


## MEMO

**TO:** North Dakota Prevention Partnership Providers

**FROM:** Abbi Berg   
VFC Manager

**RE:** 2018 Prevention Partnership Enrollment

**DATE:** February 26, 2018

Annually, all providers currently enrolled in the Prevention Partnership Program are required to renew their enrollment to receive Vaccines for Children (VFC) or state-supplied vaccine. The 2018 enrollment cycle will again be largely done online. **The online enrollment survey must be completed online and the last page of the survey printed and signed by the Medical Director and returned to the North Dakota Department of Health (NDDoH) prior to Friday, March 23, 2018.**

By submitting the 2018 enrollment survey and returning the last page of the survey with the Medical Director's signature, the documentation portion of enrollment is then complete. Please refer to the enclosed 2018 Prevention Partnership Enrollment Checklist to ensure that your facility has completed all sections of the 2018 enrollment process. The checklist is for provider use only and does not need to be returned to the immunization program.

### PROVIDER ENROLLMENT SURVEY

The 2018 enrollment survey can be found on the immunization program website at [www.ndhealth.gov/immunize/](http://www.ndhealth.gov/immunize/). The enrollment survey serves as the main portion of enrollment, by asking providers for current primary and backup contact information, reviewing all VFC program requirements and signing the agreement. The chief physician or medical director who signs standing orders for immunizations is required to sign the last page of the enrollment survey. The last page of the survey that contains the Medical Director's signature must be returned to NDDoH prior to the due date. All other persons with prescription-writing authority who administer state-supplied vaccine must be listed in the enrollment survey. Birthing hospitals are exempt from this requirement. Only the medical director needs to be listed for birthing hospitals. If provider information changes (i.e., providers join or leave the practice), it must be reported to the NDDoH Immunization Program as soon as possible. **Providers should read the enrollment survey in its entirety and ensure that all program requirements are being met by the facility. Compliance with program requirements will be assessed at provider site visits, at a minimum of every other year.**

### PROVIDER PROFILE FORM (Salmon)

A pre-populated provider profile will be included in the 2018 enrollment mailing. "Provider Estimates" have been completed for you based on North Dakota Immunization Information System (NDIIS) data for calendar year 2017. If you disagree with the pre-populated estimates, please cross them out and change them. Please return the provider profile with corrections along with the facility's signed enrollment page. If there are no changes from the pre-populated profile then it does not need to be returned. If NDIIS data is unavailable for your facility, you will have to complete this portion on your own using benchmarking or encounter data.

Also, if a provider does not offer all ACIP-recommended vaccines (considered a specialty provider) please complete the section of the provider profile describing which vaccines are offered and return with the signed enrollment page.

### 2018 ANNUAL PROVIDER EDUCATION

The Centers for Disease Control and Prevention (CDC) requires immunization programs to train their VFC providers annually about VFC requirements, including proper vaccine storage and handling.

NDDoH is again requiring all primary and back up vaccine coordinators (minimum of two people per site) to take a web-based training by **the enrollment deadline of March 23, 2018**. The trainings are requirements for VFC enrollment.

The training was prepared by NDDoH and should take approximately one hour. This is a different educational module than what has been required in the past. The training and post-test are available at: [www.ndhealth.gov/Immunize/Education/](http://www.ndhealth.gov/Immunize/Education/). The educational portion of enrollment will not be complete until the post-test is completed on the NDDoH website.

Anyone who has completed the trainings, even if they were the CDC trainings, since January 1, 2018 does not need to re-do the education. As long as the post-test was taken on the immunization program's website you will receive credit for taking the course.

### TEMPERATURE MONITORING UPDATE

**Since January 1, 2018, providers have been required to begin recording the minimum and maximum temperatures, preferably at the beginning of each clinic day. If this practice was already in place, no additional steps need to be taken.** This requirement was communicated previously via email. Reviewing and recording minimum and maximum temperature readings at the beginning of the work day ensures that refrigerator and freezer temperatures have been in the appropriate range. Twice-daily temperature monitoring and recording is still recommended even when a continuous graphing/recording thermometer or a digital data logger is used. Starting in 2018, the min/max temperature requirement has taken the place of the twice daily temperature checks however, it is still a good preventative step for clinic staff to check and document temperatures twice daily even though it is no longer required. Staff should be educated to visually check the temperature of the unit, each time it is entered.

If you have any questions, please contact the NDDoH Immunization Program at 701.328.3386 or toll-free at 800.472.2180.

Thank you for your participation in this important program.

Enclosures