

## MEMO

**TO:** North Dakota Prevention Partnership Providers

**FROM:** Abbi Berg, MPH  
VFC Manager

**RE:** 2016 Prevention Partnership Enrollment

**DATE:** March 18, 2016

Annually, all providers currently enrolled in the Prevention Partnership Program are required to renew their enrollment in order to receive Vaccines for Children (VFC) or state-supplied vaccine. The 2016 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, April 8, 2016.**

By submitting the 2016 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 2016 Prevention Partnership Enrollment Checklist to ensure that your facility has completed all sections of the 2016 enrollment process. The checklist is for provider use only, and does not need to be returned to the immunization program.

### PROVIDER ENROLLMENT SURVEY

The 2016 enrollment survey can be found on the NDDoH 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 2016 enrollment mailing. "Provider Estimates" have been completed for you based on North Dakota Immunization Information System (NDIIS) data for calendar year 2015. 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, it does not need to be returned to the NDDoH.** 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.

### 2016 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 two web-based trainings by **the enrollment deadline of April 8, 2016**. These trainings are requirements for VFC enrollment.

**Training 1:** Keys to Storage and Handling Video

**Training 2:** You Call the Shots-Vaccines for Children

These trainings were prepared by CDC, and each may take an hour. In order for the NDDoH to track which providers have completed the trainings, providers must complete post-tests. The trainings and post-tests 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-tests are completed on the NDDoH website.

Individuals who are interested in obtaining CDC continuing education credits can visit [www2a.cdc.gov/TCEOnline/](http://www2a.cdc.gov/TCEOnline/).

Anyone who has completed the trainings since January 1, 2016 does not need to re-do the education. As long as the post-test was taken on the NDDoH Immunization Program's website you will receive credit for taking the course.

### DATA LOGGER REQUIREMENT AND UPCOMING EXPIRATION DATES

All storage units that contain VFC or state-supplied vaccine must have a continuous recording data logger to monitor temperatures. All state-provided data loggers (Fridgetag® and Freezertag®) expire in 2016, and must be replaced by the provider prior to expiration. Some data loggers expire as early as April 2016. Providers will receive corrective actions at VFC site visits if they are using expired data loggers or have expired back-up data loggers.

Providers are not required to purchase the same brand that was supplied to them in 2014. A purchasing guide for data loggers is available on the NDDoH website:

[www.ndhealth.gov/Immunize/Documents/Providers/Forms/Dataloggerpurchasingguide2016.pdf](http://www.ndhealth.gov/Immunize/Documents/Providers/Forms/Dataloggerpurchasingguide2016.pdf).

Prior to purchasing a new data logger, providers must ensure the brand they select meets all CDC requirements.

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#### 2016 FORM UPDATES

An updated 2016 Vaccine Management Policy is included in the enrollment mailing and also available on the NDDoH website: [www.ndhealth.gov/Immunize/Providers/Forms.htm](http://www.ndhealth.gov/Immunize/Providers/Forms.htm).

The borrow and return form has been updated to include patient identifiers for vaccine that is being returned. Previously, the form only had patient identifiers when a vaccine was borrowed. Providers are not required to switch to the new version of this form, but may do so at any time. This new field was requested to be added by providers. As a reminder, the VFC Vaccine Borrow/Return Report must be used each time a vaccine is borrowed or returned.

The Vaccine Management Template has also been included with enrollment. The template must be updated each time information changes or at least reviewed and signed at least once per year. This does not have to be returned with the enrollment signature. It will be reviewed at VFC site visits.

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

