

# Vaccines For Children Program New Vaccine Coordinator Orientation



WISCONSIN DEPARTMENT  
*of* HEALTH SERVICES

P-03130 (10/2021)

# Objectives

- ❑ Review Vaccines for Children (VFC) vaccine coordinator role and responsibilities
- ❑ Discuss the functionality of the Wisconsin Immunization Registry
- ❑ Discuss resources available to VFC coordinators

# Getting Started

# VFC Checklist

- ☐ Annual training
- ☐ VFC re-enrollment
- ☐ Influenza pre-book
- ☐ Updating VFC information
- ☐ Participation in VFC visits



# Annual Training

Required for primary and backup coordinators

Notifications are sent through e-mail.

If you are not on the VFC email list, please email **VFC@wi.gov** with your name and email address.

# VFC Re-Enrollment

Required annually of every VFC site

**WIR**  
Wisconsin  
Immunization  
Registry

Production Region 11.8.0

Maintenance

- manage physicians
- manage sites
- manage clinicians
- manage schools
- manage schedules

Inventory

- barcode reports
- manage inventory
- manage orders
- manage transfers
- shipping documents
- transaction summary
- trans summ status
- vaccine usage

Clients

- manage client
- enter new client
- find blood lead results

Immunizations

- manage immunizations

Reports

- reminder / recall
- check reminder status
- request callback
- assessment report
- check assessment
- benchmark report
- check benchmark
- ad hoc list report
- ad hoc count report
- ad hoc report status
- manage custom letters
- check gis status
- blood lead reports
- blood lead report status
- summary from tid
- provider report cards

Mass Vaccination

- enter new client (mv)
- add mass vaccination

Vfc

- vfc report

[home](#) | [manage access/account](#) | [forms](#) | [related links](#) | [logout](#) | [help desk](#) | [training](#)

organization **Division of Public Health** • user **Christie Larmie** • role **IR Administrator**

**Report Viewing Requirements**

 **Registry reports are best viewed with Adobe Acrobat Reader 5.0 or later.** Earlier versions of Adobe may work, but there will probably be formatting differences. If you do not have a qualifying version, click the Adobe image to the left to download the current version of Acrobat Reader. In addition, you may find helpful guidelines at the Adobe Support Site for configuring Acrobat Reader to work with your browser. Troubleshooting support information can be found at <http://www.adobe.com/support/reader/>.

**School Access Forms**

[School Renewal/Enrollment](#) This link will open the School Renewal/Enrollment page.

[Security & Confidentiality Form](#) This link will provide a school with the form that is required to be completed prior to gaining access to WIR for the current school year.

[User Agreement](#) This link will provide a school with the form that should be kept on file at the school. All users who will be utilizing WIR should sign this form.

**VFC Renewal and Registration Forms**

Welcome to the VFC Enrollment and Renewal Section. Before beginning the online enrollment or renewal process it's recommended that you have all the information necessary to complete the online submission. All enrollment data cannot be saved until the final 'Submit' button has been pressed. When you determine you have all the information to finish the registration or renewal process, please return and click on the link named: 'Begin Online VFC Registration or Renewal.'

[Begin Online VFC Registration or Renewal](#) This link will open the VFC Registration or Renewal page.

[VFC Registration and Renewal Instructions](#) This link will open VFC Registration Instructions in Adobe Acrobat.

**WBLR Security & Confidentiality Agreements**

[Organization Security & Confidentiality Agreement](#) This link will open the form that is required to be completed prior to gaining access to WBLR.

[User Security & Confidentiality Agreement](#) This link will open the form that should be kept on file at the provider location. All users who will be utilizing WBLR should sign this form.



# Influenza Pre-Book

Required annually (usually in January) of all VFC sites

Organization: WIR Physicians

VFC PIN/Site: 885522 / WIR Physicians

User: Jessica Bartsch

Site Phone: (777) 777-7777

Request Date: 01/11/2016

Request Type: FLU

Request Status: Not Submitted

Delivery Contact: Selene Freon

Delivery 313 Blettner Blvd

Address: PO Box 2659

MADISON, WI 53784

Prebook Window: 01/01/2016 to 02/03/2016 - Active

Submit Request

Cancel

If your prebook request is not submitted by the FLU Prebooking end date there is no guarantee that there will be FLU vaccine available for your clinic.

Note: Depending on availability of vaccine you may receive another presentation that is available. We will try our best to send you what you request. Please remember that vaccine is shipped as it becomes available from the CDC.

Enter New Prebook Request

# Doses	Vaccine	Trade Name	NDC Number	Unit	Manufacturer	Default Dose Size	Doses per Package
Quadrivalent Flu Vaccines							
10	Flu-Nasal Quadrivalent	FluMist Quadrivalent	66019-0303-10	Sprayer	Medimmune, Inc.	0.2 mL	10
<input type="checkbox"/>	Influenza Quadrivalent	FluLaval Quadrivalent	19515-0903-11	MDV	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	0.5 mL	10
0	Influenza Quadrivalent	Fluzone Quad	49281-0625-15	MDV	Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	0.5 mL	10
0	Influenza Quadrivalent, P-Free	Fluarix Quadrivalent, P-Free	58168-0905-52	Syringe	GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome)	0.5 mL	10



# Updating VFC Information and Contacts

Required to be updated every  
time there is a change to a VFC  
contact

**Step 1:** Submit “VFC  
Change of  
Information Form” to  
**VFC@wi.gov.**

**Step 2:** Update WIR.



## Participate in VFC Visits

- Compliance Visits
- Unannounced Visits
- Educational Visits
- IQIP Visit



# Vaccine Storage and Handling

# Storage and Handling Overview

- ❑ Vaccine storage units
- ❑ Storage setup
- ❑ Temperature monitoring
- ❑ Temperature excursion
- ❑ Vaccine transport

# Vaccine Storage Unit

[CDC Storage and Handling Toolkit](#)

Use purpose-built or pharmaceutical-grade units.

Household-grade units can be an acceptable alternative.

NEVER use a dorm-style unit to store vaccine.

## Storage Unit Setup

Plug-in directly to an outlet.

Label the outlet and circuit breaker.

Use a digital data logger (DDL) to monitor temperatures.

# Storage Unit Setup

## Vaccine Placement

Store in the original packaging

Separate private and public stock

Don't store vaccine:

- On a top shelf.
- On a bottom shelf.
- Under vents.
- In vegetable bins.

# Temperature Monitoring

## Digital Data Logger Requirements

Step 1: Check temperatures once a day (at a minimum) and record the minimum and maximum temperature.

Step 2: Download and review the temperature data weekly.

Step 3: Retain the records for **THREE** years.

# Temperature Excursion

Take immediate action

Protect the viability of vaccine.

Request a Determination Report.

Complete the Temperature Excursion Incident Report.

Take corrective action

# Temperature Excursion

Submit a [Temperature  
Excursion Incident  
Report](#) and  
manufacturer's  
determination report to  
**VFC@wi.gov**



# Vaccine Transport

Wisconsin Vaccine Transport  
Guidance

How to transport vaccines:

- Portable Unit
- Qualified Container
- Emergency System

# Vaccine Management

# Vaccine Management Overview

- ❑ Vaccine management plan
- ❑ Emergency management plan
- ❑ Inventory management
- ❑ Vaccine orders
- ❑ Vaccine returns
- ❑ Vaccine borrowing

# Vaccine Management Plan

All VFC providers MUST have a vaccine management plan.

1. Current coordinators
2. Storage and handling practices
3. Plan for when receiving vaccines
4. Emergency planning
5. Vaccine ordering
6. Inventory practices
7. Handling wastage/expired vaccine
8. Staff training

# Inventory Management

Managing VFC inventory in WIR

1. Vaccine ordering
2. Stock rotation
3. Ensures adequate supply
4. Vaccine waste



# Vaccine Orders

Best practices

Order VFC vaccine through WIR.

Best practice is to order for a 5 week supply.

Manage transfer for accepting VFC orders.







## Vaccine Returns

All VFC vaccines that expire or spoil must be returned.

**Step 1:** Fill out the VFC return form.

**Step 2:** Email the form to [VFC@wi.gov](mailto:VFC@wi.gov).

**Step 3:** A tracking number and label will be e-mailed to you.

# Vaccine Borrowing

VFC Borrowing Log

Borrowing should not become a routine practice.

Proper inventory practices should be implemented to prevent borrowing.

During influenza season, a clinic may receive their private influenza vaccine first. It would be acceptable to borrow until the VFC vaccine is received or vice versa. 31

# Vaccine Administration and Documentation

# Vaccine Administration and Documentation Overview

- ❑ VFC eligibility and screening
- ❑ Required documentation
- ❑ VIS and VAERS
- ❑ VFC billing
- ❑ Vaccine administration resources

## VFC Eligibility

Children through the age of 18

- American Indian or Alaska Native
- Enrolled in Medicaid
- No health insurance
- Underinsured (only available at FQHC, RHC, LHD or Tribal Health Centers)

# Required Documentation

Direct enter into WIR or EHR interface

- Client's information
- Client's VFC eligibility
- Name of the vaccine
- Lot number and manufacturer
- Date given
- Name and title of person who the administered the vaccine
- VIS publication date
- Date the VIS was provided
- Clinic's address

## VIS and VAERS

It is a requirement to distribute the current VIS **BEFORE** vaccine administration.

VFC providers are required to report all clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS).



## VFC Billing

Providers are not allowed to bill for the VFC vaccine itself, but may bill for a vaccine administration fee.

Providers should bill Medicaid

For Non-Medicaid eligible children the provider can bill a vaccine administration fee that does not exceed the administration fee cap of **\$20.83** per vaccine dose in Wisconsin.

## VFC Billing

### Medicaid as Secondary Insurance

The provider should choose the option that is most cost-effective for the family.

A child with Medicaid as secondary insurance should never be billed for a vaccine or an administration fee.

## VFC Billing

### Medicaid as Secondary Insurance

If a child has Medicaid as secondary insurance and the primary insurance is a high-deductible insurance plan requiring the parent to pay out of pocket for vaccines, the child should be considered VFC-eligible if the family has not yet reached its deductible.

## VFC Billing

American Indian or Alaskan Native  
with private insurance or Medicaid

If the patient has private insurance, the provider should choose the eligibility category that is most cost-effective for the child and family.

## VFC Billing

Healthcare Sharing Programs or  
Health Sharing Ministries

A health cost-sharing program is not considered health insurance in the state of Wisconsin. Therefore, age eligible children would be considered uninsured and thus eligible for VFC vaccines.

# Vaccine Administration Resources

[CDC Vaccine Administration  
Website](#)

## **Dosage, Route, and Site Guides:**

All Ages: Dose, Route, Site, and Needle Size

Adults: Dose, Route, Site, and Needle Size

Adults: Intramuscular and Subcutaneous

## **Simultaneous Administration:**

Giving all the Doses Under 12 Months

Giving All the Doses 12 Months and Older

Giving All the Doses: Adolescents

## **Vaccination Site Maps:**

Children

Adults

# Resources

# WI VFC Program Resources

- ❑ [WI VFC Resource Guide](#)
- ❑ [WI Vaccine Transport Requirements](#)
- ❑ [Temperature Excursion Reporting](#)
- ❑ [Request to Return Vaccine](#)
- ❑ [VFC Change of Information](#)
- ❑ [WIR Resources Page](#)

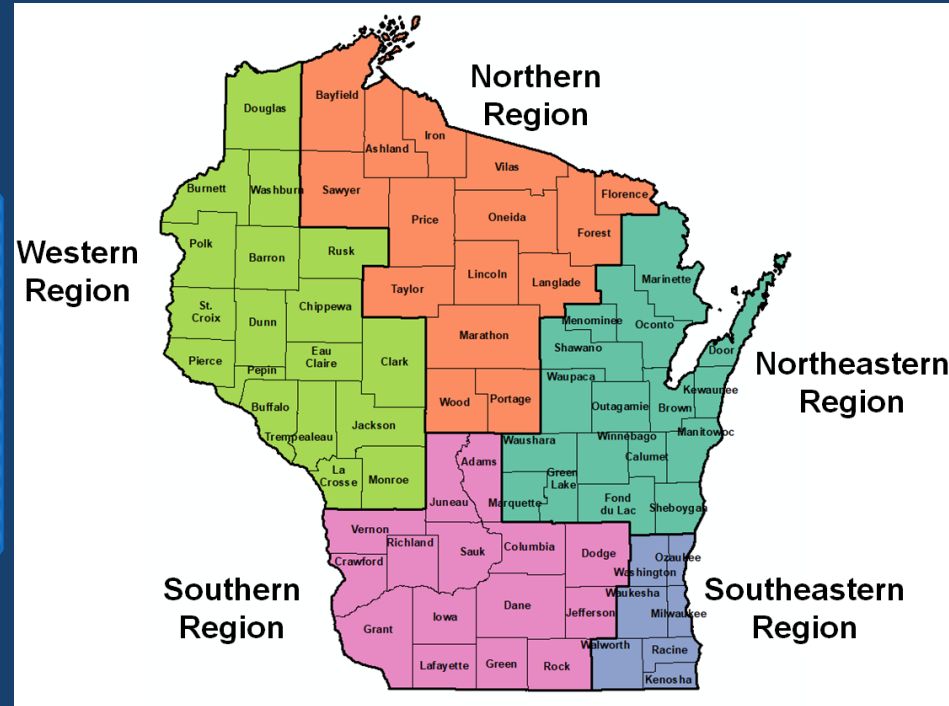


# Immunization Program Contacts

# Program Staff

- ❑ [Program Staff Contact Information](#)
- ❑ WIR Help Desk – DHSWIRHELP@wi.gov
- ❑ Main VFC email – VFC@wi.gov

# Regional Staff



**New Vaccine  
Coordinator  
Orientation Evaluation**

Evaluation Survey