patient's parent/guardian/individual of record is unable to pay the vaccine administration fee. We also understand that although we may waive the vaccine administration fee, other visit or office fees may be charged as applicable.
	I understand the VFC program is federally-funded and provides vaccines for children, 18 years and younger, that are eligible for Medicaid, are American Indian/Alaska Native, or are uninsured, regardless of where they reside. I also understand that children who qualify as underinsured, according to the guidelines set forth by the VFC program, are considered VFC eligible if receiving the vaccine at a Federally Qualified Health Center (FQHC), Rural Health Clinic (RHC), or a deputized provider's office.
	I understand that the WyVIP program is a state-funded program that provides certain ACIP vaccines for children, 18 years and younger, who are not VFC eligible and live in the state of Wyoming.
	I understand that we must screen every patient, at every immunization encounter, and document their VFC-eligibility status. If we have an electronic health record system that does not allow for this type of documentation, we will institute a paper system for documenting VFC eligibility or will utilize the WyIR through direct data entry. I understand that we must be able to show our screening process and documentation during our site visit.
	I understand that the state-funded WyVIP program does not provide the following vaccines: meningococcal, hepatitis A, HPV, and influenza. I also understand these vaccines are still provided for VFC-eligible children.
	I understand we may withdraw from the VFC/WyVIP program at any time and that any unused vaccine provided to our office from the Immunization Unit will be transferred to another provider identified by the Immunization Unit. I also understand we will be responsible for the vaccine until it arrives safely in another provider's office.

	I understand the Immunization Unit may terminate the Provider Participation Agreement at any time due to failure to comply with VFC/WyVIP policy and requirements.
	I understand any intentional or unintentional violations of the vaccine ordering, distribution, and management policies could be considered fraud and/or abuse and could lead to further investigation and/or corrective action.
	I understand free, on-site or virtual training is available to vaccine contacts regarding vaccine program requirements.

	<b>Wyoming Immunization Registry (WyIR)</b> <b>For more information on the statements below, please contact:</b> <b>John Anderson 307-777-5773</b> <a href="mailto:john.anderson@wyo.gov">john.anderson@wyo.gov</a>
<b>Initials</b>	
	I understand WyIR users must enroll in the WyIR on an annual basis per the WyIR Enrollment Process ( <a href="http://www.health.wyo.gov/Media.aspx?mediaId=12613">http://www.health.wyo.gov/Media.aspx?mediaId=12613</a> ).
	I understand that Protected Health Information (PHI) should only be sent in a secure manner by using a secure email system (i.e., [gsecure]) or by sending the information to the WyIR Fax/Server (307-777-7996).
	I understand usernames and passwords should be kept confidential and that by not adhering to WyIR Policies and Procedures, access to the WyIR may be suspended and/or terminated.
	I understand that the WyIR administration should be notified within 24 hours when a user leaves our medical office or no longer needs access to the system via submission of the WyIR Remove User Form ( <a href="http://www.health.wyo.gov/Media.aspx?mediaId=12611">http://www.health.wyo.gov/Media.aspx?mediaId=12611</a> ).
	I understand free, on-site or virtual training is available to WyIR users to ensure that we are utilizing the WyIR and its functions optimally.

***By signing below, you acknowledge that you have been informed about the resources, policies, and procedures set forth by the Immunization Unit.***

\_\_\_\_\_  
Signature of Vaccine Coordinator

\_\_\_\_\_  
Date