



## ARKANSAS NEW VACCINES FOR CHILDREN (VFC) PROVIDER ENROLLMENT CHECKLIST



The goal of the Arkansas Health Department is to ensure that your VFC program is successful. Therefore, it is essential for VFC providers to have a clear understanding of the VFC program. The VFC providers are responsible for conducting vital functions such as [determining eligibility](#), monitoring [vaccine storage and handling](#), and [vaccine administrations](#).

In our efforts to streamline the process, a nine-step process checklist has been created to ensure the process goes smoothly and efficiently. Please read the steps below and complete the VFC Provider Enrollment Checklist prior to the VFC enrollment visit.

FACILITY NAME: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PROVIDER ENROLLMENT CHECKLIST	
<b>STEP 1 - Designating Roles</b>	<b>Requirement Met</b>
<b>During the enrollment process, VFC provider locations are required to designate a Medical Director/Equivalent, Primary Vaccine Coordinator, and at least one Back-up Vaccine Coordinator for each facility.</b>	
<ul style="list-style-type: none"><li>Medical Director/Equivalent (MD,DO,NP,PA, Pharmacist)</li><li>Primary Vaccine Coordinator</li><li>Back-up Vaccine Coordinator</li></ul>	<div><input type="checkbox"/>Yes <input type="checkbox"/>No</div> <div><input type="checkbox"/>Yes <input type="checkbox"/>No</div> <div><input type="checkbox"/>Yes <input type="checkbox"/>No</div>
<b>**It is highly recommended that a full-time employee is designated as the Primary Coordinator. The Primary Vaccine Coordinator person is responsible for providing oversight for all vaccine management within the office and ensuring all vaccines are stored and handled appropriately. Each facility must also designate at least one Back-up Coordinator who will assume oversight responsibilities in the absence of the Primary Vaccine Coordinator.</b>	
<b>STEP 2 – CDC Required Trainings</b>	<b>Requirement Met</b>
<b>CDC “You Call the Shots Trainings” are required to be completed by the Primary Vaccine and Back-up Vaccine Coordinator.</b>	
<ul style="list-style-type: none"><li>Vaccines for Children Program (VFC)- Module Sixteen</li><li>Storage and Handling- Module Ten</li></ul>	<div><input type="checkbox"/>Yes <input type="checkbox"/>No</div> <div><input type="checkbox"/>Yes <input type="checkbox"/>No</div>
First create an account with the “ <a href="#">CDC TRAIN</a> ” website prior to taking trainings. Once the account has been created you will be able to complete the required training courses and access the training certificates.	
<ul style="list-style-type: none"><li>Select the “Course Catalog” tab</li><li>Type the name of the training, on “Search TRAIN”</li></ul>	
The “You Call the Shots” training certificates for both the Primary and Back-up Coordinator are required to be uploaded into the WebIZ system during your VFC Enrollment. A copy should also be printed and placed in the provider’s VFC folder. All VFC documentation should be readily available upon the State’s request.	
<b>STEP 3 – WebIZ Ticketing System</b>	<b>Requirement Met</b>
<b>Facility and User(s) must be enrolled in WebIZ prior to participating in the VFC Program:</b>	
<ul style="list-style-type: none"><li><a href="#">New WebIZ Facility Enrollment</a>- Your facility must be registered in WebIZ prior to participating in the Vaccines for Children Program.</li><li><a href="#">New WebIZ User Enrollment</a> - Your facility must be registered in WebIZ prior to submitting a WebIZ New User Enrollment. You must submit a New User Enrollment prior to being listed as a clinical contact on the Clinic Staff page in Clinic Tools.</li></ul>	<div><input type="checkbox"/>Yes <input type="checkbox"/>No</div> <div><input type="checkbox"/>Yes <input type="checkbox"/>No</div>
<b>STEP 4 – Enrollment Form in WebIZ</b>	<b>Requirement Met</b>
<b>Complete the VFC Enrollment Forms in WebIZ under the Clinic Tools Module</b>	
<ul style="list-style-type: none"><li>VFC Provider Agreement</li><li>VFC Provider Profile</li></ul>	<div><input type="checkbox"/>Yes <input type="checkbox"/>No</div> <div><input type="checkbox"/>Yes <input type="checkbox"/>No</div>
The PDF training “WebIZ Clinic Tool Module” is available at the bottom of the WebIZ home page.	
<b>STEP 5 - Vaccine Management Plan</b>	<b>Requirement Met</b>
<b>Completed Vaccine Management Plan must include</b>	

<ul style="list-style-type: none"> <li>• Primary and Back-up contacts</li> <li>• Storage unit maintenance and repair contacts</li> <li>• Local Utility / Power Company</li> <li>• Generator maintenance/repair</li> <li>• In Case of Emergency protocol and contact information</li> <li>• Placed on or by the vaccine unit</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
A VFC Management Plan template has been created and is available upon request.	
<b>STEP 6 – Storage Unit(s)</b>	<b>Requirement Met</b>
<b>Storage units must have enough room to store the largest inventory a provider location might have at the busiest point in the year without crowding. Storage Unit(s) must be one of the following (select all that apply):</b>	
<ul style="list-style-type: none"> <li>• Purpose-built</li> <li>• Pharmaceutical</li> <li>• Medical Grade</li> <li>• Standalone Unit</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NOTE:</b> After July 1, 2024, new providers will not be allowed to use the freezer compartment of a household combination unit. The use of dormitory or bar-style refrigerator/freezers is always prohibited for VFC program provider locations.	
<b>STEP 7 – Digital Data Logger (DDL)</b>	<b>Requirement Met</b>
<b>Temperature Monitoring Equipment Requirements- Digital Data Logger must have:</b>	
<ul style="list-style-type: none"> <li>• A digital display of current minimum, and maximum temperatures</li> <li>• Minimum accuracy of +/-1.0°F (+/-0.5°C)</li> <li>• A buffered temperature probe immersed in a vial filled with 30-60ml of buffered material (glycol, sand, etc.)</li> <li>• Out-of-range temperature alarm</li> <li>• Logging interval of at least 30 minutes</li> <li>• Memory Storage of 4,000 reading or more</li> <li>• Current and valid Certificates of Calibration for all thermometers</li> <li>• Must have a back-up thermometer that is a digital data logger as of January 1, 2018</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>STEP 8- Signage</b>	<b>Requirement Met</b>
<b>Provider must post “Do not Unplug” signage. Click →<a href="#">WARNING DO NOT UNPLUG</a></b>	
<ul style="list-style-type: none"> <li>• Do not unplug/disconnect sign on storage unit plug outlet(s) and circuit breaker</li> <li>• Do not disconnect sign on the storage unit circuit breaker(s)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>STEP 9 – Temperature Recording Log</b>	<b>Requirement Met</b>
<b>5-Day temperature Recording log must be completed.</b>	
Temperature logs with at least five (5) days of twice daily current temperatures and once daily Min/Max temperatures. It must include a weekend between the five days. Weekend temperatures are not required (Ex. document temperatures for Thursday, Friday, Monday, Tues, and Wednesday.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IMPORTANT: The VFC Management Plan, 5-day Temperature Recording Log, and DDL Certificate of Calibration(s) must be submitted to the VFC Coordinator prior to approval.</b>	

Once the above steps are completed, your facility will be added to the CDC PEAR system and your WebIZ information will be updated for the VFC Program, including the assignment of a VFC/VTrckS ID number (if one has not been assigned to the clinic).

- A VFC Representative will contact the Primary Vaccine Coordinator and set up a VFC Enrollment Visit. All VFC documents must be readily available for review during the VFC Enrollment Visit.
- Once the New VFC enrollment has been completed and all requirements have been met, the providers can start ordering vaccines that same day.

**NOTE:** Facilities must be open with appropriate staff at least one weekday other than Monday, for at least four consecutive hours, to receive and immediately store vaccines.