

VFC Vaccine Coordinator Education

The Maine Immunization Program

Fiscal Year 2023-2024



Objectives

- Learn the responsibilities of being a vaccine coordinator.
- Know the eligibility criteria for Federally Vaccine-eligible children (VFC eligible) and State Vaccine-eligible children
- Understand the requirements of the program to maintain compliance.
- Learn about preventable wastage and how to avoid having preventable wastage.



Vaccine Coordinator Role

What is the role of vaccine coordinator for Maine Immunization Program (MIP)?

VFC sites are required by federal law to have a primary vaccine coordinator and back up coordinator. The primary coordinators are responsible for ensuring all staff members at facility implement, oversee and monitor MIP requirements and the back up should be trained and prepared in case the primary is unavailable.

Both coordinators must:

Be physically located at the clinical site

Fully trained in routine and emergency policies and procedures

Vaccine Coordinator Role

- Ensure only eligible patients receive MIP vaccines.
- Set up data loggers in storage units.
- Ensure staff are familiar with the operations of the data loggers including how to download data.
- Monitor, read and record minimum and maximum temperatures of the units at the beginning of each workday.
- Monitor the operation of storage equipment and systems.
- Maintain all VFC/MIP documentation for 3 years.
- Place orders for vaccine in Imm pact
- Reconcile inventory every 14 days and or before placing an order

Vaccine Coordinator Role Cont.

- Track and document doses of vaccine administered within 5 days of administration.
- Oversee proper receipt and storage of vaccine deliveries and organize to monitor expiration dates.
- Ensure vaccine is stored and handled appropriately to safeguard vaccine viability.
- Respond to out-of-range temperature excursions or respond in the event of an emergency.
- Oversee proper vaccine transport when necessary.
- Ensure other staff are trained on proper storage and handling of vaccines.
- Notify MIP of staff changes immediately(primary/back up vaccine coordinators or signing healthcare provider.

Provider Agreement, User Agreements, and Annual Education Requirements

- **Provider Agreement:** Every site enrolled in VFC must complete a Provider Agreement every other year. These will be available on MIP website during the month of June and are due by July 1st.
 - *If changes in Medical Director, Primary or Back-up Coordinator, then it will need to be updated sooner.*
- A Impact User Agreement are required for Primary and Back up coordinators as well as any staff that needs access to Impact. A one-time only user agreement needs to be filled out prior to having access to Impact.
 - User agreements can be obtained at: <https://www11.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/documents/ImmPact%20Individual%20User%20Agreement.pdf>
 - Education requirements must be completed by new vaccine coordinators and by all vaccine coordinators yearly by July 1st. <https://www11.maine.gov/dhhs/mecdc/infectious-disease/immunization/annual-education-requirement.shtml>

Eligibility Categories

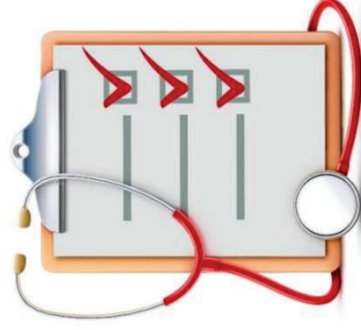
- Federally Vaccine-eligible children (VFC eligible) are:
 - American Indian or Alaska Native;
 - Enrolled in Medicaid;
 - Uninsured (self pay);
 - Underinsured (insurance does not pay for vaccines) and;
 - Under the age of 19.
- Every child at every visit must be screened and documented for Vaccine for Children eligibility. Paper screening (save for three years with all other VFC related documentation) or
 - Electronic screening (done in ImmPact).
- State Vaccine-eligible children are:
 - Privately insured,
 - Under the age of 19 and,
 - Have a Maine residence.



Federal Requirements

Vaccine entries must contain the following per federal requirements:

- Address of clinic where vaccine was administered
- Name, manufacturer, and lot number of vaccine administered
- Date when the dose was administered
- Name and title of the individual administering the vaccine
- Date when VIS was given and VIS publication date
- <https://www.cdc.gov/vaccines/hcp/vis/index.html>



Federal Requirements Continued

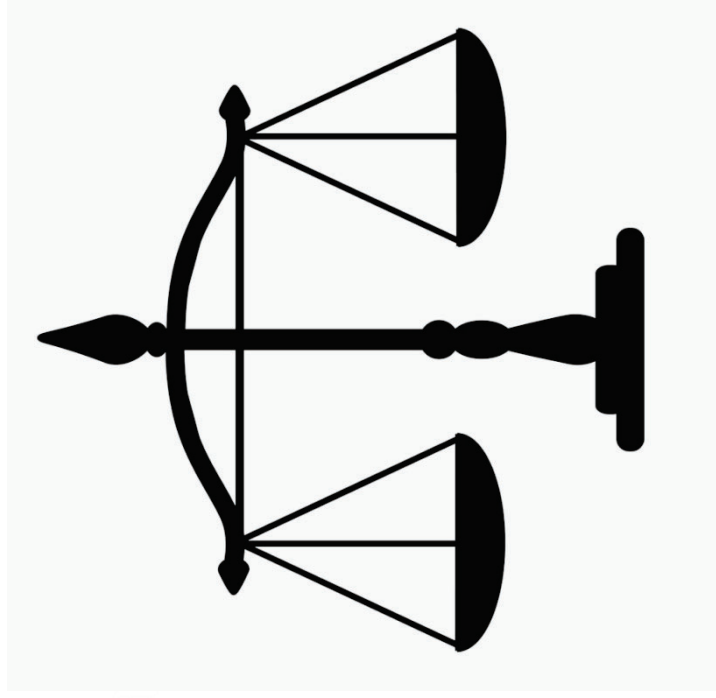
- Your site cannot charge an administration fee that exceeds \$21.58.
- Your site cannot deny administration of publicly purchased vaccine to an established patient due to inability to pay the administration fee or send the unpaid fee to dept collection.
- Your site will distribute the current Vaccine Information Statements every time vaccine is administered.
- Do not pre-draw vaccines.



Data Entry

By law, administered State supplied vaccines must be entered into ImmPact within 5 business days.

- <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/documents/maine-iis-rules.pdf>



Documentation Requirements

VFC Requires you to maintain all related records for a minimum of 3 years.

- VFC records include but are not limited to:
- VFC screening and eligibility documents.
 - Billing records.
 - Medical records showing receipt of vaccine.
 - Vaccine ordering records.
 - Packing slips (including ancillary supply kits when included).
 - Temperature logs/DDL downloads.
 - Reconciliation sheets.
 - Borrowing forms.



Borrowing Form

Vaccine borrowing is the utilization of MIP-supplied vaccines as a replacement system for filling the vaccine needs of non-MIP eligible patients. **MIP does NOT allow vaccine borrowing between MIP-eligible and non-eligible patients.**

If a MIP dose is accidentally administered to an ineligible MIP patient, the following steps must be completed:

- Document the incident by completing the MIP Vaccine Borrowing Form. Each MIP-supplied vaccine that was administered to an ineligible patient must be listed on a separate row on the form. The form is available by contacting an MIP Health Educator.

- Report the incident by faxing a copy of the MIP Vaccine Borrowing Form to MIP at 207-287-8127. The MIP Vaccine Borrowing Form must be kept as part of MIP records for a minimum of three years.
- Replace the vaccine immediately with privately purchased vaccine and account for the replacement in ImmPact.

286 Water Street 9th Floor
Augusta, Maine 04333-0011
P: 207-287-2746
F: 207-287-8127

Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention- Preventive/Promotive/Protect
Division of Disease Surveillance
Maine Immunization Program(MIP) - Vaccine For Children (VFC)

Provider/Clinic Name: _____ VFC Site: _____

Vaccines For Children (VFC) borrowed vaccines are reported to the National Immunization Information System (NIIS) as MIP-supplied vaccines. The VFC program is designed to ensure that all children receive the appropriate vaccines on time. The VFC program is not intended to prevent a VFC-eligible child from receiving a needed vaccination because a VFC funded vaccine was administered to a non-VFC-eligible individual. Borrowing should only occur when there is a lack of appropriate stock of vaccine due to unexpected circumstances such as a delayed vaccine shipment, vaccine spoiled in transit to provider, or staff miscalculated ordering time incorrectly.

When a provider has borrowed a vaccine from one stock to administer to a child who is only eligible to receive vaccine from the other stock, this form must be filled out completely for each borrowing occurrence. Each vaccine a child receives must be listed on a separate row. As soon as the borrowed dose of vaccine are replaced to the appropriate vaccine stock, that date must be entered on this form. Completed borrowing forms must be kept as part of the VFC program records and made available to VFC staff during the VFC site visit. Please ensure this form is submitted to request support.

Vaccine Borrowed (Brand Name)	Lot #	Stock Used (VFC or Private)	Patient Name or Impact ID (VFC or Private)	DOB (M/YY/XXXX)	Date Borrowed (M/YY/XXXX)	Reason Code (VFC/Other)	Date Vaccine Returned (M/YY/XXXX)	Returned Vaccine Lot #	Reason for borrowing Private Dose	
									Code	Description
									1	Private vaccine shipment delay (vaccine order placed on time/delay in shipping)
									2	Private vaccine not usable on arrival (vials broken, temperature monitor out of range)
									3	Run out of private vaccine between orders (not due to shipping delay)
									4	Short dated private dose was exchanged with VFC dose
									5	Accidental use of VFC dose for a private patient
									6	Replacement of private dose with VFC when inventory ran out of over vaccine
									7	OTIBB - Accidental
									8	VFC vaccine shipment delay (order placed on time/delay in shipping)
									9	VFC vaccine not usable on arrival (vials broken, temperature monitor out of range)
									10	Run out of VFC vaccine between orders (not due to shipping delay)
									11	Short dated VFC dose was exchanged with private dose
									12	Accidental use of private dose for a VFC eligible patient
									13	OTIBB - Accidental

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. §3729) and other applicable Federal and State law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully repurchased on this form.

Form Completed By: _____ Date: _____

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Vaccine Management Plan

- MIP-enrolled sites must have plans for routine and emergency vaccine management. MIP provides templates for the Vaccine Management Plan and the Emergency Storage and Handling Plan Checklist. See link below to template: <https://www11.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/manual/MIP-Routine-and-Emergency-Vaccine-Storage-and-Handling-Plan.pdf>
- The Vaccine Management Plan and the Emergency Vaccine Storage and Handling Plan Checklist must be reviewed and updated annually. The signature, name, and title of the preparer as well as the date the documents were reviewed must be documented.
- For more information on what is needed when creating your own vaccine plan see page 41 of the MIP Provider Policy and Procedure Manual: <https://www11.maine.gov/dhhs/mecdc/infectious-disease/immunization/documents/Maine%20Immunization%20Program%20Provider%20Policy%20and%20Procedure%20Manual.pdf?v4>

Storage Unit

- Best practice is to use are stand-alone storage units.
- If using a combination unit, only use the refrigerator section.
- Must have adequate space around the vaccine for air flow.
- Data Loggers on each storage unit.
- Temperature probes should be as close to the center as possible.
- Vaccines cannot be on the bottom or door of the unit. Vaccines cannot be in vegetable/fruit draws in a unit.
- Vaccines are stored in the original packing/boxes
- **Never** store vaccines in a dorm style storage unit.
- Do not unplug stickers are near the outlet/on unit.
- Do no unplug sticker with breaker number on the breaker box.
- Public stock of vaccine and private stock are clearly labeled.
- Temperature logs on all units storing public vaccine.
- Storage and Handling Emergence plan posted/accessible near by.

VFC Temperature Monitoring

- Check temperatures every morning on every unit on days the practice is open.
- Temperatures must be checked every morning the practice is open. If practice is closed, mark appropriate box.
- Temperature Minimum and Maximum must be recorded on a handwritten temperature log that should be on or near your unit.
- All temperature logs should be filled out completely at time of taking temp.
- If a reading is missed, leave a blank entry in the log. No backlogging or prefilling is allowed.

Maine Immunization Program Refrigerator Temperature Log

PIN# 9999 Month/Year: 3/2023

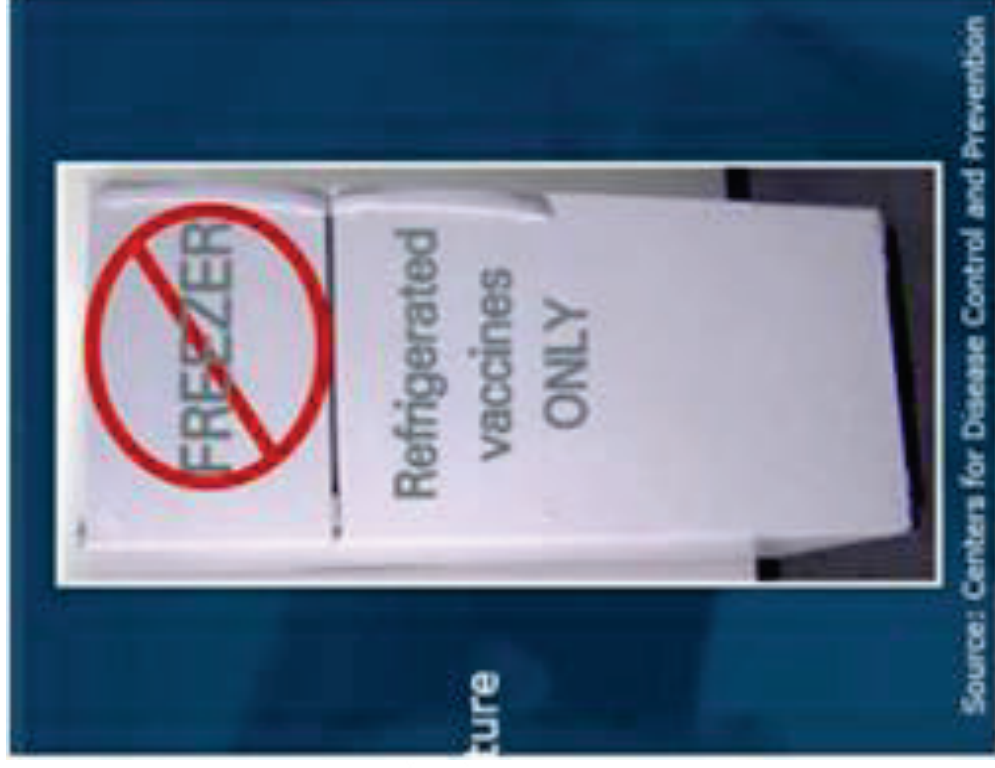
Record the minimum & maximum readings for your refrigerator once daily in the morning. Acceptable temperatures for the refrigerator must fall between 36°F and 46°F (2°C and 8°C). Please contact the vaccine manufacturer if your temperatures are outside of this acceptable range. Please use the comments box to document any follow up from out of range temperatures.

Day	Time Closed	Office Closed	MIN Temp Hours	MAX Temp Hours	Comments	Day	Time Closed	Office Closed	MIN Temp Hours	MAX Temp Hours	Comments
1	AM	<input checked="" type="checkbox"/>				18	AM	<input type="checkbox"/>			
2	AM	<input checked="" type="checkbox"/>				19	AM	<input type="checkbox"/>			
3	AM	<input type="checkbox"/>	35	42	V/M	20	AM	<input type="checkbox"/>			
4	AM	<input type="checkbox"/>	58	40	V/M	21	AM	<input type="checkbox"/>			
5	AM	<input checked="" type="checkbox"/>				22	AM	<input type="checkbox"/>			
6	AM	<input checked="" type="checkbox"/>				23	AM	<input type="checkbox"/>			

Storage Unit



Source: Centers for Disease Control and Prevention



Source: Centers for Disease Control and Prevention

Temperature monitoring

All Thermometers must be digital data loggers (primary and backup).

- Active temperature display that can be easily read from the outside of the unit
- Continuous monitoring and recording capabilities where the data can be routinely downloaded
- Alarm for out-of-range temperatures
- Current, minimum, and maximum temperatures display
- Low battery indicator
- Memory storage of at least 4,000 readings
- User programmable logging interval (or reading rate) at maximum time interval of every 30 minutes
- Have a backup data logger

Log Tag example



The To Do's and Not to Do's

- DO include details of temperature excursions in the comment section.
 - Not documented, did not happen.

- DO NOT pre-fill out temperature logs.
- DO NOT back fill out temperature logs.
- DO NOT use “ to indicate as “the same as above”.
- DO NOT use ----- with arrows to indicate “the same as above”.

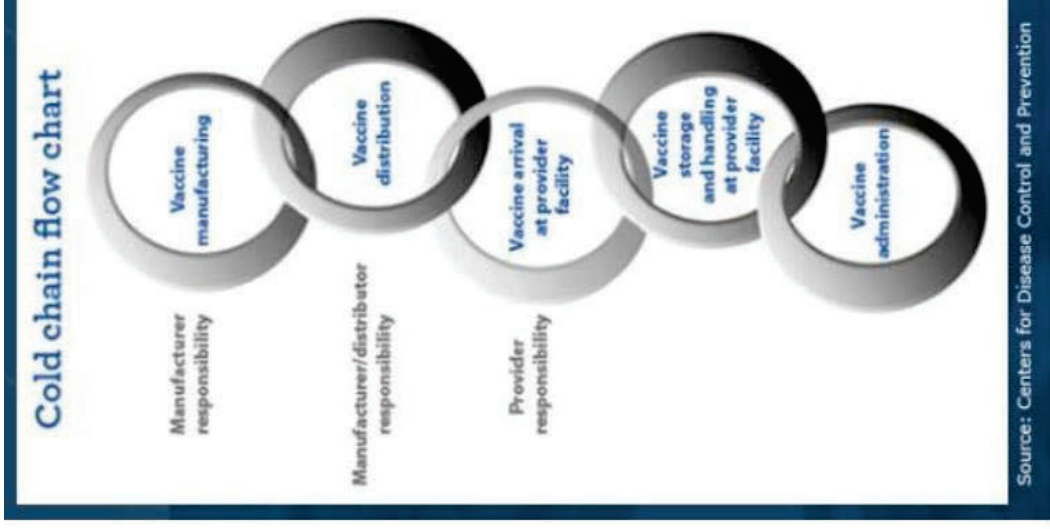
If the DDL shows Alarm, you need to follow the emergency plan and download data to see what has happened.

If the battery is low, change it right away. If the battery dies, the DDL stops logging temps.

Cold Chain

The vaccine cold chain is a temperature-controlled environment used to maintain and distribute vaccines in optimal condition.

The cold chain begins with the cold storage unit at the manufacturing plant, extends through the transport of vaccines to the distributor and delivery to and storage at the provider facility, and ends with the administration of vaccine to the patient. Appropriate storage and handling conditions must be maintained at every link in the cold chain.



Staff and the Cold Chain

All staff members who receive deliveries and/or handle or administer vaccines should be familiar with storage and handling policies and procedures at their facility. Keep plans and standard operating procedures (SOPs) for storage and handling near storage units and make sure staff knows where to find them.

All staff members should be trained to immediately notify the vaccine coordinator or alternate when deliveries arrive so that vaccines are checked in and stored quickly.

The person arranging for deliveries should know which staff member will be available to receive them, considering holidays, vacations, and any changes in the facility's hours of operation. Ideally, the vaccine coordinator or alternate should be available to receive deliveries.

Never leave a vaccine shipping container unpacked or unattended.

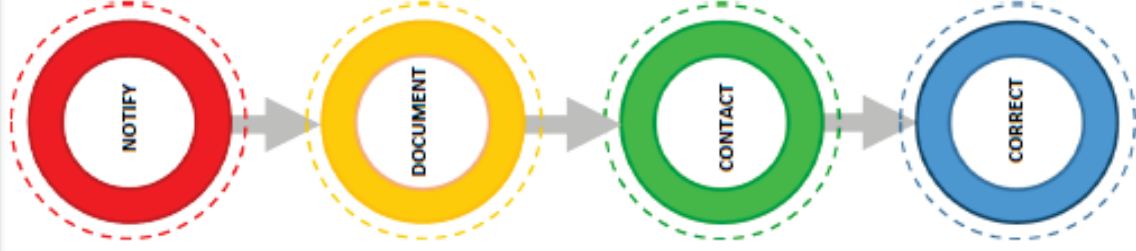
Temperature Excursions

Any temperature above 46° or below 36° Fahrenheit for a refrigerator unit. Any temperature above 5° or below -58° Fahrenheit for a freezer unit.

- Quarantine vaccines and label the vaccines “Do Not Use”.
- Follow site’s emergency plan to move the vaccine to a stable storage unit.
- Download data logger.
- Call manufacturers of all vaccines in your unit(s).
- Call Maine Immunization Program if vaccine needs to be wasted.



Temperature Excursion Quick Guide



Vaccine Temperature Excursion Guide

- Notify the vaccine coordinator or supervisor immediately.
- Label the vaccines “Do Not Use”.
- Store the vaccines in a unit where they can be kept under appropriate storage.
- Download the data logger to report temperature ranges to vaccine manufacturers and Maine Immunization Program.
- Contact each vaccines manufacturer to obtain documentation for the viability of the vaccine. Be prepared to provide data logger information and the vaccine involved with lot numbers. Follow manufacture guidance based on viability of vaccines. [Contact information for Vaccine Manufacturers \(PDF\)](#)
- Document all steps taken on temperature recording paper log and in ImmPact cold chain.
- Determine and address cause of the temperature excursion.
- Check the basics, including the power supply, the unit door, and thermostat settings, as well as the data loggers probe placement.
- If the excursion was the result of a temperature fluctuation, follow guidance on adjusting the storage unit temperature to the correct range. [Storage and Handling Toolkit](#)
- If the thermometer failed, implement your back-up thermometer. If the storage unit failed, implement your emergency plan.
- If vaccines were moved to another unit, please provide five days of stable in-range temperatures before moving vaccine back into unit.

Inventory Reconciliation

- Print out Inventory count in Immpact.
- Check each vaccine in your inventory and make sure it is on the Immpact list and matches lot number and doses available.
- If list does not match actual inventory, you will need to figure out why.
- Once your Inventory list in Immpact matches what is in your unit, then click “submit reconciled inventory count” button in Immpact.
- All vaccine inventory must be reconciled on same day of ordering

Last reconciliation Date: 04/05/2023 03:34:56 **Submitted By:**

Submit Reconciled Inventory Count

By clicking this button to submit my inventory count I confirm that my inventory has been reconciled and the quantities shown here represent a complete and accurate count of my inventory on hand as of today's date.

Expired Vaccine

- All expired vaccines must be returned to the manufacturer.
- If a vaccine expires remove it from your inventory by placing it into a paper/plastic bag. Clearly label the bag “Do Not Use”. You will continue the process by logging into ImmPact.
- Make sure your temperature logs are entered and saved within 24 hours of returning vaccine. Manage returns for expired vaccines.
- Click the manage returns link.
- Click the Create Return tab.
- Click the Expired tab.
- Enter quantity
- Click submit return



Vaccine Return

All non-expired vaccines must be returned to the manufacturer as well. Remove it from your inventory by placing it into a paper/plastic bag. Clearly label the bag “Do Not Use”. You will continue the process by logging into ImmPact. Make sure your temperature logs are entered and saved within 24 hours of returning vaccine.

- Manage returns of non expired but eligible for return
- Go to manage inventory
- Choose vaccines that need to be modified, then click Modify quantity tab
- Choose action, enter quantity, choose reason from dropdown, click save
- Click the manage returns link
- Click the Create Return tab
- Depending on what was used from modify quantity is where the return will show up.
- You will notice an upside-down triangle
- Click that tab
- Enter quantity
- Click submit return

Once the uploads are completed, you will receive notice to print return authorization form and will receive another email for your return label. These vaccines are NOT to be returned to Maine Immunization Program; vaccines are returned to McKesson.

Preventable Wastage

- All sites have a 5% preventable Wastage Allowance.
- 3% is a warning level and a warning letter will go to the site (if possible).
- 5% is the level of when vaccine will need to be replaced dose for dose.
- All sites receive a threshold report in the beginning of the year that notifies the site of its preventable wastage allowance.
- How do I avoid having preventable wastage?



Wastage Report

Maine Immunization Program



2022 Fourth Quarter Vaccine Report
October 1st - December 31st

1234 Health Center	Vaccine Received				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date
Total Doses	25	0	40	25	90
Total Cost	\$2,258.70	\$0.00	\$3,047.40	\$808.60	\$6,114.70

All Vaccine Wastage - 2022 Q4

Expired	2	9	8	2	1	22
Boostrix						\$70.04
Recombivax Peds						\$121.95
VAQTA-Peds 2 Dose						\$181.12
Lost or Unaccounted for Vaccine						
Boostrix						\$70.04
MenQuadfi						\$104.72
Total of All Wasted and Expired						\$547.87

5% Practice Threshold	PREVENTABLE Wastage				Remaining Dose Allowance
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Total Doses	0	0	0	3	3
Total Cost	\$0.00	\$0.00	\$0.00	\$174.76	\$174.76
5% Practice Threshold	4				1

The Vaccine Replacement Procedure applies to PREVENTABLE wastage over 5% of all annual distributed vaccines. MIP understands that there are certain situations where wastage is unavoidable and will not expect providers to replace vaccines in these situations. This report provides the total of ALL wasted vaccines during the previous quarter and those deemed by the program as PREVENTABLE (spoiled, lost or unaccounted for, and some expired vaccines, as examples.) Although not all vaccine is required to be replaced, it is important to minimize vaccine wastage in your practice. Please refer to the Vaccine Replacement Procedure Toolkit on ways to prevent vaccine wastage.

Here is a sample of a wastage report from 4th Quarter. The total wastage is 22 doses for this quarter, but the PREVENTABLE wastage is only 3 doses. Preventable wastage is when vaccines are lost or unaccounted for, spoiled, or expired boxes that are full.

Program Contacts

- Maine Immunization Program
 - Main line: 287-3746
 - Fax line: 287-8127
 - Email: ImmunizeME.DHHS@maine.gov
 - Website: <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization>
 - Educator line: 287-9972
 - ImmPact Help Desk line: 287-3006
 - Adult Education line: 287-9941
 - ImmPact Help Desk email: ImmPact.Support@maine.gov
 - ImmPact website: <https://immimpact.maine.gov>

Questions?

Maine Immunization Program

207-287-3746

ImmunizeME.DHHS@maine.gov

