



# VFC Requirements Checklist

This list is a quick review of the VFC program requirements. This checklist can be used to help prepare for an upcoming VFC site visit. For details about each requirement, please review the VFC Resource Guide or e-mail [vfc@wi.gov](mailto:vfc@wi.gov)

## VFC Basics

<input type="checkbox"/>	Ensure each provider has assigned a trained primary and backup coordinator
<input type="checkbox"/>	Communicate all coordinator changes to the program
<input type="checkbox"/>	Complete annual re-enrollment
<input type="checkbox"/>	Complete annual training (both primary and back-up coordinator)
<input type="checkbox"/>	Maintain all VFC documentation for 3 years
<input type="checkbox"/>	Operate the VFC program in a manner intended to avoid fraud and abuse as defined by Medicaid regulations
<input type="checkbox"/>	Participate in VFC program compliance site visits, unannounced visits, and other educational opportunities associated with VFC program requirements.

## Storage and Handling

<input type="checkbox"/>	Have a vaccine storage unit that meets VFC requirements and always maintains recommended temperatures
<input type="checkbox"/>	Have a current and valid calibrated <a href="#">digital data logger (DDL)</a> for every storage unit
<input type="checkbox"/>	Have at least one calibrated <a href="#">backup DDL</a>
<input type="checkbox"/>	Check and <a href="#">document temperatures</a> at least once a day
<input type="checkbox"/>	Download (if needed) and <a href="#">review temperature data</a> weekly or monthly
<input type="checkbox"/>	Respond to and document all <a href="#">temperature excursions</a>
<input type="checkbox"/>	Have 'do not unplug' signs at the circuit breaker and outlets that supply power to the storage units
<input type="checkbox"/>	Keep vaccines in their original packaging
<input type="checkbox"/>	Keep public and private vaccines separated

## **Vaccine Management**

<input type="checkbox"/>	Offer all vaccines recommended by the Advisory Committee on Immunization Practices (ACIP) for the population the clinic serves
<input type="checkbox"/>	Maintain an adequate inventory of vaccines to prevent borrowing and wasted doses
<input type="checkbox"/>	Order VFC vaccines through the Wisconsin Immunization Registry (WIR) unless otherwise noted
<input type="checkbox"/>	Maintain VFC vaccine inventory in WIR
<input type="checkbox"/>	Document and return all borrowed doses within 90 days
<input type="checkbox"/>	Maintain a current vaccine management plan
<input type="checkbox"/>	Return all spoiled or expired VFC vaccines to CDC's centralized vaccine distributor within six months

## **VFC Eligibility, Documentation, and Administration**

<input type="checkbox"/>	Know and understand all VFC eligibility criteria
<input type="checkbox"/>	Screen and document eligibility status at each immunization encounter
<input type="checkbox"/>	Document administered doses in accordance with federal law
<input type="checkbox"/>	Enter all immunizations into WIR within three days of administration
<input type="checkbox"/>	Provide the vaccine information sheet (VIS) before vaccine administration
<input type="checkbox"/>	Report all clinically significant adverse events after vaccination to the Vaccine Adverse Event Reporting System (VAERS)
<input type="checkbox"/>	Comply with the immunization schedules, dosages, and contraindications that are established by ACIP

## **VFC Billing**

<input type="checkbox"/>	Never bill for the cost of a VFC vaccine
<input type="checkbox"/>	Do not charge a vaccine administration fee to non-Medicaid VFC-eligible children that exceeds the administration fee cap of \$20.83 per vaccine dose
<input type="checkbox"/>	Do not send unpaid vaccine administration fees to collections
<input type="checkbox"/>	Do not deny children vaccination based on inability to pay the administration fees

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