



*Hawaii State Department of Health*  
*Immunization Branch*

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## **VFC TOOLKIT FOR PROVIDERS rev 05/28/2024**

### **SECTION 1 – CONTACT INFORMATION**

[VFC Immunization Branch Contact Information](#)

[List of Federally Qualified Health Centers \(FQHC\)](#)

[List of Rural Health Clinics \(RHC\)](#)

[Vaccine Manufacturer List](#)

[Internet and Hotline Resources](#)

### **SECTION 2 – VFC PROGRAM INFORMATION**

[VFC Program Information](#)

[Program Requirements](#)

[VFC Eligibility and Documentation](#)

[Vaccine Accountability](#)

[Staff and Training \(hawaii.gov\)](#)

[Vaccine Coordinator and Training Checklist \(hawaii.gov\)](#)

### **SECTION 3 – VACCINE ORDERING**

[Hawaii VFC Vaccine Order and Delivery Guide](#)

[VFC Vaccine Return Instructions \(hawaii.gov\)](#)

[Hawaii Immunization Registry Information.pdf](#)

## **SECTION 4 – VFC Forms**

[VFC Background \(hawaii.gov\)](#)

[VAVR Form \(hawaii.gov\)](#)

[Vaccine Loss Reporting Form \(hawaii.gov\)](#)

[VFC COVID-19 Vaccine Order Form \(hawaii.gov\)](#)

[Vaccine Transfer Form \(hawaii.gov\)](#)

[Vaccine Borrowing Report \(hawaii.gov\)](#)

[VFC Form Request \(hawaii.gov\)](#)

[VFC Nirsevimab Order Form \(hawaii.gov\)](#)

## **SECTION 5 – Vaccine Management**

[Vaccine Management Plan](#)

## **SECTION 6 – Vaccine Storage and Handling**

[CDC Handle with Care Protect Your Vaccine Protect Your Patients \(hawaii.gov\)](#)

[CDC Intro Cold Chain Storage and Temp Monitor \(hawaii.gov\)](#)

[Temperature Log for Refrigerator](#)

[Temperature Log for Freezer](#)

[Glossary \(hawaii.gov\)](#)

[Ask the Experts Vaccine Storage Units \(hawaii.gov\)](#)

[Checklist for Safe Vaccine Storage and Handling \(immunize.org\)](#)

[Preparing Vaccine Storage Units](#)

[Proper Vaccine Stacking](#)

[DDL Pre-Purchase Worksheet](#)

[Checklist for Certificate of Calibration](#)

[Berlinger Fridge Tag](#)

[Berlinger DDL SetUp](#)

[Refrigerator and Freezer Guide \(hawaii.gov\)](#)

[How to set up Storage Unit](#)

## **SECTION 7 – TEMPERATURE EXCURSIONS**

[Guidance for Responding to Temperature Excursions](#)

[CDC One Pager for Handling a Temperature Excursions](#)

[Vaccine Storage Troubleshooting Record](#)

## **SECTION 8 – VACCINE TRANSPORT**

[Guidance on Vaccine Transport](#)

[Vaccine Storage and Handling Toolkit - January 2023 \(hawaii.gov\)](#)

[Packing Vaccines for Transport During Emergencies \(hawaii.gov\)](#)

[Vaccine Transport Temperature Log](#)

[Temperature Log for transport CDC \(hawaii.gov\)](#)

## **SECTION 9 – Vaccine Preparation and Administration**

[Birth to 18 years Immunization Schedule, United States, 2024 \(hawaii.gov\)](#)

[Screening Checklist for Contraindications to Vaccines for Children and Teens \(immunize.org\)](#)

[Skills Checklist for Pediatric Immunization IMM-694 \(hawaii.gov\)](#)

[Vaccine Storage and Handling Toolkit - January 2023 \(hawaii.gov\)](#)

[Preparing Reconstituted Vaccine \(hawaii.gov\)](#)

[Vaccines with Diluents: How to Use Them \(immunize.org\)](#)

[Giving All the Doses](#)

[Vaccine Administration: Needle Gauge and Length \(cdc.gov\)](#)

[Administering Vaccines: Dose, Route, Site, and Needle Size \(immunize.org\)](#)

[Guide to Contraindications and Precautions to Commonly Used Vaccines \(hawaii.gov\)](#)

[Vaccine Administration: Preventing Vaccine Administration Errors \(cdc.gov\)](#)

[Vaccine Adverse Event Reporting System \(VAERS\) \(hhs.gov\)](#)

[Recognizing and Responding to Anaphylaxis \(cdc.gov\)](#)

## Other important LINKS

CDC Train: Public Health Training Training Websites | [Home CDC TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)

### Required Annual Training Modules (Primary and Backup Vaccine Coordinators):

1. **WB4723: Immunization: You Call the Shots-Module Ten-Storage and Handling—2024 You Call the Shots on CDC TRAIN**  
<https://www.train.org/cdctrain/course/1115621/details>
2. **WB4724: Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program—2024 You Call the Shots on CDC TRAIN**  
<https://www.train.org/cdctrain/course/1115622/details>

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Immunization Branch