



## VFC Provider Requirements at a Glance

Requirement	Summary	2017 Kaiser Replacement Model Modifications to Standard VFC Policies	Resources/Job Aide
Designate Key Staff	<p>Practices must designate key program staff responsible for submitting monthly inventory counts, placing orders, ensuring storage and handling requirements and guidelines are met, responding to requests from VFC Program and etc.</p> <p><b>Primary Contact:</b> Primary Vaccine Coordinator <b>Secondary:</b> Backup to fill in when the Primary Vaccine Coordinator is out for planned absences or in the case of an emergency <b>Medical Director:</b> Responsible for the clinic's overall compliance with VFC Program requirements. Must be a licensed Medical Doctor or Doctor of Osteopathy. This person is usually the clinic's physician-in-chief or medical director. <i>For Medical Group Enrollees Only</i> <b>Clinical Manager:</b> For groups such as WellStar, North Georgia Pediatric Group and Kaiser locations, this is an on-site staff member designated</p>	<p>New: Points of contact will be required for overall oversight of provider requirements.</p> <p>Designated: Ianthia Smith, PA-C Director of Pediatric HEDIS and Quality Kaiser Permanente Georgia <a href="mailto:Ianthia.Smith@kp.org">Ianthia.Smith@kp.org</a> Office 404-812-6575 Cell: 678-372-9504 Fax: 404-364-4973</p>	<p>➤ <a href="#">VFC Information Change Form</a></p>
Storage and Handling	<p>Practices must meet requirements for vaccine storage units. <b>Storage Units:</b> Pharmaceutical or purpose built units are preferred however, stand-alone or commercial units are also allowed.</p>		<p>➤ <a href="#">Routine and Emergency Vaccine Handling Plan</a></p> <p>➤ <a href="#">AAP Storage and Handling Series: Data Loggers and Vaccine Monitoring</a></p> <p>➤ <a href="#">Vaccine Incident Report</a></p>

	<p><b>Frozen Vaccine Storage:</b> Frozen vaccines must be stored in a stand-alone unit and cannot be stored in the freezer section of a household unit.</p> <p><b>Thermometers:</b> Providers enrolling as of January 1, 2017 will be required to purchase digital data loggers for the refrigerator, freezer and one to serve as a backup in the event that a primary thermometer malfunctions or needs to be sent out for recalibration.</p> <p>Routine and Emergency Vaccine Handling Plan: Each practice is required to complete a plan to be used as a guide for day to day vaccine storage and handling as well as what to do in an emergency. This plan should be reviewed with front desk staff who may receive a shipment, back office staff who may verify the contents of the shipment and staff responsible for storing the vaccines and through administration of the vaccines. This plan should be reviewed frequently to be sure it is up to date.</p> <p>Data Logger Requirement for existing providers: Existing providers are required to purchase digital data loggers for their storage units and at least one backup thermometer by no later than January 1, 2018.</p>		➤ <a href="#">CDC Storage and Handling Toolkit</a>
Provider Agreement	The Medical Director bears responsibility for 16 points outlined in agreement. Contact VFC when designated staff leave so that new staff can be trained and vaccine viability is protected.	Medical Director for Kaiser: Dr. Catherine Dragstedt License #032376	➤ <a href="#">VFC Provider Agreement</a>
Accountability	Eligibility Screening: Short Dated Vaccine Policy: Return Policy:		➤ <a href="#">Short Dated Vaccine Policy</a> ➤ <a href="#">Vaccine Return Protocol</a> ➤ <a href="#">Eligibility Screening Record</a>
Loss Policy			➤ <a href="#">Loss Policy</a>
Fraud and Abuse	Providers must operate in a manner intended to avoid fraud and abuse, adhering to proper billing		➤ <a href="#">Fraud and Abuse Policy</a>

	<p>practices for vaccine administration fees, never billing for the cost of VFC vaccine or billing in excess of the established regional fees, and administering VFC supplied vaccine ONLY to eligible populations. VFC doses received from the VFC Program must be fully accounted with each order; and managed according to program requirements.</p> <p><b>Fraud</b> is an intentional deception or misrepresentation made by a person with the knowledge that deception could result in some unauthorized benefit to himself or other person.</p> <p><b>Abuse</b> is a provider practice inconsistent with sound fiscal, business, or medical practice which results in unnecessary costs to the Medicaid program.</p> <p>Hotline:</p>		
Eligibility and Screening	<p>Follow VFC Program requirements for patient eligibility screening and documentation, including:</p> <ul style="list-style-type: none"> <li>- SCREEN PATIENTS FOR AGE ELIGIBILITY</li> <li>- Screen all patients 0-18 years of age, for VFC eligibility prior to vaccine administration at every visit</li> <li>- Complete each section of VFC's Eligibility Screening Record</li> <li>- Do not deny a VFC-eligible patient because they/their parent is unable to pay the administration fee.</li> <li>- Give state supplied vaccine supply only to patients who screened as VFC eligible based on age and eligibility criteria.</li> </ul>		➤ <a href="#">Patient Eligibility Screening Record</a>
Administration Fee for VFC Supplied Vaccines	<p>Charge no more than the federal vaccine administration fee cap for the state of Georgia.</p> <p>Maximum charge: \$21.93</p>		➤ <a href="#">VFC Provider Agreement</a>
Annual Recertification and Training	<p>VFC providers are required to annual complete the following forms:</p> <p>(1) Provider Agreement</p>		Policies will be updated annually as needed and will be posted on the GRITS homepage.

	<p>(2) Provider Profile</p> <p>(3) Complete annual training requirements</p> <p>Forms are collected annually to ensure that current demographic information is updated in VFC's vaccine management database VTrckS and in GRITS. Providers who fail to complete the annual recertification process within the given deadline will be terminated and remaining vaccine inventory will be removed from the site.</p>		
Monthly Reporting and Ordering	<p>Designated staff must complete the GRITS Manage Orders Online Training</p> <p>Monthly inventory counts:</p> <p>Review and Approve Report:</p> <p>Follow up on Reporting Errors:</p>		<p>➤ <a href="#">Manage Orders Online Training</a></p>
Receiving and storing shipments	<p>Front desk staff must be award of protocols for receiving vaccine shipments:</p> <p>Accept transfers in GRITS: VFC staff will enter your initial order which must be manually added to your GRITS inventory counts. Orders placed in GRITS can be electronically added to your inventory via the manage transfers menu option in GRITS. Once the order arrives:</p> <ol style="list-style-type: none"> <li>(1) Check contents of carton against the packing slip and the number of doses and lot number listed on the transfer screen.</li> <li>(2) If orders match, accept transfer to update your inventory counts.</li> <li>(3) If there is a discrepancy between what GRITS says you receive and what you actually received, then call VFC immediately for instructions on how to proceed.</li> </ol>	<p>Each enrolled Kaiser site must designate staff who will be responsible for the following:</p> <ol style="list-style-type: none"> <li>(1) Complete the annual You Call the Shots Storage and Handling Module</li> <li>(2) Complete the You Call the Shots Vaccines for Children Module</li> <li>(3) Create and maintain a Routine and Emergency Vaccine Handling Plan for each site.</li> </ol>	<p>➤ <a href="#">Routine and Emergency Vaccine Handling Plan</a></p> <p>➤ <a href="#">Unit set up for refrigerator and freezer</a></p> <p>➤ <a href="#">Monthly Care of Vaccine Storage Units</a></p> <p>➤ <a href="#">Safe Guard Power Supply</a></p> <p>➤ <a href="#">Storage Best Practices Refrigerator</a></p> <p>➤ <a href="#">Storage Best Practices Freezer</a></p> <p>➤ <a href="#">Temperature Logs</a></p>
Inventory Management	<p>Vaccine Transfers: VFC enrolled providers must receive permission to transfer vaccines which will only be allowed for (1) short dated vaccines that</p>	<p>Insert the blurb from the policy regarding Kaiser's process for reporting inventory here</p>	<p>➤ <a href="#">Vaccine Management Contact List</a></p> <p>➤ <a href="#">VFC Accountability Policy</a></p>

	<p>cannot be used prior to the expiration date (2) vaccine overstock: vaccine delivery is more than ordered and exceeds capacity of the storage units, (3) when an office is closing and vaccines need to be moved to another VFC location by IRC staff, (4) any additional requests must be reviewed and approved by VFC.</p> <p>Managing Inventory stock: Vaccine inventory should be</p>		<p>➤ <a href="#">Vaccine Loss Policy</a></p> <p>➤ <a href="#">Short Dated Vaccine Policy</a></p>
Vaccine Returns	<p>Vaccine Returns: Expired and or spoiled vaccine must be returned to McKesson per VFC's Vaccine Return Protocol.</p> <p><b>What should not be included in the return?</b></p> <ul style="list-style-type: none"> <li>- Needles or syringes with needles (Vaccine that has been drawn into a syringe should be disposed of on-site, not returned.)</li> <li>- Broken or partially used vials (including partially used multi-dose vials)</li> <li>- Paperwork or other reports intended for VFC</li> <li>- Any other objects</li> </ul>	<p>Insert blurb from the policy regarding how returns will be handled for Kaiser.</p>	<p>➤ <a href="#">VFC Return Protocol</a></p>
Storage and Handling			<p>➤ <a href="#">CDC Storage and Handling Toolkit</a></p>
Record Retention	<p>All VFC related records should be kept on file for a minimum of 3 years. Records include, monthly reports, annual recertification, training certificates, borrowing reports, eligibility screening forms, and etc.</p>		

**Key:**

**Blue** items need to be updated and uploaded to the CDC policies and procedures template for approval, then link to GRITS homepage.

**Yellow** items need to be updated/finalized in house or from the web, then linked to GRITS homepage.

**Green:** Items need to be uploaded as a PDF on the GRITS homepage and then linked to the document on the GRITS homepage.

**Hyperlinks:** Item is linked to current documents on the GRITS homepage or directly to the associated website. Test links prior to finalizing edits.

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