

Colorado Immunization Manual

SECTION 17 Vaccines for Children Program



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SECTION 17

Vaccines for Children Program

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Participation in the Colorado Vaccines For Children Program: Program Introduction



January 2009

The Vaccines for Children (VFC) program is a federally funded and state-operated vaccine supply program that was created on July 15, 1994. It was implemented in Colorado for the public health clinics on October 1, 1994 and for physicians in private practice on October 1, 1995. The program is intended to help raise childhood immunization levels in the United States, especially among infants and young children. The program will supply, *at no cost to all public health care providers and to private health care providers who agree to participate*, federally purchased vaccine to be administered to children in certain groups. Approximately 60% of U.S. children may be expected to benefit from the VFC program.

The VFC program guarantees vaccine purchase and supply to all states, territories and the District of Columbia for use by participating providers. *These vaccines are given to eligible children without vaccine cost to the provider.* All routine childhood vaccines recommended by the Advisory Committee on Immunization Practices (ACIP) are available through this program.

- Why do we need the VFC Program?

The VFC program reduces cost as a barrier to vaccination and enables better access to health care.

Many children are not vaccinated because their parents either do not have health insurance, or their insurance doesn't cover the cost of vaccines. The risk of serious illness or even death from vaccine-preventable disease is far greater for these children. However, for the many children who qualify for the no-cost vaccines provided through the VFC program, this barrier to immunization is no longer a problem.

- Which patients are eligible?

Children, from birth through 18 years of age, who meet at least one of the following criteria:

- Medicaid eligible;
- Uninsured;
- American Indian or Alaskan Native, or;
- Underinsured-These patients can receive VFC vaccines at federally qualified health centers or rural health clinics.

- How can I enroll as a provider?

Enrolling in the VFC program is easy! Call the Colorado Department of Public Health and Environment Immunization program. Then...

1. Request a provider enrollment packet, which lists your state's requirements for participation.
2. Complete and return the enrollment form.
3. Return the Provider Profile form, as required, to ensure you receive the amount of vaccine needed for your office.



Frequently Asked Questions about the Vaccines for Children (VFC) Program

The following are questions frequently asked about the VFC Program. Please contact Deb Zambrano, RN, the VFC Clinical Coordinator at 866.530.1813 if you have questions or need additional information.

VFC Eligibility

Who is eligible to receive VFC vaccines?

- ◆ Medicaid eligible children 0 through 18 years of age
- ◆ Uninsured children 0 through 18 years of age
- ◆ American Indian/Alaskan Native children 0 through 18 years of age.

If an American Indian/Alaskan Native child has insurance that covers vaccines (full or partial) is the child still eligible to receive VFC vaccine?

- ◆ Yes. American Indian/Alaskan Native children are eligible to receive VFC vaccines regardless of insurance status.

Do I have to screen for VFC eligibility every time a child comes in to the office?

- ◆ Yes. VFC eligibility needs to be determined at every visit to the office, but only needs to be documented during the child's initial visit unless there is a change in status.

I thought underinsured children could also receive VFC vaccines? Is that correct?

- ◆ Yes. However underinsured children can only receive VFC vaccines at Federally Qualified Health Centers (FQHC's) or at Rural Health Clinics (RHC's).

How do you define "underinsured"?

The VFC program defines underinsured children as those 18 years and under whom:

- ◇ Have private insurance but the coverage does not include vaccines; or
- ◇ Have insurance that caps vaccine coverage at a certain amount-once that coverage amount is reached, these children are categorized as underinsured; or
- ◇ Have insurance that covers only selected vaccines (VFC-eligible for non-covered vaccines only).

How should providers bill administration fees for VFC vaccines administered to children who are covered by Medicaid and have another form of health coverage?

- ◆ Generally, providers are required to bill third parties before Medicaid will make payment (we refer to this as cost avoidance). However, there are a few exceptions to the cost avoidance rules. In the case of preventive pediatric services including EPSDT, if the Medicaid agency is billed, it is required to make payment and then seek reimbursement from the third party (CMS refers to this as pay & chase) - see 1902(a)(25)(E) of the Social Security Act. The Medicaid agency is to seek recovery as long as it is cost effective to do so, i.e., where the amount of reimbursement the State can reasonably expect to recover exceeds the cost of recovery (see 1902(a)(25)(B)). Since child immunizations fall under this exception, the provider has several options for billing the administration fee:

- ◇ The provider could bill the Medicaid agency first and Medicaid would be responsible for seeking reimbursement from the primary insurance the provider could bill the primary insurance.
- ◇ If the primary insurance is billed first and the insurance denies the claim, the provider could then bill the administration fee to Medicaid. The Medicaid agency should bypass their cost avoidance edit allowing the claim to be considered for payment.
- ◇ Also, if the third party payer pays less than the Medicaid amount, the provider can bill Medicaid for the balance up to the amount Medicaid pays.

Are children enrolled in the Colorado Child Health Plan Plus (CHP+) eligible to receive VFC vaccines?

- ◆ No. Children enrolled in the Colorado CHP+ program are considered to be fully insured and are not eligible to receive VFC vaccines.

Are children covered by the Colorado Indigent Care Program (CICP) eligible to receive VFC vaccines?

- ◆ Yes. The VFC Program considers these children to be uninsured.

Are children enrolled in a Medicaid managed care plan eligible to receive VFC vaccines?

- ◆ Yes. However, they must be in the plan because they are enrolled in Medicaid and *NOT* CHP+.

Can juveniles who are incarcerated and lose access to their health insurance be considered uninsured and receive VFC vaccines?

- ◆ Yes, an individual (under age 19) who loses access to benefits under his/her health insurance while incarcerated is considered uninsured for purposes of the VFC program.

How do I know if my clinic is a Federally Qualified Health Center (FQHC) or a Rural Health Clinic (RHC)?

- ◆ For FQHC verification contact: Janie Martinez of the Colorado Community Health Network (CCHN) at 303.861.5165, ext. 260;
- ◆ For RHC verification contact: Judy Hughs of the Health Facilities Division of the Colorado Department of Public Health and Environment at 303.692.2908.

Our clinic is located in a rural part of the state. Doesn't that automatically mean we have been designated as a RHC?

- ◆ Not necessarily. A clinic must meet several qualifications before being designated as a RHC. For more information contact Judy Hughs at 303.692.2908.

If a VFC-eligible child who is uninsured, American Indian/Alaskan Native, or underinsured (FQHC's and RHC's only) starts a vaccine series (such as hepatitis B or HPV vaccine) at age 18, can the series be completed using VFC vaccine after the child turns 19?

- ◆ No. Children are eligible to receive VFC vaccines only through age 18 regardless of the child's immunization status (series completed or series not-completed). They are *not* eligible once they turn age 19.

*I thought we could also give CDPHE supplied vaccines to **19 and 20 year old individuals enrolled in Medicaid**. Is that correct?*

- ◆ Yes. The CDPHE Immunization Program also supplies vaccines to 19 and 20 year olds enrolled in Medicaid. This is *not* VFC vaccine, but it may be ordered through the VFC Program.

Administration Fees

What can we charge for the VFC vaccines?

- ◆ Nothing. You *cannot* charge your patients for the cost of the VFC vaccines, since you received them from the VFC program at no cost. To do so is considered fraud and an abuse of the VFC Program.

Can we charge for administering VFC vaccines to our patients?

- ◆ Yes. You are allowed to charge an administration fee for giving VFC vaccines.
 - ◇ The maximum allowable charge for administering VFC vaccines to the uninsured, American Indian/Alaskan Native, or underinsured (FQHC's and RHC's only) is \$14.74 per dose of vaccine given.
 - ◇ The maximum allowable charge for administering VFC vaccines to Medicaid enrolled children is \$6.50 per dose of vaccine administered, and should be billed to Medicaid.
 - ◇ If you are a public health provider (County Nursing Service or local health department) the maximum allowable charge for administering VFC vaccines to Medicaid enrolled children is \$2.00 per dose.

We have been using VFC vaccines on fully insured patients in our office and then billing the insurance company for the cost of the vaccine and an administration fee. Is this OK?

- ◆ No. The national VFC Program and the Colorado VFC Program consider this to be fraud and abuse. This is punishable by law.

Vaccine Accountability

Our office is new to the VFC program, and I'm faxing in my first order. When can expect my vaccine?

- ◆ After your order is faxed to the VFC program, you should receive a return fax within 48 hours acknowledging receipt of your order.
- ◆ Contact Houston Hurlock at 303.692.2795 immediately, if you do not receive a return fax within 48 hours.
- ◆ Your order will then be processed, and you should expect to receive your shipment in three (3) weeks.

We have a bunch of VFC vaccine that has expired. In addition, we have some VFC vaccine that the vaccine manufacturer says was ruined because it was left out of the refrigerator for several weeks. Is it OK to throw away this vaccine?

- ◆ No. Please contact Nicole Ortiz at 303.692.2334 for instructions for returning this vaccine.

OOPS! We have 200 doses of Prevnar® that are going to expire next week. Is it OK to send these back to McKesson Specialty?

- ◆ No. If you have usable vaccine that is going to expire contact Deb Zambrano at 866.530.1813 x22 for instructions.
- ◆ Please notify Deb Zambrano at 866.530.1813 x22 at least 30 days prior to the expiration date of any VFC vaccines.

I received my VFC vaccine order and it's all messed up! I received vaccines that I did not order and am missing vaccines that I did order. Should I call McKesson Specialty directly?

- ◆ No. Contact Houston Hurlock at 303.692.2795 immediately.

Our practice recently moved and we have a new VFC contact person. Who should I notify about these changes?

- ◆ Please notify Houston Hurlock at 303.692.2795.

I ordered our VFC vaccine(s) two weeks ago, and still have not received them. We have a big clinic tomorrow and I am just about out of vaccine. Why the delay?

- ◆ Please allow three (3) weeks from the date of your order, for delivery of your VFC vaccines.
- ◆ Remember to keep a 60-90 day supply of VFC vaccines on hand and plan your clinics so that you don't run out of vaccine before your order arrives.

We have several boxes that we received vaccine in and they are starting to clutter our office. Is it OK to

return these boxes to you?

- ◆ No. You only need to keep one or two boxes on hand for returning vaccines (if necessary) to McKesson Specialty.
 - ◇ Call Nicole Ortiz at 303.692.2334 for complete instructions for returning shipping boxes, and/or vaccines.
 - ◇ Any extra boxes need to be returned to McKesson Specialty following the instructions on the box.
 - ◇ Close the box(es) so that the attached merchandise return label is visible on the top of the box. Seal the box and ship as instructed on the label.

We came back from a meeting to find our vaccine shipment sitting outside of the front door of the office, and when we opened the box, the temperature indicator was out of range. What should we do?

- ◆ McKesson Specialty Distribution has been alerted to some instances in which providers have found vaccine packages left out on their doorstep. *When providers have a FedEx signature release on file, it allows FedEx to drop off any FedEx package without a signature. CDC and McKesson cannot override the signature release on file for McKesson shipments.* You may want to consider canceling your signature release on file; however, such a cancellation will apply to **all** packages (vaccine and otherwise).
- ◆ Call Nicole Ortiz at 303.692.2334 for complete instructions for returning shipping boxes, and/or vaccines.

In the past, we always send our expired vaccine back to CDPHE; can we continue to do that?

- ◆ No, **all** expired or damaged vaccines must be sent back to McKesson Specialty Distribution. Please contact Nicole Ortiz at 303.692.2334 for specific instructions on returning and shipping expired/wasted vaccines.

Protocol for Participation in the Colorado Vaccine for Children Program:



January 2009

As a new provider in the VFC program, what do I need to know to get started?

Who is eligible to be vaccinated with VFC vaccines?

Persons eligible to be vaccinated with VFC Program-provided vaccines are those children 0 through 18 years of age whom:

1. Are Medicaid eligible; or
2. Are Uninsured; or
3. Are American Indian or Alaskan Native (as defined by the Indian Health Services Act).

In addition, "underinsured" children (those with insurance that does not pay for vaccines) may receive VFC vaccine at a Federally Qualified Health Center (FQHC) or Rural Health Clinic.

- **FQHC:** A center that provides health care to a medically under-served population may apply to the BPHC/HRSA for FQHC status. If the application is approved and the health center meets the Health Resources and Services Administration (HRSA) qualifications, FQHC status is conferred. FQHC's include community and migrant health centers, special health facilities such as those for the homeless and persons with AIDS that receive grants under the Public Health Service (PHS) Act, and "look-alikes" which meet the qualifications; but do not actually receive grant funds. *They also include health centers within public housing and Indian health centers.* There are about 1,400 designated FQHCs nationwide.
- **RHC:** The Rural Health Clinic program was established in 1977. Its two-fold purpose was to increase access to health care for rural under-served communities, and to expand the use of nurse practitioners (NPs), physician assistants (PAs), and certified nurse midwives (CNMs) in rural communities. To be eligible for certification as an RHC, a clinic must be located in a Health Professional Shortage Area, Medically Under-served Area, or a Governor-Designated Shortage Area. RHCs are required to be staffed by PAs, NPs, or CNMs at least half of the time the clinic is open. RHCs provide comprehensive family oriented primary health services to medically underserved and disadvantaged populations experiencing financial, geographical, or cultural barriers to care. There are about 800 RHCs nationwide.

NOTE: Because most private sector providers do not qualify to be an FQHC or RHC, they are **NOT** eligible to use VFC-vaccine to vaccinate children who have health insurance that does *not* cover vaccine costs.

How does a provider order vaccine through the VFC Program?

To order vaccine, providers will need to complete and submit (by mail or fax) a current VFC vaccine order form to the VFC Program office. *Do not mail and fax the same vaccine order* as this can result in the provider receiving a double order. The vaccine order does not need to be signed by a physician.

Notes:

1. Providers should not order vaccine more frequently than every month. *Routine orders submitted more frequently than monthly will not be accepted.* If vaccines are forgotten on the initial month's order, they will go on the next month's order.
2. Be sure to place orders with sufficient vaccine stock on hand to allow up to *three (3) weeks for delivery* but maintaining no more than a 60-90 day inventory.
3. It is recommended that providers keep copies of their VFC vaccine order requests.

How is the VFC vaccine delivered?

The VFC Program has contracted with McKesson Specialty in Tennessee to ship vaccine to providers Monday through Wednesday. The vaccine should arrive at provider offices between Tuesday and Thursday.

Notes:

1. To reduce the chance that vaccine will arrive at provider's offices on days when the providers cannot receive it, providers should specify on their New Provider Enrollment Forms the day(s) their offices are closed.
2. ***Providers must notify the VFC Program if they change the day(s) their offices are closed or change their delivery address.***
3. Providers should call the VFC Program office immediately at 303-692-2795 (Houston) or 303-692-2334 (Nicole) if there are any discrepancies with their vaccine orders.
4. Providers with vaccine that will not be used before it expires should contact the VFC program so that the vaccine can be redistributed. The program should be contacted *at least three months* before the vaccine expires.
5. **NOTE:** Varicella vaccine is shipped to the provider directly from Merck.

What are the requirements for screening patients for VFC eligibility?

Providers must screen each child who receives VFC vaccine for eligibility for the VFC Program. Screening of the child must occur at every visit, but only needs to be documented at the initial screening and updated as necessary. Verification of responses is not required. Providers may use either of the following tools to screen children for VFC eligibility.

1. VFC Eligibility Screening combined with the Vaccine Administration Record (See section 5)
Note: Since the VFC Program is not able to supply this form in bulk to providers, providers are free to reproduce this form.
2. Other Methods:
 - a) A provider may incorporate the screening questions *including the question regarding American Indian/Alaskan Native descent* (and the responses to the questions) from the eligibility Screening Form into any patient record he or she already uses in his or her office.
 - b) Since no signature is required, the eligibility screening information may be stored in an automated record rather than in hard copy e.g., local registry.

Providers should not submit these forms to the VFC Program. However, providers *must* retain the record of screening for each VFC-eligible child for at least three (3) years. The record also must be easily retrievable. (Retention of the Eligibility Screening Forms for children not eligible for the VFC Program is optional.)

What vaccine-associated fees may a provider charge the family?

VFC vaccine is supplied to enrolled providers through CDPHE at no cost. Therefore, providers may not charge for the cost of these vaccines. However, an administration, record keeping, and tracking (ART) fee, which is established by the Colorado State Board of Health and described below, can be charged for each immunization *administered* as long as the immunization is not denied because the fee cannot be paid.

1. **Private Practitioners:** The ART fee that private practitioners may charge the Medicaid program for the administration of VFC vaccines to a Medicaid-enrolled infant or child shall be a maximum of **\$6.50 per dose vaccine**. For non-Medicaid, VFC-eligible children, the provider can request that the family pay an administration fee, or some portion thereof, not to exceed \$14.74 per immunization.
2. **Public Health Agencies:** For vaccine administered to *Medicaid-enrolled infants and children*, a public health agency may charge the Medicaid program \$6.50 per vaccine administered for the ART fee.
3. **Public Health Agencies:** For vaccine administered to *non-Medicaid-enrolled infants and children*, a public health agency can request that the family pay an administration fee, or some portion thereof, not to exceed \$14.74 per immunization.
4. **Providers cannot refuse to administer a VFC vaccine to a VFC-eligible child in their practice simply because the parent cannot pay the administration fee.** *However*, if the vaccine is provided in conjunction with other services, an office visit charge may be applied.

Other information that will be useful:

What is the Colorado Infant Immunization Program and how is it different from the VFC Program?

The Colorado Department of Public Health & Environment (CDPHE) also furnishes vaccines for children to medical providers at no cost through the Colorado Infant Immunization Program (IIP). The Colorado IIP furnishes vaccines to the provider for **Medicaid (EPSDT) - enrolled clients who are 19 through 20 years of age**. Providers, who are enrolled in the VFC program, automatically qualify to receive IIP vaccine for their Medicaid-enrolled patients who are 19 through 20 years of age needing to be vaccinated. Separate enrollment for the IIP is not necessary.

Notes:

1. Vaccine usage is monitored by comparing the number of doses billed to Medicaid with the number of vaccine doses shipped to providers. Only doses billed to and paid for by the Medicaid program are recognized. It is important that providers use accurate procedure codes to bill Medicaid for vaccine doses as soon as possible after the vaccine is administered.
2. It is not necessary for providers to store IIP and VFC provided vaccines separately, or to submit separate vaccine orders to the IIP and VFC program. Accounting of vaccines between the two programs is performed through the Medicaid billing process. It is important that providers use accurate procedure codes to bill Medicaid for vaccine doses as soon as possible after the vaccine is administered. Auditing for the IIP by the CDPHE has shown a significant incidence of billing errors. Therefore,

accurate coding is important.

What is benchmarking and when do I need to be prepared for it?

Since its inception, the Colorado VFC Program in 1994, has asked enrolled providers to complete the annual Provider Enrollment Form, Physician Signature Form, and Provider Profile Form, *estimating* the total number of children to be immunized in each successive 12 month period. In 1998, the Centers for Disease Control and Prevention (CDC) began requiring the annual Provider Profile be based on *actual* recorded data. Since that time, the Colorado VFC program has chosen the benchmarking method to record the actual number of children vaccinated at each enrolled site. ***ALL currently enrolled providers must complete the benchmarking packet each April to maintain enrollment in the VFC program. The benchmarking packet comes to your office by registered mail, addressed to the VFC contact listed on the Provider Enrollment Form.***

New Provider Enrollment Form



1. VFC Pin #: _____ Medicaid # _____
2. Clinic Name: _____
3. Provider's Name: _____
 Last First MI
 Title
4. Shipping Contact: _____
 Last First MI
5. Shipping Address: _____
 Street (No P.O. Boxes)
 City State County Zip Code
6. Mailing Contact: _____
 Last First MI
7. Mailing Address: _____
 Street
 City State County Zip Code
8. Days and Times Vaccine May be Delivered: _____

9. Contact's E-mail Address: _____
10. Contact's Telephone Number: (____) _____ - _____ Extension: _____
11. Contact's Fax Number: (____) _____ - _____
12. Type of Facility:
 - A. Public Health Department
 - B. Public Hospital
 - C. Private Practice (individual or group)
 - D. Private Hospital
 - E. Federally Qualified Health Center (FQHC)*
 - F. Rural Health Clinic**
 - G. Other Public Facility _____
 - H. Other Private Facility _____

* FQHC - A center that provides health care to a medically underserved population may apply to the BPHC/HRSA for FQHC status. If the application is approved and the health center meets HRSA qualifications, FQHC status is conferred. FQHCs include community and migrant health centers, special health facilities such as those for the homeless and persons with AIDS that receive grants under the PHS Act, and "look-alikes" which meet the qualifications; but do not actually receive grant funds. They also include health centers within public housing and Indian health centers. There are about 1,400 designated FQHCs nationwide.

** RHC - The RHC program was established in 1977. Its two-fold purpose is to increase access to health care for rural underserved communities, and to expand the use of nurse practitioners (NP's), physician assistants (PA's) and certified nurse midwives (CNMs) in rural communities. To be eligible for certification as an RHC, a clinic must be located in a Health Professional Shortage Area, Medically Underserved Area, or a Governor - Designated Shortage Area. RHCs are required to be staffed by Physician Assistants, Nurse Practitioners, or Certified Nurse Midwives at least half of the time the clinic is open. RHCs provide comprehensive family-oriented primary health services to medically underserved and disadvantaged populations experiencing financial, geographical, or cultural barriers to care. There are about 800 RHCs nationwide.

To participate in the Vaccines for Children (VFC) program and receive federally procured vaccines provided to my clinic at no cost, I agree to the following conditions, on behalf of myself and all the practitioners, nurses and others associated with this

medical office, group practice, managed care organization, community/migrant/rural clinic, health department, or other health delivery facility of which I am the physician-in-chief.

1. I will screen patients and administer VFC program-purchased vaccine only to a child (≤ 18 years of age) who qualifies under one or more of the following categories:
 - a) Is an American Indian or Alaskan Native;
 - b) Is on Medicaid (or qualified through a state Medicaid waiver);
 - c) Has no health insurance; or
 - d) Has health insurance that does not pay for the vaccine (only applicable to FQHC or RHC).
2. I will:
 - Screen all patients 0 through 18 years of age for VFC eligibility.
 - Document the VFC status on the first visit and when VFC eligibility changes. If I participate in the Colorado Immunization Information System (CIIS), I will record the VFC eligibility in CIIS.
 - Retain such information for a period of 3 years following the date the vaccine was administered. Release of such records will be bound by the privacy protection of the federal Medicaid law. If requested, I will make such records available to the State or the Department of Health and Human Services (DHHS).
3. I will administer VFC vaccines in accordance with the harmonized schedule of the Advisory Committee on Immunization Practices (ACIP).
4. I will comply with the appropriate immunization schedule, dosage, and contraindications, that are established by the ACIP, unless in my judgment, and in accordance with accepted medical practice, I deem such compliance to be medically inappropriate.
5. I will distribute current Vaccine Information Statements and maintain records in accordance with the National Childhood Vaccine Injury Act. Φ
6. I will not impose a charge for the cost of the vaccine. Φ
7. I will not impose a charge for the administration of the vaccine that is higher than the maximum fee established by the State.
8. I will not deny administration of a federally procured vaccine to a child because the child's parent/guardian/individual of record is unable to pay the administration fee. Φ
9. I will comply with the Colorado Department of Public Health and Environment (CDPHE) Immunization Program's requirements for ordering vaccine. Φ
10. I will comply with the Centers for Disease Control and Prevention's (CDC) *Recommendations for Handling and Storage of Vaccines*. I will keep temperature monitoring devices in all refrigerators and freezers that store vaccine and record temperatures twice daily on the temperature monitoring log provided by the CDPHE Immunization Program.
11. In the event that vaccines obtained through the CDPHE Immunization Program are wasted due to gross negligence and/or improper vaccine storage and handling practices, I will reimburse CDPHE for the replacement cost of vaccines wasted.
12. I will permit visits to my facility by authorized representatives of CDPHE to review my compliance with VFC Program requirements including vaccine storage and record-keeping.
13. I will permit an authorized representative of CDPHE to perform a CoCASA assessment to determine my immunization coverage levels. If I participate in the Colorado Immunization Information System (CIIS) I authorize CDPHE to use CIIS to determine my immunization coverage levels.
14. I will ensure a Vaccine Disaster Recovery Plan is written, posted, and read by current and new staff and updated as staff change.
15. I will notify the CDPHE Immunization Program within ten days of a change of the provider shipping and mailing address or key medical partner whom has signed this agreement.
16. I will provide the patient (parent/guardian) with a personal immunization record (which can be a copy printed from CIIS) or update his/her existing personal record. (Yellow Immunization Cards are provided free of charge by CDPHE).

17. I will participate in a one month Benchmarking project yearly and adhere to CDPHE requirements for returning benchmarking forms. Information from the CIIS can be used to complete the benchmarking report.
18. I will use a certified calibrated thermometer in the freezer and refrigerator used to store VFC vaccines.
19. I will notify the CDPHE Immunization Program as soon as possible, preferably three months before the expiration date, if it appears that any vaccine will not be used prior to its expiration.
20. I understand I am responsible for returning all publicly purchased vaccines that are spoiled or expired (including partial vials) to the CDPHE Immunization Program along with the completed "Vaccine Return Form".
21. The State may terminate this agreement at any time for failure to comply with these requirements or I may terminate this agreement at any time for personal reasons. Φ

Note: * The ACIP Schedule is compatible with the AAP recommendations.

Φ If a provider receives vaccine purchased under a federal contract, but is not enrolled in the VFC program, the provider is only required to agree with these instructions.

Physician Representing Clinic **Physician Representing Clinic** **Date**
(Signature) *(Please Print)*

Medicaid Provider Number: _____ Medical License Number: _____

Instructions: You must use this form to list all health care providers at your facility with prescription writing privileges who will administer VFC Program-provided vaccines. (You may use additional copies of this form to list additional providers.)

Note: It is not necessary to include the names of all staff who may administer VFC vaccine, but rather only those who possess a medical license or are authorized to write prescriptions. Please do not list LPN's, MA's, RN's, etc.

LAST NAME, FIRST, MI	MEDICAID PROVIDER NUMBER	MEDICAL LICENSE NUMBER	TITLE (e.g., MD, DO, NP, PA- Provider must have prescrip- tion writing privileges	SPECIALITY (e.g. Peds, Family Med, GP Other [Specify]
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

This record is to be submitted to and kept on file at the Colorado Department of Public Health and Environment and must be updated in accordance with State policy. Please keep a duplicate copy of these forms in your clinic.

Colorado Department of Public Health & Environment
VFC Program-Immunization Branch
PSD-IMM-A4, 4300 Cherry Creek Drive South
Denver, CO. 80246-1530
Phone: 303-692-2334
Fax: 303-691-6118

SAMPLE



New Provider Profile Form

Note: The following information must be based on data and not estimates. Please document the data source for this information in the boxes provided.

Part A. For the 12 month period beginning ___/___/___ project the number of children who will receive vaccinations at your health facility, by age group.

Table with 4 columns: < 1 Year old, 1-6 Years, 7-18 Years, Total. Rows for data entry labeled a, b, c, d.

Part B. Of the total number for each age group entered above, how many children are expected to be VFC eligible, by category.

Table with 5 columns: Category, <1 Year old, 1-6 Years, 7-18 Years, Total. Categories include Medicaid, No Health Insurance, American Indian/Alaskan Native, Underinsured, and Total.

*Underinsured children are only eligible through the VFC Program if vaccinated at a FQHC or RHC. Only complete this row if item 12e or 12f has been checked.

Type of data used to determine profile: (Check One)

- Checkboxes for A. Benchmarking, B. Medicaid Claims Data, C. Provider Enrollment Data, D. Registry Data, E. Vaccine Replacement Data, F. Doses Administered Data, G. Prior Ordering Data, H. Other (Specify)

SAMPLE

Benchmarking Summary Report (Form #1) - April 2005*



VFC PIN _____ and/or Facility Name: _____ Stop Date: _____
 Person Completing Report: (Please Print) _____ Phone Number () _____

	AGE OF CHILD		
	Less than 1 year	1 year through 6 years	7 years through 18 years
Total Number of Children Who Received Immunizations			
Medicaid Total Number of Children Receiving Immunizations Who are Medicaid Eligible by Each Age Category.			
No Insurance Total Number of Children Receiving Immunizations Who Have NO Insurance for Each Age Category.			
American Indian or Alaskan Native			
Total Number Receiving Immunizations for Each Age Category.			
Underinsured Total number of children receiving immunizations who have insurance that does not cover vaccines. Only complete if Designated FQHC, RHC, Health Department, or Nursing Service.			
Insured This includes children whose insurance covers vaccines			
CHP+ Total number of children receiving vaccines who are enrolled in the Child Health Plan Plus			

SAMPLE FORM

***Return this benchmarking record and your re-enrollment forms to CDPHE in the enclosed pre-addressed envelope. Please DO NOT return your benchmarking worksheets.**

Program Resources Available to Help Keep You and Your Staff Current on Immunization and VFC Program Information

Vaccines For Children Program Overview: Everything you wanted to know about the VFC program but were afraid to ask

This is a one-hour Power Point presentation delivered by several staff members of the Colorado VFC program, usually over breakfast or lunch. It is designed to provide an informational update on VFC program requirements while allowing our VFC program staff members the opportunity to meet all of you, putting a face to a voice, who deliver the VFC vaccines to Colorado's children. This program has proven to be very useful in providing information to various VFC-enrolled practices throughout the state and is a good way of either refreshing long-term staff members or orienting new staff members on the VFC program and participation requirements.

Getting to know the VFC program: Know it so you don't blow it!

This is a two-hour fun and interactive training specialized for medical assistants in clinical settings where they are involved with some or all aspects of vaccine management. The informative training is divided into two parts: Part one provides an overview of the Colorado VFC program requirements; Part two, which is fun and interactive, allows participants the opportunity to demonstrate their understanding of the requirements. Upon completion of the training attendees are able to identify who is eligible to receive VFC vaccines, list approved fees for administering VFC vaccines, explain the process for disposing of expired or wasted VFC vaccines, describe VFC vaccine eligibility screening and documentation requirements, and list three critical vaccine storage requirements. Certificates are awarded to participants who successfully demonstrate an understanding of the VFC program requirements. Generally, this training is held in the evening and dinner is provided.

Module Training

The Colorado Immunization Program has developed separate in-service training modules that target the various immunization delivery issues health care providers are faced with daily. These training modules are presented in Power Point by Colorado Immunization Program staff members and are appropriate for the following audiences: private and public health care providers, school personnel, medical assistants, nurses, mid-level providers and physicians. The different modules vary in presentation length (e.g. 15 minutes to 50 minutes) and cover immunization topics spanning from an understanding of vaccines and the diseases they prevent to what you and your staff are required by law to document when administering vaccines. Some modules even provide hands-on training! Several different modules can be combined to meet not only the specific information or training your staff requests but they can also be designed to meet the time limitations you may be restricted by.

Vaccine Shipment Informational Inserts

One page informational inserts titled, “*Keeping You Up-To-Date*”, are developed by Colorado VFC program staff to be sent to providers with their vaccine order shipments. These inserts are meant as an easy and quick read to keep you informed on current topics. Generally, the topic is identified as a result of the VFC program receiving frequently asked questions from providers around the state or we identify the topic of interest when making site visits to VFC-enrolled provider offices. It’s a great tool to keep you informed. A sample issue is included in this section.

Colorado Immunization Manual

The Colorado Immunization Manual: State guidelines for immunization screening, administration, documentation, reporting and resources is an excellent tool to aid in your clinical practice. Representatives from the Colorado Chapter of the American Academy of Pediatrics, the Colorado Nurses Association, the Colorado Academy of Family Physicians and the Colorado Society of Osteopathic Medicine serve on the manual Advisory committee, providing guidance on the recommendations during the manual review and update process as well as their endorsement of this resource manual. This manual is available upon request from the CDPHE, Immunization Program and it can also be accessed from the CDPHE, Immunization Program website.

Colorado Immunization Program Website

By accessing the Colorado Immunization Program website at <http://www.cdphe.state.co.us/dc/Immunization/index.html> you will be able to find information on current immunization issues, available trainings, school immunization requirements, memos recently sent out by the program, recommendations on newly released immunizations, the Colorado Immunization Manual, VFC program information, printable forms and documents, and links to sites providing you current Vaccine Information Statements, listings of local sites that provide general and travel immunizations, and much, much more. Visit the web site and see what information is available to you at your fingertips!

Colorado Immunization Manual

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SECTION-PAGE: 17-22

SUBJECT: PATIENT ELIGIBILITY SCREENING RECORD

Patient Eligibility Screening Record Vaccines for Children Program

1. Date Screened: / /
M M D D Y Y Y Y
2. Child's Name: _____
Last Name First MI
3. Child's Date of Birth: / /
M M D D Y Y Y Y
4. Parent/Guardian/Individual of Record: _____
Last Name First MI
5. This child qualifies for immunization through the VFC program because he/she (check only one box):
 - a) Is enrolled in Medicaid or
 - b) Does not have health insurance or
 - c) Is an American Indian or Alaskan Native or
 - d) Is underinsured (has health insurance that does not pay for vaccinations)*
6. Is your facility a federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC)? Yes No
7. Provider of Record: _____
Last Name First

A record of all children 18 years of age or younger who receive VFC program vaccines must be kept in the health care provider's office. The record may be completed by the parent, guardian, individual of record, or by the health care provider. This same record will satisfy the requirements for all subsequent vaccinations, as long as the child's eligibility status has not changed. While verification of parent's responses is not required, it is necessary to retain this or a similar record for each VFC eligible child receiving vaccine.

* Underinsured children are only eligible through the VFC program if vaccinated at a FQHC or RHC. The referral of children to other providers for vaccinations is not encouraged.



CHANGE OF INFORMATION FORM

VFC PIN: _____ Date: _____

Facility Name: _____

Contact: _____

Phone Number: _____

NEW INFORMATION

Facility Name: _____

Address Change: _____

Primary Contact Name: _____

Phone Number: _____ Fax Number: _____

Hours of Operation: _____

Other Information:

Request for Additional Training:

Please describe reason for changes:

Please be aware all changes must be approved by the Colorado VFC Program

FOR STAFF USE

Approval date: _____ Updated in system: _____