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

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
Influenza Pre-Book

Required annually (usually in January) of all VFC sites
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

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.
Take immediate action

Temperature Excursion

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.

Step 3: A tracking number and label will be e-mailed to you.
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.
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 administered the vaccine
- VIS publication date
- Date the VIS was provided
- Clinic’s address
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.
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.
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.
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
New Vaccine Coordinator Orientation Evaluation

Evaluation Survey