

## Vaccines for Children (VFC) Enrollment

- If your clinic wishes to enroll in VFC **you must contact the VFC Helpdesk** at 971-673-4VFC (4832) or [vcf.help@dhsosha.state.or.us](mailto:vcf.help@dhsosha.state.or.us) so we can add you to our pending enrollment list.
  - **Please complete the enrollment checklist below** to ensure that the process moves as quickly as possible.
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### Enrollment Instructions/Checklist:

**Print** off this checklist to keep track of your progress through the enrollment process.

**Sign up** for ALERT Immunization Information System (IIS), if not already enrolled. The [ALERT IIS](#) is a statewide immunization registry. ALERT IIS collects immunization data from both public and private health care providers, including pharmacies and hospitals. ALERT IIS collects all immunization doses administered by participating providers in Oregon in order to provide clinical decision support and consolidated immunization records for patients at the point of clinical care. At the population level, it provides aggregate data on vaccinations in support of public health programs to eliminate vaccine preventable diseases.

<b>Your clinic AL code:</b>	<input type="text"/>
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### Complete ALERT Trainings:

Basic User training (all staff who will use ALERT)

Super User Webinar training (one staff member – someone who will have a major role in the VFC program such as the VFC Coordinator, office manager, nursing supervisor, etc.)

Inventory Webinar training (two staff members – generally the Vaccine Coordinator and back-up staff who will be ordering and tracking inventory in ALERT)

### Determine how your clinic will enter data into ALERT

Send data electronically from your electronic health record (EHR) to ALERT IIS

-OR-

Hand-enter shots into ALERT IIS

### Enter Private vaccine stock into ALERT

**Is your clinic a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC)?**

No                      Yes - FQHC                      Yes – RHC

**Assign the following VFC roles:**



**Responsible Provider:** The person responsible for the clinic's overall compliance with VFC Program requirements. This is usually the clinic's physician-in-chief or the clinic's medical director or administrator.


**Vaccine Coordinator:** A designated, on-site, and fully trained staff person responsible for all vaccine management activities within the practice: ordering vaccine, reconciling vaccine inventory, tracking borrowed and wasted or expired doses, etc.

**Back-up Vaccine Coordinator:** A designated, on-site, and fully trained staff member with the knowledge and skills to be responsible for all vaccine management activities within the practice. This person acts as support to the Vaccine Coordinator and manages VFC when the primary coordinator is unavailable.

	Name	Email Address
<b>Responsible Provider</b>		
<b>Vaccine Coordinator</b>		
<b>Back-up Vaccine Coordinator</b>		

**Complete a Provider Agreement.** Contact [vfc.help@dhsosha.state.or.us](mailto:vfc.help@dhsosha.state.or.us) if you are not sure which form to fill out

- o  [Private Provider Agreement](#)
- o  [Public Provider Agreement](#)

**Review** the [Refrigerator and Freezer Guide](#) and  [Thermometer Guide](#) to determine that your clinic's equipment is in full compliance with VFC requirements.

**Download** continuous tracking temperatures each week and record minimum and maximum temperatures at the start of each clinic day. [Sample temperature logs](#)

## Storage Units

<b>Refrigerator</b> <b>Brand Name/Model</b>	
<b>Freezer</b> <b>Brand Name/Model</b>	

## Temperature Monitors/Dataloggers

	<b>Brand</b>	<b>Type</b>	<b>Calibration Expiration Date</b>
<b>Refrigerator</b>			
<b>Freezer</b>			
<b>Back-Up</b>			

**Review** the  [Vaccine Management Guide](#) and fill out the vaccine emergency plan

**Take** the [Vaccine Management Trainings](#). There are two types of required trainings. The VFC coordinator and back-up coordinator must take the annual VFC training. In addition, every two years, two staff members responsible for administering vaccines must take the three option 1 or option 2 trainings (can also be the coordinator and back-up). Make sure to print and save all training certificates.

Submit the following to the VFC help desk:

One week's worth of maximum and minimum daily temperature logs and continuous tracking temperatures

VFC training certificates

Provider Agreement

Datalogger calibration certificates

Vaccine emergency plan

This checklist