



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

DANIEL STALEY
DIRECTOR

November 13, 2017

MEMORANDUM

TO: North Carolina Immunization Program (NCIP) Participants

FROM: Wendy Holmes, RN, Head *WH*
Immunization Branch

SUBJECT: 2018 Vaccines for Children (VFC) and NC Immunization Program Provider Agreement and Provider Enrollment Profile Forms

The purpose of this memo is to notify the lead physicians enrolled in NCIP of the annual re-enrollment process and provide the enclosed VFC and NCIP Provider Agreement documents for return. The Centers for Disease Control and Prevention (CDC) requires all providers enrolled in the VFC Program to renew the provider agreement and enrollment profile forms on an annual basis. The CDC and NCIP Provider Agreement forms outline the conditions of the VFC and NCIP programs. The lead physician signing this agreement agrees to comply with all conditions of the VFC and NCIP Provider Agreement forms and must be a Medical Doctor (MD), or Doctor of Osteopathy (DO) licensed to practice medicine in the state of North Carolina. The individual must have authority to ensure that the practice/clinic/facility and all providers listed on the agreement will adhere to the requirements of the program.

Annually, the vaccine coordinator and backup coordinator must complete required training. **Please note: Coordinators must complete the approved annual training prior to re-enrollment.** When reporting the annual training, please check the appropriate box indicating training was received if the vaccine coordinator and backup coordinator for your practice attended the 2017 state immunization conference, either separately or together, or if **both** CDC approved online training modules, VFC You Call the Shots Module-Sixteen, Vaccines For Children Program 2017, and CDC You Call the Shots Module-Ten, Storage and Handling 2017 were completed. The type of training received must be recorded on page (1) of the VFC Provider Agreement. Providers that have primary and back-up vaccine coordinators who have not completed any of these trainings must complete the "You Call the Shots" VFC and Vaccine Storage and Handling modules before returning this re-enrollment packet. Not completing the required training means that the practice is not in compliance with VFC requirements given to the state by CDC, and this may delay vaccine delivery to your practice until the required training has been completed.

As of January 1, 2018, all NCIP providers will be required to use continuous temperature monitoring devices (data loggers) to monitor vaccines that will be administered to VFC-eligible. This requirement extends to back-up thermometers as well. Please see the updated Minimum Required Vaccine Ordering, Handling and Storage Procedures for specific details. The document is available at:

http://www.immunize.nc.gov/providers/ncip/pdf/storage_handling_minimum.pdf.

Review the enclosed VFC Provider Agreement and Enrollment Profile forms in detail. Pay careful attention to the enrollment numbers pre-populated for your patient population. The enrollment numbers your practice reported represent the number of children being served by age and eligibility categories **who received VFC vaccine in the past 12 months**. Accuracy in reporting these numbers is a critical piece in determining the correct vaccine supply for your VFC-eligible patients. Mark through the enrollment numbers if changes are needed and write in the correct number; review the agreements for completeness; sign and return the signed, completed forms by **no later than December 1, 2017**; and retain a copy for your records. Return completed forms by standard USPS mail to “NC Immunization Branch, ATTN: Vaccine Distribution Unit, 1917 Mail Service Center, Raleigh, NC 27699-1917” or via email at ncirhelp@dhhs.nc.gov or via fax to 1-800-544-3058.

Contact the Immunization Help Desk, Monday through Friday, 8 a.m. to 5 p.m. at 1-877-873-6247, if assistance is needed or if you have any questions. Failure to return the completed re-enrollment packet by the due date will result in suspension from the NCIP.

Enclosures

cc: SMT, Regional Immunization Staff, CO, Vaccine Manufacturers, Elizabeth Hudgins, Frank Skwara, Terri Pennington, Peter Graber, Harita Patel, Taryn Edwards, Gregg Griggs, Ann Nichols