

# HAWAII VFC PROGRAM RE-ENROLLMENT

December 19, 2023



Please mute yourself when not speaking.



**Reminder for QA Team:**

Please monitor the chat for questions you may be able to answer.



**Reminder to Attendees:**

Today's session is being recorded. Slides and webinar recordings will be uploaded to:

<https://health.hawaii.gov/docd/for-healthcare-providers/vaccination-resources/vaccines-for-children-program-vfc/>

To be added to the Hawaii VFC Program email list, please email your request to [hawaiiivfc@doh.Hawaii.gov](mailto:hawaiiivfc@doh.Hawaii.gov). In the subject line of the email, please write EMAIL LIST.

# HOUSEKEEPING



During today's webinar, please use the chat to ask your questions so the Hawaii VFC Program subject matter experts can respond directly.



We will be answering your questions at the end of the presentation.

# QUESTIONS

# OBJECTIVES

- By the end of the presentation, attendees should be able to:
  - Review Annual Vaccines for Children (VFC) re-enrollment process and requirements for 2024
  - Review Hawaii Immunization Registry Annual Re-enrollment requirements for 2024
- Understand Digital Data Logger (DDL) requirements
- Identify CDC educational training resources



Federal requirement to remain enrolled in the VFC Program and continue receiving federally subsidized vaccines.



Launched November 15, 2023



Re-enrollment allows enrolled providers to renew their participation in the VFC Program by:

Updating their information

Completing online training,

Updating provider profiles

Agreeing to the Program's federal requirements for participation as stated in the "Provider Agreement"

# VFC RE-ENROLLMENT

## RE-ENROLLMENT REQUIREMENTS: VFC PROVIDER AGREEMENT


- Must be completed annually
- Must be signed by a practitioner with prescriptive authority in the State of Hawaii (MD, DO, APRN-Rx)
- Must list a Primary and a Backup Vaccine Coordinator
  - Agreement is not considered complete if missing
- Any changes (delivery address, phone number, vaccine delivery times, primary/backup vaccine coordinators, medical director, etc.) should be reported to the Hawaii VFC Program as soon as possible.

# Re-enrollment Requirements: Vaccine Management Plan

**VFC VACCINE MANAGEMENT PLAN TEMPLATE**

Use this checklist to help develop or update your plan to be complete and current.

Hawai'i State Department of Health  
Vaccines for Children (VFC) Program Template



**SET THE ENVIRONMENT**

Developing, implementing, and maintaining a vaccine management plan for routine and emergency vaccine management is strongly encouraged to minimize loss due to negligence. The plan should consist of clearly written, detailed and up-to-date storage and handling standard operating procedures.

**VACCINE MANAGEMENT PLANS SHOULD INCLUDE**

- Name and contact information for the current vaccine coordinator and backup coordinator
- Provider staff roles and responsibilities.
- Staff training/documentation on vaccine management, storage, and handling
- Proper storage and handling practices.
- Shipping and receiving procedures.
- Vaccine ordering procedures, inventory management (e.g., stock rotation), and procedures for handling spoiled or expired vaccine.
- Procedures for monitoring expiration dates and beyond-use dates/times.
- Emergency procedures for equipment malfunctions, power failures, or natural disasters

**Vaccine Management Plan provides information on proper management of publicly funded vaccine. Use of this template assures that vaccine is managed according to CDC and Hawai'i VFC Program Requirements. The plan should be reviewed annually to ensure up-to-date information is on file. Post these guidelines near your vaccine units where they can be easily accessed. All staff should be aware of this plan.**

Annual Review Date	Name, Signature & Credentials of primary or backup coordinator

1 | Page

- Completed Vaccine Management Plan that has been signed and reviewed within the past 12 months.

Annual Review Date	Name, Signature & Credentials of primary or backup coordinator

1 | Page

# RE-ENROLLMENT REQUIREMENTS EDUCATION

- Certificates completed by **Primary and Backup Vaccine Coordinators for:**
  - WB4626: Immunization: You Call the Shots-Module Ten-Storage and Handling
    - <https://www2a.cdc.gov/nip/isd/ycts/mod1courses/sh/ce.asp>
  - WB4627: Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program
    - <https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>

If your certificates are current (within 1 year of completion date), you can submit your current certificates for annual re-enrollment.

For example, you completed your modules on 12/30/22 and you submit your re-enrollment documents on 12/20/23, you can use your current certificates.

If in the above example, you submit your re-enrollment documents on 12/31/23, you would need to complete the training and submit the new certificates.



# CDC TRAINING AND CONTINUING EDUCATION (TCEO)

## 9 SIMPLE STEPS TO GET YOUR CONTINUING EDUCATION (CE)

### FOR MODULES/COURSES TO BE COMPLETED by December 31, 2023

1. After completing a course, login or create a new account on TCEO ([www.cdc.gov/GetCE](http://www.cdc.gov/GetCE)).
2. Visit Search Courses to find the course.
3. Scroll down and click on the title of the course.
4. Review the information on the Course Summary page and click Continue.
5. If prompted, enter in the Course Code or Verification Code in the Course Access Code box. (Hint: these codes are provided by the course instructor or may be found in the course materials).
6. Choose the type of continuing education you'd like to earn. You can select more than one.
7. Under Pending CE on the My Activities page, click on the course Evaluation and complete it. You will be returned to the My Activities page.
8. Under Pending CE, click on the posttest and complete it. If you don't pass the posttest, you will have one opportunity to retake it.
9. Visit the Completed CE section of the My Activities page to download your certificate.
10. Questions? Contact TCEO: <https://tceols.cdc.gov/Home/Contact>

# CDC UPDATE: Switch from TCEO to CDC TRAIN

- CDC's continuing education (CE) process is moving from Training and Continuing Education Online (TCEO) to CDC TRAIN.
- Beginning on January 1, 2024, *new* activities that offer CE from CDC will be listed in CDC TRAIN (<https://courses.cdc.train.org>)
- If you do not already have a TRAIN account, please create one. All *new* activities that offer continuing education (CE) from CDC will only be listed in CDC TRAIN.
- Tutorials on CDC Train: <https://www.train.org/tutorials/>
- Learners can access and download CE transcripts and certificates in TCEO until the end of 2025

## Welcome to CDC TRAIN

CDC TRAIN is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the Public Health Foundation.



CDC TRAIN provides access to more than 1,000 courses developed by the Centers for Disease Control and Prevention (CDC) programs, grantees, and other funded partners. Courses offered by CDC course providers have been approved and verified by CDC.

**First time to TRAIN?** Select "Create Account" on the left menu to register for TRAIN. You only need one TRAIN account to access multiple TRAIN sites. Be sure to opt-in to emails so that you receive important messages.

# WHEN SHOULD YOU USE CDC TRAIN?

For ALL MODULES/COURSES that will be completed  
on/after January 1, 2024

# VFC RE-ENROLLMENT

Due by January 31, 2024

New providers that enrolled prior to December 2023 will also be expected to complete 2024 VFC Re-enrollment.

# WHAT HAPPENS IF RE-ENROLLMENT IS NOT COMPLETED?

- If Re-enrollment is not submitted by the deadline, account will be suspended
- When in suspended status, providers will not be able to:
  - Submit a vaccine order
  - Transfer vaccines between provider locations

**After several reminder communications, providers who still have not re-enrolled will be dis-enrolled from the VFC Program**

# HAWAII IMMUNIZATION REGISTRY RE-ENROLLMENT

- Must complete:
  - Annual Facility Agreement
  - Confidentiality and Security Statement
- If HIR enrollment is not completed by January 31, 2024, HIR access will be disabled
- HIR Contact Info
  - Email: [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov)
  - Phone: 808-586-4665, Neighbor Islands: 1-888-447-1023
  - Fax: 808-586-8312

# HIR Annual Online Facility Agreement

## What is the Online Facility Agreement?

- The online feature replaces the manual (hard copy) of the facility agreement that providers complete and submit annually via fax or email to the Registry office.
- A provider's Facility Agreement will now be completed online in HIR (via the HIR User Interface) and will automatically update the Provider's Organization enrollment and contact information.
- Note: The Confidentiality Security Statement (CSS Form for User Account access) is currently not part of this online feature.

## When is the annual HIR Enrollment Period?

- The annual enrollment period is between November 15 to January 31.
- Hard copies of Provider enrollment forms will no longer be accepted.
- After January 31, if a provider does not update their Online Facility Agreement (FA), all users who have an HIR user account linked to the Facility Org will no longer be able to access the system, the account will be disabled.
- Electronic data submissions (via Webservices) sent directly to the HIR **will not be affected**
- Only NEW providers will continue to use the hard copy process for initial enrollment.

## Who will be affected?

- All active Providers currently registered and have an Org in HIR will be affected. Providers will be prompted to update their Facility Agreement online.

## Who do I contact for assistance?

- If you encounter a problem, please contact the Immunization Registry at:
  - Via email at [Registryhelp@doh.hawaii.gov](mailto:Registryhelp@doh.hawaii.gov)
  - Via phone at (808) 586-4665, Neighbor Islands at 1-888-447-1023



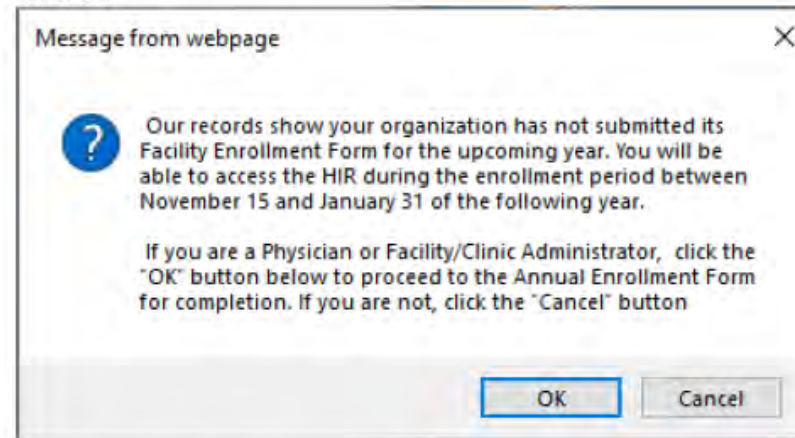
## HIR Online Facility Agreement Instructions

Note: After January 31, if the Facility's Primary POC (Physician or Facility/Clinic Administrator) has not completed/submitted the Online Facility Agreement, all user access linked to the Organization will be disabled. This does not impact electronic submissions to HIR.

If you are the **Primary Point of Contact for your Org Facility**, you will need to:

- Login to the Hawaii Immunization Registry (HIR)  
<https://hir.doh.hawaii.gov/HIRPRD/portallInfoManager.do>

- Click OK



- Review the online form. Check that all entries to fields are correct and completed. Make any changes as appropriate.

Data field tips and explanations:

- Fields marked with asterisks are required fields
- Data Exchange – means if a provider submits data electronically to HIR via webservice using EHR vendor or inter IT Interface team
- Scroll to view the Registry agreement
- Save – to save your updates and return to HIR later to complete
- Save and Submit – Save and submit completed form to HIR to make your Facility enrollment current.





## HIR Online Facility Agreement Instructions

### Sample Online Form

**Hawaii Immunization Registry**

**Clinic/Provider Information\***

HIR Code\* 10642 HIR Code ID\* HTP VFC PIN\*

Clinic/Provider Name\* HIR Test Provider

HIR Type\*  
 Provider Office/Clinic:  Data Exchange\*  Yes  No Public Org\*  Yes  No

Provider Specialty\*  
 Multi-Specialty  How do you submit your patient data to the HIR?\*

HIR website (Manual Entry)  Yes  No  
 FQHC/RHC\*  Yes  No  
 Does your site administer immunizations\*  Yes  No

I: A public org is an immunization site funded by a governmental agency directly, a unit of government responsible for managing operations  
 II: A private org is an immunization site funded privately or indirectly by a governmental agency (e.g. CMS); a nongovernmental unit responsible for managing operations

**Primary Contact Person\***

First Name\* Mary Last Name\* Tester

Title\*

Phone Number\* 808 - 5555555 Ext.

Fax  -

**Address\***

Address Type\* Mailing

Street 1\* 111 Nowhere St

Street 2

PO Box

City\* HONOLULU

State\* HAW

Zip\* 96814 -

Email\* mary.testert@gmail.com

**Agreement\***

The Hawaii Immunization Registry is a statewide web-based immunization information system that establishes and maintains a repository of Ifespan immunization data for the State of Hawaii. Information in the registry will be entered by and available to Authorized Users for authorized purposes only. All Authorized Users are required to protect the confidentiality and security of immunization data and other individually identifiable health information stored in the registry in accordance with the Hawaii Immunization Registry

By checking this box, I certify that I have read and accept the conditions above.

By checking this box, I certify I am typing my own name below, and by doing so I am electronically signing my application.

Physician or Organization/Site Administrator's Signature\*

Physician or Organization/Site Administrator's Title\*

Medical/Occupational License Number or Credentials\*

Date\*

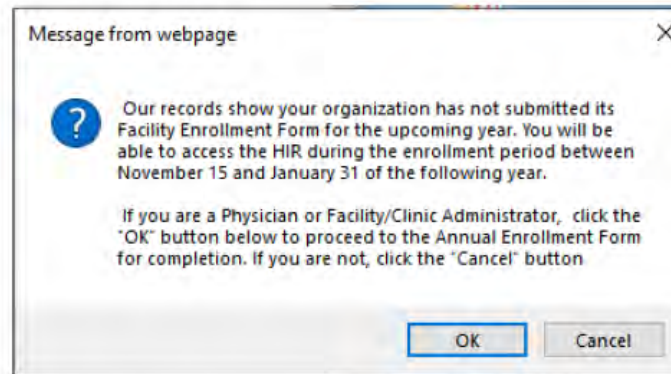
- When enrollment has successfully submitted, you will see the following message. Click "Continue to HIR"

HIR Enrollment Form has been submitted

Continue to HIR

If you are a **Staff member of a Facility Org**, with HIR User account, you will need to:

- Login to the Hawaii Immunization Registry (HIR) <https://hir.doh.hawaii.gov/HIRPRD/portalInfoManager.do>
- Click **Cancel**  
 \*\* If you are not the Primary Point of Contact (Physician or Facility/Clinic Administrator), please DO NOT click OK. Only the Primary POC responsible for the Facility will need to complete the form.



- The system will allow you to continue using HIR and functions for which you have access.

After January 31, if the Facility's Primary POC (Physician or Facility/Clinic Administrator) has not completed/submitted the Online Facility Agreement, access to HIR for you and all other staff who have HIR user accounts will be disabled.

Please notify your Facility Org's Primary Point of Contact (POC), Physician or Site Administrator to ensure that they complete and submit the Online Facility Agreement between November 15 – January 31.

#### For Assistance:

Phone: 586-4665 (Oahu) or 1-888-447-1023 (Neighbor Islands)

Email: [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov)

## TAKE NOTE

- For the purposes of the VFC program, the term “vaccine” is defined as any FDA-authorized or licensed, ACIP-recommended product for which ACIP approves a VFC resolution for inclusion in the VFC Program
- PRIMARY and BACKUP vaccine coordinators must complete annual You Call the Shots Modules
- Offer All ACIP Recommended Immunizations based on your provider profile
- The VFC Program is a federal entitlement program in which the VFC-eligible patient is entitled to receive all ACIP-recommended immunizations.
- With the addition of new immunizations into the VFC Program, remember to offer all age appropriate immunizations for your patients!
- Example of immunizations for all age-groups that your practice must be ordering:
  - COVID-19 vaccine (6 months and up)
  - Flu vaccine (6 months and up)
- Even after completing 2024 Re-enrollment, providers who have not ordered routine immunizations in the past year will be dis-enrolled from the Hawaii VFC Program

# DIGITAL DATA LOGGERS (DDL)

All DDLs used in storage units that store VFC vaccines must have current Certificates of Calibration.

Providers must have backup DDLs for each VFC storage unit with current Certificates of Calibration

There should be ONE DDL per storage unit to prevent confusion.

If provider has multiple DDLs in a unit, temperature excursions found in all DDLs in current use must be reported

# CONTACT INFO

- For HIR technical/login issues please contact Registry Help Desk at (808) 586-4665, 1-888-447-1023 (toll-free), or [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov).
- For any VFC-related questions/concerns, feel free to contact any member of our VFC QA Team

Jennifer Endo	<a href="mailto:jennifer.endo@doh.hawaii.gov">jennifer.endo@doh.hawaii.gov</a>	808-594-8566
Josephine Araki, RN	<a href="mailto:josephine.araki@doh.hawaii.gov">josephine.araki@doh.hawaii.gov</a>	808-723-1601
Loraine Lim, RN	<a href="mailto:loraine.lim@doh.hawaii.gov">loraine.lim@doh.hawaii.gov</a>	808-723-0018
Kealohi Corpos	<a href="mailto:kealohi.corpos.nsw@doh.hawaii.gov">kealohi.corpos.nsw@doh.hawaii.gov</a>	808-723-0091
Jennifer Dean	<a href="mailto:jennifer.dean.nsw@doh.hawaii.gov">jennifer.dean.nsw@doh.hawaii.gov</a>	808-723-0366
Heather Winfield-Smith	<a href="mailto:h.winfield-smith@doh.hawaii.gov">h.winfield-smith@doh.hawaii.gov</a>	808-586-8348



Q&A

# POST-WEBINAR SURVEY

- Please use the following link to complete the satisfaction survey.
- <https://forms.office.com/g/XStXgewn6e>