

VFC Vaccine Accountability and Management Plan (VAMP)

Office Name:	Phone:
Address:	
Facility Pin#:	

By signing this form, I certify on behalf of myself and all immunization staff in this facility as listed on the VFC Provider Agreement and below, that I have read and agree to the Vaccine Accountability & Management Plan items listed and understand I am accountable (and each listed person is individually accountable) for compliance with these requirements.

All signatures from the signing physician, primary and backup coordinators, and the office manager (if applicable) are required. Electronic Signatures are acceptable.

Signing Provider signature:		Date:
Print Name:		
Signing Provider email:	Signing Provider phone:	
VFC Coordinator signature:		Date:
Print Name:		
VFC Coordinator email:	VFC Coordinator phone:	
VFC Backup Coordinator signature:		Date:
Print Name:		
VFC Backup Coordinator email:	VFC Backup Coordinator phone:	
Office Manager signature:		Date:
Print Name:		
Office Manager email:	Office Manager phone:	

Submit a revised Vaccine Accountability and Management Plan to the BIZS (Bureau of Immunization Services) **EVERY TIME** facility changes occur (including changes in staff).

Vaccines must be maintained within the manufacturers' temperature requirements in order to remain viable to administer to patients. Below, list the emergency vaccine storage location that staff will transport vaccines to in the event of a storage unit malfunction, extended power failure, natural disaster, or other emergency that might compromise the appropriate vaccine storage. ([Module 6](#)).

Emergency storage facility Information (less than 10 miles from your facility)

Name:	Pin#:
Address:	
Phone number:	
Contact at facility:	
Major cross streets:	

Useful Contacts	Name	Phone Number
Electricity company		
Building maintenance		
Building security company		
Storage unit maintenance & repair		
Data Logger company		
County Health Department		

ADHS Immunization Program Office (BIZS)		602-364-3630 (main office number)
Vaccine Manufacturer	GSK	1-888-825-5249
	Merck	1-800-672-6372
	Pfizer	1-800-438-1985
	Sanofi	1-800-822-2463
	Seqirus	1-855-358-8966
	Dynavax	1-877-848-5100
	AstraZeneca	1-800-236-9933
	Mass Biologics	1-617-474-3000
	Novavax	1-855-239-9174
	Moderna	1-866-663-3762

Vaccine Storage Unit/ Data Logger Inventory

Vaccine storage and data logger	Unit #1	Unit #2	Unit #3	Unit #4	Unit #5
Indicate cold storage unit type: Refrigerator or Freezer					
Unit grade: -Pharmaceutical -Stand-alone -Household Dual Control					
Brand Name unit					
Unit Model number					
Last routine maintenance?					
Water bottles in unit as required? (Y/N)					
Data logger in cold storage unit (Y/N)					
Data logger Name					
Data logger Model Number					
Data logger Serial Number					
Last calibration date					
Calibration expiration date					
Location of backup data logger	Data logger Name & Model Number	Data logger Serial Number	Last calibration date	Calibration expiration date	

Vaccines for Children Program (VFC) Requirements (Overview)

More detailed information is available in the Arizona VFC Operations Guide.

The signing physician, primary or backup coordinator, or office manager must provide their initials on the individual modules of the Vaccine Accountability and Management Plan.

Vaccine Management and Accountability Plan (Module 1) Initials: _____

- Providers must display the Vaccine Accountability and Management Plan which includes procedures for routine and emergency vaccine management on the VFC refrigerator or freezer at all times and utilized as appropriate.
- Submit a revised Vaccine Accountability and Management Plan to the BIZS (Bureau of Immunization Services) EVERY TIME facility changes occur (including changes in staff).

VFC Program Participation Requirements (Module 2) Initials: _____

- Providers must meet the eligibility criteria required for VFC program enrollment.
- Providers must complete the Provider Agreement for initial program enrollment and program re-enrollment (annually). Program inactivation may occur due to failure to re-enroll.
- VFC program participation is required for participating in AHCCCS; if you are inactivated, your AHCCCS panel may be removed/reassigned.
- If a Provider Agreement is terminated, the provider is responsible for transferring or returning any unused vaccine prior to termination.
 - If a VFC provider fails to transfer VFC vaccines to other VFC providers, resulting in vaccine wastage, they will not be able to re-enroll in the VFC program until they have replaced the wasted vaccine from their previous termination on a dose-for-dose basis.
- Do not charge patients or bill AHCCCS for the cost of VFC or CHIP vaccine. An administration fee, not to exceed \$21.33 per injection, may be charged to AHCCCS or the parent/patient. If a patient is enrolled in AHCCCS, providers may NOT bill the patient. VFC-eligible patients who cannot pay the administration fee may not be denied VFC vaccines. Sending the bill to collections is not allowed.
- Annual documented training for all VFC staff is required.

VFC Eligibility and Requirements (Module 3) Initials: _____

- Facility staff must understand, screen, and document VFC/CHIP eligibility at EVERY immunization encounter PRIOR to selecting the vaccine stock for administration. **Only VFC/CHIP eligible children may receive VFC/CHIP vaccines.

Arizona State Immunization Information System (ASIIS) (Module 4) Initials: _____

- Each ASIIS user must have a unique (not shared) ASIIS login.
- Each VFC/CHIP/Private vaccine dose administered to a patient must be documented in their facility records and the Arizona State Immunization Information System (ASIIS). All required fields must be included.
- Each VFC/CHIP vaccine dose administered to a patient must be decremented appropriately from the ASIIS vaccine inventory.
- Annual signature in ASIIS of the HIPAA agreement is required for all ASIIS users.

Vaccine Storage and Handling (Module 5) Initials: _____

- Providers are responsible for maintaining vaccines appropriately from the time a shipment arrives at a facility until a dose is administered to an eligible patient.
- Refrigerated vaccine storage units must maintain a temperature range between 36.0° F and

46.0° F (2.0° C and 8.0° C). Freezer vaccine storage units must maintain a temperature range between -58.0° F and +5.0° F (-50.0° C and -15.0° C). Vaccine storage units must have sufficient storage space to accommodate vaccine stock at the busiest times of the year without overcrowding. CDC recommends the following vaccine storage unit types (in order of preference): purpose-built or pharmaceutical/medical-grade units, including doorless and vending-style units; Stand-alone refrigerator and freezer units; combination household refrigerator/freezer unit, using only the refrigerator compartment to store vaccines if it has a separate temperature control for the refrigerator and freezer. A separate stand-alone freezer should be used to store frozen vaccines. CDC strictly prohibits the use of all dorm-style and bar-style units for vaccine storage.

- If a new unit is purchased, the provider office will be required to provide the BIZS with a receipt of sale for a new stand-alone unit(s) and a data logger report with five (5) full consecutive days of current in-range temperatures, after the date of purchase, before the new unit(s) can be used to store VFC vaccines.
- Each vaccine storage unit is required to have a VFC-approved data logger.
- A portable backup data logger, readily accessible in the office, is also required.
- Data logger data must be downloaded and reviewed two times per month.
- Vaccines must be stored under appropriate temperatures as described in the package inserts at all times.
- Vaccine storage unit temperatures must be monitored and documented. Information that is required when documenting a temperature reading:
 - At least one min/max temperature reading per day at the beginning of the workday.
 - Time and date of each reading.
 - Name or initials of the person who assessed and recorded the reading.
- Providers have two options for documenting temperature readings:
 - Option 1: Handwrite the temperature on a paper log. The log should be posted on each vaccine storage unit door or nearby in a readily accessible and visible location.
 - Option 2: Use a continuous temperature monitoring and recording system that allows providers to document temperature readings electronically.

Vaccine Management Activities and Reporting (Module 6) Initials: _____

- Temperature Excursions - If a temperature excursion is suspected, providers should follow their Vaccine Accountability and Management Plan, including keeping the vaccines in the cold storage unit, isolating affected vaccines in a bag or box, and labeling them “do not use”.
- Providers must complete the VFC Incident Report in an approved BIZS format and provide all applicable electronic data logger reports for each incident. The reports must be directly from the data logger application or in data format (.xls, .txt, .ltd, or .csv). See ([Module 6](#))
- Vaccines should only be transported from the physical location of a VFC provider during an emergency or unexpected extended power outage or with the permission of the Immunization Program to prevent vaccine wastage. If the power has been out at a provider's office for two (2) hours, providers must appropriately pack their vaccines and transport them to the address listed on their VFC Vaccine Accountability and Management Plan. Contact the BIZS for directions and permissions.
- Expired or spoiled vaccines should NEVER be kept in a vaccine storage unit. Expired or spoiled vaccines should be placed outside the storage unit in a container labeled “DO NOT USE.”
- Return expired/spoiled vaccines to the depot (McKesson) within six (6) months of expiration.
- All [Vaccine Returns for Wasted/Expired Doses](#) must be reported and processed through VOMS 2.0 on the reconciliation page while [reconciling your inventory](#).
- Wasted vaccines should be disposed of appropriately, following state and local disposal requirements. The following items should NOT be returned to McKesson:

- Vaccine vials and syringes that have been opened (with OR without needles)
- Broken or damaged vaccine vials or syringes (with OR without needles), syringes that have been activated, and vaccines that have been pre-drawn.
- Vaccine vials that do not have the original sealed cap intact.
- VFC providers are required to report VFC and privately administered doses to ASIIS for children 18 years and younger within 30 days. All doses must be linked to a patient. All administered doses must decrement from the ASIIS inventory.
- Providers are required to report the lot number from the box (not the vial or syringe).

Vaccine Ordering (Module 7) Initials: _____

- VFC providers are required to submit a vaccine order at LEAST once per calendar year through ASIIS.
 - Providers must order all ACIP-recommended vaccines (e.g., COVID-19, influenza) and immunizations (e.g., Nirsevimab).
- Adequate inventory of vaccines for all patients served (VFC, CHIP, private) must be maintained and clearly marked to indicate which funding source provided the vaccine.
- Borrowing VFC or CHIP vaccine must be a very rare occurrence and cannot be part of the business practice. A borrowing report must be completed, and the vaccine must be repaid to the appropriate funding source immediately. Excessive borrowing may result in program probation.
- Regular reconciliation is required. Vaccines should be rotated to keep shorter-dated vaccines in front of longer-dated vaccines. Vaccine orders should reflect the most recent Provider Profile submitted and placed as follows:
 - Vaccines should be ordered at least monthly; smaller, more frequent orders are encouraged. This will maintain a 3-4 week stock of VFC/CHIP/private vaccines at all times. All efforts should be made to prevent borrowing from other vaccine funding sources.
 - In ASIIS, on the order screen, ensure that vaccines are scheduled to be delivered during your current office hours.
 - The VFC Program entitles children to all ACIP-recommended vaccines.
- Receiving and inspecting vaccine shipments: The primary vaccine coordinator or backup vaccine coordinator should take proper steps to receive and inspect vaccine deliveries. NOTE: if problems are encountered during any of the steps or there are any doubts that the vaccines may not have been shipped properly, immediately contact the BIZS at 602-364-3642. Vaccine deliveries should NOT be refused.
- IMMEDIATELY store vaccines in the appropriate VFC-approved cold storage unit. Label the vaccines according to fund type.

Vaccine Administration and VAERS (Module 8) Initials: _____

- The Arizona VFC Program makes all ACIP-recommended vaccines available for program participants.
- VFC providers are required to distribute the most current Vaccine Information Statements (VIS) at every immunization visit prior to the vaccines being administered.
- VFC providers must also maintain records in accordance with the National Childhood Vaccine Injury Act (NCVIA); this includes reporting clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS).

Bureau of Immunization Services Provider Visits (Module 9) Initials: _____

- VFC providers must actively participate in all program visits; compliance visits, storage and handling, new provider/staff in-services, IQIP, and others as needed and defined by the program.

Fraud and Abuse/Discipline Process (Module 10) Initials: _____

- Fraud is the intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person.
- Abuse includes practices that are inconsistent with sound fiscal, business, or medical practices that result in unnecessary costs to the Medicaid program, CHIP Program, Immunization Program, Health Insurance Company, or patient.
- Any provider that is involved in the fraud or abuse of VFC vaccine will be subject to a progressive disciplinary process that may include; issuance of a Notice of Action- information shared with AHCCCS, program probation, and involuntary program separation.
- An appeal process is available in the VFC Operations Guide for providers that request it.