

# Instructions for Online VFC Recertification using GRITS

Follow the below steps once you have received your “Annual recertification expires in 30 days” email:

1. Login to GRITS using your Organization Code (in all CAPS), username and password

**GRITS**  
Georgia Registry of Immunization  
Transactions and Services  
Production Region 12.8.1  
.....  
Online Registration  
New Organization

Leading the Way to Healthier Lives 

Welcome to GRITS.  
Please enter your Organization Code, User Name and Password, and then click the Login button to continue.  
*If you need assistance, click the Light Bulb at the top right of the screen.*

Organization Code

Username

Password

\*\*\*\*\*  
**DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.**  
\*\*\*\*\*



 Georgia Department of Public Health

If you are experiencing difficulties or have questions regarding GRITS, you may contact the GRITS Help Desk.  
The GRITS Help Desk hours are 8 a.m. to 5 p.m. eastern time, Monday through Friday.  
**Toll-Free Phone #:** (866) 483-2958  
**Email:** [dph-gaimmreg@dph.ga.gov](mailto:dph-gaimmreg@dph.ga.gov)

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2. Click on the link “Manage Sites” below the “Maintenance” section on the blue menu panel.

The screenshot shows the GRITS web application interface. The top navigation bar includes links for 'home', 'change password', 'logout', and 'help desk'. Below this, the user's organization is identified as 'Make Believe Pediatrics' and the user as 'Nikki Griffin', with the role of 'Administrator'. The parent/vendor is listed as 'GA - GRITS Help Desk'. The main content area is divided into sections: 'announcements', 'release notes', and 'inventory alerts'. The left-hand navigation menu is highlighted in blue and contains several sections: 'Maintenance', 'Inventory', 'Clients', 'Immunizations', and 'Reports'. The 'Maintenance' section is expanded, and the 'manage sites' link is circled in red. A red arrow points from the 'manage sites' link to the 'announcements' section.

3. Select your site.

The screenshot shows the 'Select a Site to Edit' screen in the GRITS web application. The top navigation bar and user information are the same as in the previous screenshot. The main content area is titled 'Select a Site to Edit' and features a dropdown menu for 'Site Name' with the text 'Pick a Site' and a 'List All' button. Below this is a 'Site Listing' table with the following columns: 'Name', 'Has Inv? or Draws Inv From', 'Contact Name', and 'Phone'. The table contains the following rows:

Name	Has Inv? or Draws Inv From	Contact Name	Phone
<a href="#">Kaidyn Peds</a>	YES		
<a href="#">Kaidyn's Peds II</a>	YES		
<a href="#">Make Believe Peds</a>	YES	Nikki Griffin	(678) 123-4567
<a href="#">Patrice Pediatric</a>	YES		
<a href="#">Tillman Family Practice</a>	YES		
<a href="#">Pediatric Partners - P04</a>	Make Believe Peds		

The 'Make Believe Peds' row is circled in red, and a red arrow points to it from the left.

4. Click on the “Recertify” button, after verifying all contact info is correct.

This button is clickable when the present date is within the recertification time frame (current date is within 30 days of the Due-by date).

The screenshot displays the GRITS (Georgia Registry of Immunization Transactions and Services) web application. The top navigation bar shows the user is logged in as Nikki Griffin, Administrator, for the organization Make Believe Pediatrics. The current page is for editing site information for site ID 17921, 'Make Believe Peds'. The interface includes a sidebar with various menu items such as 'Assessment Reports', 'Maintenance', 'Organizations', 'Inventory', 'Clients', 'Immunizations', 'Reports', 'Admin Support', and 'General'. The main content area shows site details including VFC Recertification Date (10/12/2018), site name, address, and contact information. At the bottom, there is a 'Provider VFC Recertification' section with a 'Recertify' button circled in red and pointed to by a red arrow. Other buttons like 'View Recert Data' are also visible.

organization **Make Believe Pediatrics** • user **Nikki Griffin** • role **Administrator**  
parent/vendor **GA - GRITS Help Desk**

**Select a Site to Edit**  
Site Name

**Edit Site** Site ID: **17921**

**VFC Recertification Date:**  
**VFC Recertification Due-by Date:** 10/12/2018

**GRITS Site Name**    
  
County **DeKalb** **Receives Inventory From VFC** Yes  
**Has Inventory** Yes **Draw Inv From**  
**VFC Site Name** Make Believe 1 **Facility Status** ACTIVE  
**VFC PIN** 179643  
**Street Address1** 321 S. Hairison Dr  
**Street Address2**  **P.O. Box**   
City **Decatur** State **GA** Zip **30054**

**Contacts**

	First Name	Middle Name	Last Name	Physician?
Primary	<input type="text" value="Nikki"/>	<input type="text"/>	<input type="text" value="Griffin"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Secondary	<input type="text" value="That"/>	<input type="text"/>	<input type="text" value="Guy"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Primary Email**   
**Secondary Email**

**Primary Telephone #** (  )  -  Ext   
**Secondary Telephone #** (  )  -  Ext   
**Fax #** (  )  -  Ext

[Add/Edit Site Request Form](#)

**Provider VFC Recertification**

**VFC Recertification Links:** [Provider Agreement](#)

**Last VFC Recertification:** [Nikki Griffin]

*View Recert Data - The last VFC Recertification information (if exists) can be viewed at any time as a PDF report after the Annual Recertification period.*

- It is imperative that the "Generate" button is clicked before proceeding. This step will override last years' numbers.



Georgia Registry of Immunization  
Transactions and Services

[home](#) | [change password](#) | [logout](#) | [help desk](#)

organization **Make Believe Pediatrics** • user **Nikki Griffin** • role **Administrator**  
parent/vendor **GA - GRITS Help Desk**

**Provider Population**

VFC PIN: 179643

Make Believe 1

Click the "Generate" button to populate immunization data for the previous 12 months (from today's date)

**Provider Population**

Provider Population based on patients seen during the previous 12 months (estimates are required for new clinics). Report the number of children who received vaccinations at your facility, by age group. Only count a child once based on the status at the last immunization visit, regardless of the number of visits made. The following table documents how many children received VFC vaccine, by category, and how many received non-VFC vaccine.

VFC Vaccine Eligibility Categories	# of children who received VFC Vaccine by Age Category				
	< 1 Year	1-2 Years	3-6 Years	7-18 years	Total
Enrolled in Medicaid	0	3	0	1	4
No Health Insurance	0	1	0	0	1
American Indian / Alaska Native	0	0	0	0	0
Underinsured in the FQHC/RHC or Deputized Facility <sup>1</sup>	0	1	0	0	1
<b>Total VFC</b>	0	5	0	1	6

  

Non-VFC Vaccine Eligibility Categories	# of children who received Non-VFC Vaccine by Age Category				
	< 1 Year	1-2 Years	3-6 Years	7-18 years	Total
Insured (private payhealth insurance covers vaccines)	0	2	0	0	2
Underinsured <sup>2</sup>	0	0	0	0	0
Children's Health Program (CHIP) <sup>3</sup> (Amerigroup, CareSource, Peach State, WellCare)	0	1	0	1	2
<b>Total Non-VFC</b>	0	3	0	1	4
<b>Total Patients</b>	0	8	0	2	10

(must be equal to sum of Total VFC + Total Non-VFC)

**AVP (Adult Vaccine Program)**

AVP Vaccine Eligibility Categories	# of adults vaccinated

- Follow the steps to complete the recertification process.

## Additional Reminders:

- If you do not complete by the VFC recertification due-by date (11/15/2018), your VFC PIN will be suspended.
- The VFC Provider Agreement form must be read before the “Accept” button is enabled.

Once recertification is complete, clicking “View Recert Data” will allow the recertification information to be viewed in pdf form.

Provider Population	VFC PIN: 179643				Make Believe 1
Provider Population based on patients seen during the previous 12 months (estimates are required for new clinics). Reports the number of children who received vaccinations at your facility, by age group. Only count a child once based on the status at the last immunization visit, regardless of the number of visits made. The following table documents how many children received VFC vaccine, by category, and how many received non-VFC vaccine.					
VFC Vaccine Eligibility Categories	# of children who received VFC Vaccine by Age Category				
	< 1 Year	1-2 Years	3-6 Years	7-18 years	Total
Enrolled in Medicaid	0	0	0	1	1
No Health Insurance	0	0	0	0	0
American Indian / Alaska Native	0	0	0	0	0
Underinsured in the FQHC/RHC or Deputized Facility <sup>1</sup>	0	0	0	0	0
Total VFC	0	0	0	1	1
Non-VFC Vaccine Eligibility Categories	# of children who received Non-VFC Vaccine by Age Category				
	< 1 Year	1-2 Years	3-6 Years	7-18 years	Total
Insured (private pay/health insurance covers vaccines)	0	0	0	0	0
Underinsured <sup>2</sup>	0	0	0	1	1
Children's Health Program (CHIP) <sup>3</sup> (Amerigroup, CareSource, Peach State, WellCare)	0	0	0	1	1
Total Non-VFC	0	0	0	2	2
<b>Total Patients</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>
AVP (Adult Vaccine Program)					
AVP Vaccine Eligibility Categories	# of adults vaccinated				
	19 Years and Older Total				
No Health Insurance	2				
Underinsured <sup>4</sup>	0				
Total AVP Eligible	2				
Non-AVP Vaccine Eligibility Categories	# of adults vaccinated				
	19 Years and Older Total				
Insured (private pay/health insurance covers vaccines)	6				
Enrolled in Medicaid	3				
Enrolled in Medicare	0				
Total Non-AVP Eligible	9				
<b>Total Patients (must equal sum of Total AVP + Total Non-AVP)</b>	<b>11</b>				
<sup>4</sup> Underinsured includes adults with health insurance that does not include vaccines or only covers specific vaccine types. Adults are only eligible for vaccines that are not covered by insurance.					
Type of Data Used to Determine Provider Population					
1. IIS (GRITS)					
<sup>1</sup> Underinsured includes children with health insurance that does not include vaccines or only covers specific vaccine types. Children are only eligible for vaccines that are not covered by insurance. In addition, to receive VFC vaccine, underinsured children must be vaccinated through a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC) or under an approved deputized provider. The deputized provider must have a written agreement with an FQHC/RHC and the state/local/territorial immunization program in order to vaccinate these underinsured children.					
<sup>2</sup> Underinsured are children that are underinsured but are not eligible to receive federal vaccine through the VFC program because the provider or facility is not a FQHC/RHC or a deputized provider. However, these children may be served if vaccines are provided by the state program to cover these non-VFC eligible children.					
<sup>3</sup> CHIP/PeachCare - Children enrolled in the state Children's Health Insurance Program (CHIP). These children are considered insured and are not eligible for vaccines through the VFC program. Patients in this group are enrolled in one of the following PeachCare plans: Amerigroup, CareSource, Peach State, or WellCare.					