



**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:** \_\_\_\_\_

<b>PROVIDER ENROLLMENT CHECKLIST</b>	
<b>STEP 1 - Designating Roles</b>	<b>Requirement Met</b>
<p><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></p> <p align="right">-----</p>	
<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>	<ul style="list-style-type: none"> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> </ul>
<p><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></p>	
<b>STEP 2 – CDC Required Trainings</b>	<b>Requirement Met</b>
<p><b>CDC “You Call the Shots Trainings” are required to be completed by the Primary Vaccine and Back-up Vaccine Coordinator.</b></p> <p align="right">-----</p>	
<ul style="list-style-type: none"> <li>• Vaccines for Children Program (VFC)- Module Sixteen (<b>Web Based</b>)</li> <li>• Storage and Handling- Module Ten (<b>Web Based</b>)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> </ul>
<p>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.</p> <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> <p><b>Required training:</b></p> <ul style="list-style-type: none"> <li>- Vaccines for Children Program (VFC)- Module Sixteen (<b>Web Based</b>)</li> <li>- Storage and Handling- Module Ten (<b>Web Based</b>)</li> <li>- Do <b>NOT</b> select the “AUDIT ONLY VERSION</li> </ul> <p>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.</p>	
<b>STEP 3 – WebIZ Ticketing System</b>	<b>Requirement Met</b>
<p><b>Facility and User(s) must be enrolled in WebIZ prior to participating in the VFC Program:</b></p> <p align="right">-----</p>	
<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> <li>• <a href="#">If you are interested in submitting your vaccination information electronically to WebIZ, please consult your vendor. Information on the HL7 onboarding process is available at</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li><input type="checkbox"/>Yes <input type="checkbox"/>No</li> </ul>

<a href="#">Immunizations On-Boarding Process - Arkansas Department of Health</a> ; otherwise, vaccination information will need to be manually entered into WebIZ.	
<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>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
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> </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
<b>NOTE:</b> The provider must have at least one DDL back-up that includes a valid certificate of calibration. The calibration date on the back-up unit must be different from the calibration dates of the primary units currently in use.	
<b>STEP 8- Signage</b>	<b>Requirement Met</b>
<b>Provider must post “Do not Unplug” signage. Click →WARNING DO NOT UNPLUG</b> -----	
<ul style="list-style-type: none"> <li>• “DO NOT UNPLUG” signage by outlet(s)</li> <li>• “WARNING, DO NOT UNPLUG” by the circuit breaker box</li> <li>• Identify which circuit breaker corresponds to the vaccine storage unit(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>	

