

Open Forum Webinar: Vaccines For Children Program (VFC) Providers

August 2020

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Overview

- Background and purpose of this webinar
- Review of the Vaccines for Children (VFC) Program
- Frequently Asked Questions (FAQs) Review
 - VFC Site Visits
 - Vaccine Storage and Handling
 - Vaccine Inventory Management (VIM)
 - Online Registry
- Q&A/Open Discussion



Background and Purpose

- Open Forum Webinar designed to foster an open discussion on topics related to the New York City Department of Health and Mental Hygiene (NYCDOHMH) Bureau Of Immunization (BOI) Vaccines for Children (VFC) Program.
- Panel of BOI staff available to answer questions.



Review of the VFC Program

- VFC provides publicly purchased vaccines at no cost to children <19 years who meet eligibility criteria
 - Centers for Disease Control and Prevention (CDC) purchases vaccine and distributes them in collaboration with state and local health departments
 - Health departments enroll providers and process vaccine orders for shipment by CDC's vendor, McKesson
- The following children <19 years are eligible:
 - Medicaid covered
 - Child Health Plus (New York State Child Health Insurance Program) covered
 - Uninsured
 - Underinsured (i.e., insurance does not cover vaccine)
 - American Indian or Alaskan Native



NYC's VFC Program

- >1,370 provider sites participate
 - 81% (1,376/1,708) of all pediatric practices in NYC
 - **Nearly 75% of NYC children <19 years of age are eligible for vaccines distributed through VFC**
 - NYC distributes >3 million doses of vaccine through VFC annually, valued at >\$140 million
- VFC vaccine distribution is linked to Citywide Immunization Registry (CIR) reporting



VFC Site Visits (FAQs)

Are VFC staff conducting compliance site visits during COVID-19?

- All **in-person** VFC staff visits have been suspended until further notice. We are currently assisting all VFC providers **virtually**.
- The Center for Disease Control and Prevention (CDC) has approved virtual visits for participating VFC program providers.
- All NYC VFC providers who are due for a site visit will be contacted in order to schedule a **virtual compliance visit** using Cisco WebEx Meetings.



Will my site continue to have AFIX visits? Will those visits be replaced by the Immunization Quality Improvement for Providers (IQIP) project? What is IQIP?

- IQIP is a new Centers for Disease Control and Prevention (CDC) program that replaces the Assessment, Feedback, Incentives, and eXchange (AFIX) program. The goal of IQIP is to enable Bureau of Immunization (BOI) representatives and Vaccines for Children (VFC) program providers to explore, identify, and collaborate on opportunities to increase on-time vaccination of children and/or adolescents. This is especially important now since childhood and adolescent vaccine coverage rates have declined across New York City (NYC) due to the COVID-19 pandemic.
- IQIP is conducted over one (1) year to allow time to implement quality improvement activities and observe the effects on immunization coverage. If your site is selected for the IQIP project, an IQIP representative will contact you to schedule a visit. Please note that participation by at least one clinician with decision-making authority will be required during the IQIP visit and follow-up.
- Currently IQIP visits are being done virtually.



Vaccine Storage and Handling (FAQs)

Clinic ABC has a DDL thermometer that is expiring this year in November 2020. Are they required to recalibrate their thermometer?

- No. CDC has extended the calibration period by one additional year for all DDL thermometers with a certificate of calibration expiring in 2020. For example, a certificate set to expire in November 2020 would be extended to November 2021.
- However, a certificate set to originally expire in 2021 would still need to be recalibrated prior to the due date.

Certificate of Calibration				Certificate: CSI-031315	
Customer Information				Equipment Information	
Customer:	Clinic ABC			Equipment ID:	V20-07062
Address:	128 Merry Ave			Model No:	123
				Manufacturer:	DDL 1010
City, State Zip:	New York	NY	10013	Serial No:	7862931062
				Location:	-
Calibrated: 11/1/2018				Temp: 70F +/- 10	
Next Cal: 11/1/2020				As Found: In Tolerance	
				Humidity: 50% +/-20	
				Result: Pass	
				Technician: Brenda Sanchez	
Remarks:					

Clinic ABC received a site visit from VFC and has a primary Digital Data Logger (DDL) thermometer monitoring the freezer and refrigerator units, but they do not have a back-up thermometer. The primary thermometer's calibration certificate indicates that it expires in July 2022. Is this clinic fully compliant?

- No, they are not fully compliant and must purchase a back-up DDL thermometer.
- As per the CDC guidelines, they have one month from date of visit to comply.
- Back-up thermometer must have a different calibration expiration date than the primary, ideally 1-6 months.

Certificate of Calibration				Certificate: CSI-031315	
<u>Customer Information</u>				<u>Equipment Information</u>	
Customer:	Clinic ABC			Equipment ID:	V20-07062
Address:	128 Merry Ave			Model No:	123
				Manufacturer:	DDL 1010
City, State Zip:	New York	NY	10013	Serial No:	7862931062
				Location:	-
<hr/>					
<u>Calibration Summary</u>					
Calibrated:	07/24/2020			Temp:	70F +/- 10
Next Cal:	07/24/2022			Humidity:	50% +/-20
				As Found:	In Tolerance
				Result:	Pass
				Technician:	Brenda Sanchez
Remarks:					

Clinic ABC would like to replace their fridge unit containing VFC vaccines. They ordered a fridge unit and it was delivered today. What should be their next step?

- Contact NYC VFC staff to schedule a virtual site visit to approve unit.
- Plug unit for 24-48 hours and monitor temperature with a DDL thermometer until the temperature stabilizes to CDC recommended range (36°F - 46°F or 2°C - 8°C).
- Transfer VFC vaccines from old unit to new unit.
- Update new fridge unit details in Vaccine Inventory Management (VIM) section in the online registry.

Online Registry

PATIENTS: Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Even, **VIM**, Set Up, Adult, ? Help, LogOut

PRACTICE: Welcome Georgia Elysee, Facility: Citywide Immunization Registry (CIR), Address: 42-09 28 STREET

Vaccine Inventory Management | Reports | Other VFC Forms | 2020 VFC Re-enrollment | Standing Orders Aggregate Form

Order VFC Vaccine | Order Influenza Vaccine | Adjust Inventory | VFC Vaccine Returns/Wastage | Vaccine Order Tracking

Acceptable formats: .pdf, .jpeg, .png, .txt, .xls, .xlsx, .ltd, .csv, .html, .htm, .mht, .xps, .tiff

DDL summary reports are required from: 06/10/20 to 08/23/20

** If you have more than one file, you must combine the files into one document before uploading **

Unit Name	Estimated Storage	Storage Used for VFC Vaccine	DDL Summary Report Upload
Fridge	16.7 ft ³	* 100% ▼	Choose File No file chosen
Continuous DDL: Y Calibration Exp. Date: 01/03/2022			
VFC Freezer	15.0 ft ³	* 100% ▼	Choose File No file chosen
Continuous DDL: Y Calibration Exp. Date: 12/16/2020			

← Previous **Modify Storage** Continue →

Clinic ABC would like to place a VFC vaccine order today (8/23/20). Their last order date was 6/10/20. What should be the timeframe on the DDL reports submitted with their order?

- Submit DDL reports from 6/10/20 to 8/23/20.
- Refer to the ordering screen in VIM for the specific DDL report timeframe required.

Acceptable formats: .pdf, .jpeg, .png, .txt, .xls, .xlsx, .ltd, .csv, .html, .htm, .mht, .xps, .tiff

DDL summary reports are required from: 06/10/20 to 08/23/20
**** If you have more than one file, you must combine the files into one document before uploading ****

Unit Name	Estimated Storage	Storage Used for VFC Vaccine	DDL Summary Report Upload
Fridge	16.7 ft ³	* 100% ▼	Choose File No file chosen
Continuous DDL: Y Calibration Exp. Date: 01/03/2022			
VFC Freezer	15.0 ft ³	* 100% ▼	Choose File No file chosen
Continuous DDL: Y Calibration Exp. Date: 12/16/2020			

Previous Modify Storage Continue

Clinic ABC conducted inventory in their fridge unit and defrosted their freezer unit which resulted in an excursion. They would like to order VFC vaccines but they are not sure if it will be processed due to the excursion temperature displayed on the DDL report. What should they do?

- Document the reason for the excursion on the report. DDL thermometer type/brand determines how an excursion is documented.
- Annotate the DDL Report.
- Acknowledge the excursion temperature on the DDL report.

P1	Time	Date	Notes
37	11:30	7/11/2018	
40.1	11:15	7/11/2018	
42.3	11:00	7/11/2018	
47.6	10:45	7/11/2018	Conducting Inventory
44.2	10:30	7/11/2018	Conducting Inventory
55.2	10:15	7/11/2018	Conducting Inventory
47.6	10:00	7/11/2018	Conducting Inventory
42.2	9:45	7/11/2018	
40.2	9:30	7/11/2018	

Temperature CH:1 Is Above 5.0°F			
Triggered		07/13/2018 11:21:26 AM EDT	
Duration		2 hrs, 30 mins	
Comments	Jamel Washington	Alarm acknowledged	07/13/2018 11:26:03 AM EDT
	Jamel Washington	Defrosting freezer Medications are in the hospital pharmacy and will be stored there until proper temperatures are achieved	07/13/2018 11:27:50 AM EDT

Clinic ABC ordered VFC vaccines and submitted a DDL thermometer summary report with a temperature excursion in the fridge. The temperature was 31°F for seven (7) days. VFC staff placed this vaccine order on HOLD. What is the best course of action for this provider?

- Quarantine vaccines and contact manufacturers to determine viability.
- Submit [Temperature Excursion Incident Report](#) within **14 days**.
- Report spoiled vaccines in the Vaccine Inventory Management (VIM) Return/Wastage section of the Online Registry.

TEMPERATURE EXCURSION INCIDENT REPORT
NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE: VACCINES FOR CHILDREN (VFC) PROGRAM
347-396-2404 (Phone) • 347-396-2559 (Fax) • nycimmunize@health.nyc.gov

In the event of any VFC temperature excursions, please complete this form and file it with the relevant temperature logs. Make sure to file any documents from the manufacturer as well. This report must be readily available if requested by the VFC Program.

VFC Provider Site: _____ VFC PIN #: _____

Name: _____ Phone #: _____ Email: _____

Date of Occurrence: _____ Time of Occurrence: _____ Order ID: _____

IMMEDIATE ACTION TAKEN

1.	Was the Physician In-Charge, Vaccine Coordinator or Back-up Vaccine Coordinator notified of excursion? <input type="checkbox"/> YES <input type="checkbox"/> NO
2.	What was the temperature inside the affected storage unit(s) at the time the problem was discovered (Include Min & Max temperatures as well)? <i>*Please note that any temperature reading outside the recommended ranges (Refrigerator – between 36°F [2°C] & 46°F [8°C]; Freezer – between -58°F [-50°C] & +5°F [-15°C]) is considered a temperature excursion.</i>

Online Registry

PATIENTS: Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Even, **VIM**, Set Up, Adult, ? Help, LogOut

PRACTICE: Welcome Georgia Elysee, Facility: Citywide Immunization Registry (CIR), Address: 42-09 28 STREET

Vaccine Inventory Management, Reports, Other VFC Forms, 2020 VFC Re-enrollment, Standing Orders Aggregate Form

Order VFC Vaccine, Order Influenza Vaccine, Adjust Inventory, **VFC Vaccine Returns/Wastage**, Vaccine Order Tracking

Clinic ABC would like to place a vaccine order and has three (3) separate DDL summary report files but can only upload one file per unit to the registry. What should they do?

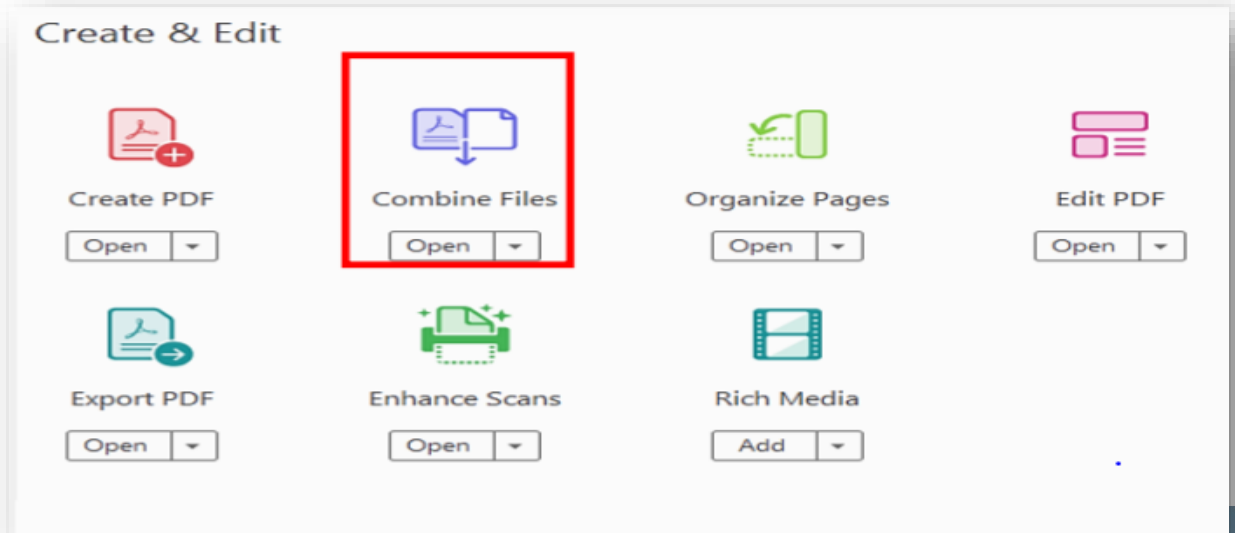
- VIM allows one file upload per storage unit.
- Combine the three (3) files into one document
 - By using Adobe Acrobat Reader's "combine files" tool. Only the Adobe Acrobat Pro DC version of this software has this feature.
 - By printing and scanning the pages into an electronic file.

Acceptable formats: pdf, .jpeg, .png, .txt, .xls, .xlsx, .ltd, .csv, .html, .htm, .mht, .xps, .tiff

DDL summary reports are required from: 06/10/20 to 08/23/20

**** If you have more than one file, you must combine the files into one document before uploading ****

Unit Name	Estimated Storage	Storage Used for VFC Vaccine	DDL Summary Report Upload
Fridge	16.7 ft ³	* 100% ▼	<input type="button" value="Choose File"/> No file chosen
Continuous DDL: Y Calibration Exp. Date: 01/03/2022			
VFC Freezer	15.0 ft ³	* 100% ▼	<input type="button" value="Choose File"/> No file chosen
Continuous DDL: Y Calibration Exp. Date: 12/16/2020			





Vaccine Inventory Management (FAQs)

My inventory is completely reconciled. Why can't I proceed with my vaccine order?

- The VFC program requests providers to enter all **On-hand Inventory** at the time of their VFC vaccine order
 - The Vaccine Inventory Management section requires providers to enter their inventory and reconcile any discrepancies.
 - Once inventory and all reconciliation transactions are complete, users can proceed to the next step in the Online Ordering Tool.
- Common errors include:
 - Entering a '0' in the Adjust Quantity column when the inventories match.
 - Not fully completing the row when an Inventory Adjustment occurs
- The following slides will detail these errors and how to fix them.

My inventory is completely reconciled. Why can't I proceed with my vaccine order?

Online Registry

Search MyList Reports Add/Edit Tools Recall Adv. Event VIM Set Up Adult ? Help

Welcome Ariann
Facility: Citywide
Address: 42-09

Vaccine Inventory Management Reports Other VFC Forms 2020 VFC Re-enrollment Standing Orders Aggregate Form

Order VFC Vaccine Order Influenza Vaccine Adjust Inventory VFC Vaccine Returns/Wastage Vaccine Order Tracking

1. Review vaccine order history.
2. Confirm Shipping and Refrigerator/Freezer information.
- 3. Enter current VFC vaccine inventory.**
4. Enter VFC order quantities.
5. Confirm order.
6. Receive confirmation number.

My inventory is completely reconciled. Why can't I proceed with my vaccine order?

Public Inventory

Private Inventory


PUBLIC INVENTORY















Legend

LOTS in **RED** are expired.


LOTS in **BLUE** will expire within 30 days.


Differences shaded in **GREEN** indicate that all inventory for that lot is accounted for.

Can't find your lot? **CLICK HERE:** [Find & Add Lot](#) 

							Adjust CIR Expected Inventory by Dose			Add / Remove Reason
Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	On-Hand Inventory	Difference	Adjust Direction	Adjust Quantity	Adjustment Reason	
DTaP-HepB-IPV	Pediarix (Primary Seri...	934NJ 12/10/2021	0.5ml SYR; 10-Pack	80	80	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
Hep B	Engerix-B Smithkline	4RB3J 04/03/2021	0.5ml SYR; 10-Pack	20	20	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
Hep B	Engerix-B Smithkline	5C2CZ 10/20/2020	0.5ml SYR; 10-Pack	9	9	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
Hep B	Engerix-B Smithkline	9794C 06/13/2021	0.5ml SYR; 10-Pack	5	5	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
Hep B	Recombivax HB Merck	R013434 03/21/2021	0.5ml SYR; 10-Pack	10	10	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
MMR	M-M-R II Merck	R028526 10/04/2020	SDV; 10-Pack	49	49	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
MMR	M-M-R II Merck	R035701 12/09/2020	SDV; 10-Pack	46	46	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
MMR	M-M-R II Merck	S020162 06/30/2021	SDV; 10-Pack	1	1	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
PCV	Prevnam 13 Wyeth-Ayerst	JL345345 03/01/2024	0.5ml SYR; 10-Pack	5	5	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
Tdap	ADACEL (>= 7 Yrs) Av...	U6128AA 11/20/2020	0.5ml SYR; 5-Pack	1	1	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
Tdap	Boostrix (>= 7 Yrs) Sm...	K9DX5 06/08/2021	0.5ml SYR; 10-Pack	37	37	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
Tdap	Boostrix (>= 7 Yrs) Sm...	X2XJ7 08/08/2021	SDV; 10-Pack	10	10	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
VAR	Varivax Merck	0410Z 11/05/2020	SDV; 10-Pack	600	600	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	
VAR	Varivax Merck	S006031 03/27/2021	SDV; 10-Pack	60	60	0	<input type="checkbox"/>	<input type="text" value="0"/>	Select an Option --	

Current CIR Expected Inventory Total: 1,063 | Current On-Hand Inventory Total: 1,063 | Difference: 0 (0%)

 Change

Save and Continue 

Your current inventory is 100% reconciled. Please proceed to Step 4 to complete your VFC vaccine order. By submitting this inventory count, you confirm that you have physically counted VFC-supplied inventory on-hand and the count you are submitting is accurate and complete.

My inventory is completely reconciled. Why can't I proceed with my vaccine order?

Public Inventory

Private Inventory

PUBLIC INVENTORY


Legend

LOTS in **RED** are expired.

LOTS in **BLUE** will expire within 30 days.


Differences shaded in **GREEN** indicate that all inventory for that lot is accounted for.


Can't find your lot? CLICK HERE:

[Find & Add Lot](#) 

						Adjust CIR Expected Inventory by Dose				
Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	On-Hand Inventory	Difference	Adjust Direction	Adjust Quantity	Adjustment Reason	Add / Remove Reason
DTaP-HepB-IPV	Pediarix (Primary Seri...	934NJ 12/10/2021	0.5ml SYR; 10-Pack	75	75	0	Decrease(-)	5	-- Select an Option --	+
Hep B	Engerix-B Smithkline	4RB3J 04/03/2021	0.5ml SYR; 10-Pack	20	20	0			-- Select an Option --	+
Hep B	Engerix-B Smithkline	5C2CZ 10/20/2020	0.5ml SYR; 10-Pack	9	9	0			-- Select an Option --	+
Hep B	Engerix-B Smithkline	9794C 06/13/2021	0.5ml SYR; 10-Pack	5	5	0			-- Select an Option --	+
Hep B	Recombivax HB Merck	R013434 03/21/2021	0.5ml SYR; 10-Pack	10	10	0			-- Select an Option --	+
MMR	M-M-R III Merck	R028526 10/04/2020	SDV; 10-Pack	49	49	0			-- Select an Option --	+
MMR	M-M-R III Merck	R035701 12/09/2020	SDV; 10-Pack	46	46	0			-- Select an Option --	+
MMR	M-M-R III Merck	S020162 06/30/2021	SDV; 10-Pack	1	1	0			-- Select an Option --	+
PCV	Prevnar 13 Wyeth-Ayerst	JL345345 03/01/2024	0.5ml SYR; 10-Pack	5	5	0			-- Select an Option --	+
Tdap	ADACEL (>= 7 Yrs) Av...	U6128AA 11/20/2020	0.5ml SYR; 5-Pack	1	1	0			-- Select an Option --	+
Tdap	Boostrix (>= 7 Yrs) Sm...	K9DX5 06/08/2021	0.5ml SYR; 10-Pack	37	37	0			-- Select an Option --	+
Tdap	Boostrix (>= 7 Yrs) Sm...	X2XJ7 08/08/2021	SDV; 10-Pack	10	10	0			-- Select an Option --	+
VAR	Varivax Merck	0410Z 11/05/2020	SDV; 10-Pack	600	600	0			-- Select an Option --	+
VAD	Varivax Merck	S006021 02/27/2021	SDV; 10-Pack	60	60	0			-- Select an Option --	+

Current CIR Expected Inventory Total: 1,058 | Current On-Hand Inventory Total: 1,058 | Difference: 0 (0%)

 Change

Save and Continue 

Your current inventory is 100% reconciled. Please proceed to Step 4 to complete your VFC vaccine order. By submitting this inventory count, you confirm that you have physically counted VFC-supplied inventory on-hand and the count you are submitting is accurate and complete.

My inventory is completely reconciled. Why can't I proceed with my vaccine order?

Public Inventory

Private Inventory

PUBLIC INVENTORY

Legend

LOTS in **RED** are expired.

LOTS in **BLUE** will expire within 30 days.

Differences shaded in **GREEN** indicate that all inventory for that lot is accounted for.

Can't find your lot? CLICK HERE: [Find & Add Lot](#)


							Adjust CIR Expected Inventory by Dose			Add / Remove Reason	
Vaccine Type	Brand / Mfr	Lot# / Exp.Date	Presentation	CIR Expected Inventory	On-Hand Inventory	Difference	Adjust Direction	Adjust Quantity	Adjustment Reason		
DTaP-HepB-IPV	Pediarix (Primary Seri...	934NJ 12/10/2021	0.5ml SYR; 10-Pack	75	75	0	Decrease(-)	5	Correction of Invalid Entry/Error		
Hep B	Engerix-B Smithkline	4RB3J 04/03/2021	0.5ml SYR; 10-Pack	20	20	0			-- Select an Option --		
Hep B	Engerix-B Smithkline	5C2CZ 10/20/2020	0.5ml SYR; 10-Pack	9	9	0			-- Select an Option --		
Hep B	Engerix-B Smithkline	9794C 06/13/2021	0.5ml SYR; 10-Pack	5	5	0			-- Select an Option --		
Hep B	Recombivax HB Merck	R013434 03/21/2021	0.5ml SYR; 10-Pack	10	10	0			-- Select an Option --		
MMR	M-M-R II Merck	R028526 10/04/2020	SDV; 10-Pack	49	49	0			-- Select an Option --		
MMR	M-M-R II Merck	R035701 12/09/2020	SDV; 10-Pack	45	45	0	Decrease(-)	1	Correction of Invalid Entry/Error		
MMR	M-M-R II Merck	S020162 06/30/2021	SDV; 10-Pack	1	1	0			-- Select an Option --		
PCV	Prevnar 13 Wyeth-Ayerst	JL345345 03/01/2024	0.5ml SYR; 10-Pack	5	5	0			-- Select an Option --		
Tdap	ADACEL (>= 7 Yrs) Av...	U6128AA 11/20/2020	0.5ml SYR; 5-Pack	1	1	0			-- Select an Option --		
Tdap	Boostrix (>= 7 Yrs) Sm...	K9DX5 06/08/2021	0.5ml SYR; 10-Pack	37	37	0			-- Select an Option --		
Tdap	Boostrix (>= 7 Yrs) Sm...	X2XJ7 08/08/2021	SDV; 10-Pack	10	10	0			-- Select an Option --		
VAR	Varivax Merck	0410Z 11/05/2020	SDV; 10-Pack	600	600	0			-- Select an Option --		
VAR	Varivax Merck	S006021 02/27/2021	SDV; 10-Pack	60	60	0			-- Select an Option --		

Current CIR Expected Inventory Total: 1,057 | Current On-Hand Inventory Total: 1,057 | Difference: 0 (0%)

[Change](#)

[Save and Continue](#)

Your current inventory is 100% reconciled. Please proceed to Step 4 to complete your VFC vaccine order. By submitting this inventory count, you confirm that you have physically counted VFC-supplied inventory on-hand and the count you are submitting is accurate and complete.



CIR Online Registry (FAQs)

Clinic ABC has hired a new staff and would like to give them access to the Citywide Immunization registry to review patient records, order VFC vaccine, etc.? How does the new staff gain access to the registry?

- All sites registered with the CIR Online Registry are assigned a Site Security Administrator (SSA). Online Registry access is granted to new staff by the SSA.
- SSAs can log into the CIR and select the following:
 - **Set up**
 - **Manage Users**
 - **Add a new user**
- The new user should sign a [User Confidentiality Form](#) which should be kept on site.
- SSAs must promptly deactivate online registry accounts of staff who are no longer employed at the facility.
- Each staff person should have their OLR username and password.

Online Registry

Search MyList Reports Add/Edit Tools Recall Adv. Event VIM Set Up Adult ? Help

Welcome Facility: Address:

Default Settings Change Password **Manage Users** Change My Contact Info Create SSA

The following people are registered users for your facility.
For help managing user accounts, view the [Guide for Site Security Administrators \(SSAs\)](#): [Add New Users](#); [Modify](#); [Inactivate](#); [Reset Account](#).

Add New User

Continue

View/Modify Users

To edit a user's record, click on the User ID or Name below; a separate page will display.

Facility: Citywide Immunization Registry
Security Administrator Doe, John

User ID	User Name	Security Group	Deactivated Date	Authorizing Provider
Jdoe1	Doe, John	Read-only	06/04/2012	Read Only, CIR

Will the registry be adding meningitis B vaccine to the list of due vaccines? I believe the administration rate for this vaccine would increase if the users of the registry are able to see a visual reminder.

- We plan to upgrade the immunization forecasting algorithm used by the CIR by the end of the year.
- This upgrade will enable meningitis B vaccine recommendations. The new algorithm is currently in the testing phase.





Submitted Questions

How do I begin the process to register for the Citywide Immunization Registry (CIR)?

- If your facility is part of the VFC program, it is already registered with the CIR. **Do not re-register.**
- To register a new facility with the CIR, click [HERE](#).
- You may also use this registration link to do the following
 - Check your facility's registration status
 - Obtain your facility code, if forgotten
 - Update contact information and provider information



✓ **Citywide Immunization Registry (CIR)**

The Citywide Immunization Registry (CIR) is a computerized system that, since 1997, keeps immunization records of people vaccinated in New York City (NYC). The CIR can help ensure that NYC residents receive all required immunizations and are protected from vaccine-preventable diseases. The CIR makes available to agencies and individuals concerned with health (e.g., health care providers, health plans, schools, parents, legal guardians or custodians) immunization records on individuals and, in partnership with the Lead Poisoning Prevention Program, blood lead test information on pediatric patients.

If you are a health care provider, school, or agency concerned with health, and if you are interested in CIR access and reporting, and/or intend to submit immunization data to fulfill Meaningful Use (MU) requirements, you may register here to obtain a facility code.

Once you register with the CIR, you may be eligible to sign up for [Online Registry access](#) to look up records, print official reports, create and save school health exam forms, and generate reminder/recall lists. Need more information? Please visit nyc.gov/health/cir, e-mail cir@health.nyc.gov, or call (347) 396-2400.

Forgot your CIR facility code? If you think you may be registered and have forgotten your facility code, you may enter your information using this registration service for verification to obtain your facility code.

How do we use the Recall Tools to bring patients up to date with their immunizations?

- Generate lists, mail letters and/or send text messages to patients who are overdue for vaccinations.
- Review the detailed webinar held recently by VFC regarding the recall functionalities. A copy of the presentation can be found [here](#).
- A copy of the CIR Reminder Recall Guide can also be found [here](#).



Past Webinars

- **Bringing Patients UTD and CIR Recall Tools 2020 (PDF)**
- NYC Vaccines for Children Program Policy Reminders and 2020 Re-enrollment (PDF)
- 2019 Interoperability Overview: HL7 Electronic Data Exchange with the CIR and Meaningful Use Stage 3 (PDF)
- Immunization Quality Improvement Collaborative (PDF)
- Temperature Excursion Management and VFC Re-enrollment (PDF)
- Together We Can Prevent HPV-related Cancers (PDF)
- Vaccine Inventory Management (VIM) 2017 (PDF) or [listen and view media file](#)
- Adults need vaccines, too! Strategies for Increasing Adult Vaccination Rates Webinar (PDF) or [listen and view media file](#)

I would like to use the Reminder Recall Tools to bring patients up to date with their immunizations. However, my legal team would like to know if the recipient consented to the CIR to receive text?

- If your practice already conducts follow-up with patients that are not up to date, the CIR Reminder Recall text messaging tool can be added as an alternative method to reach patients.
- This tool uses a short code when messages are sent. Recipient always have the option to opt out of receiving text messages.

A sample of how the messages you send will look on the screen of a mobile phone:

It is important to list your facility name, shown here as "Your Provider," so your patient knows who is sending the message.

Auto-reply confirming patient has opted out of receiving text messages after replying, "STOP".

Auto-reply confirming patient has opted back in to receiving text messages after replying, "OOPS".

< Messages 850-80 Contact

Our records show that your child may be due for flu vaccine. Please call, xxx-xxx-xxxx, Dr. XXX's office, for an appointment. To stop reminders, text STOP.

Stop

You have been removed from receiving mobile immunization alerts. Removed by mistake? Reply OOPS to rejoin.

Oops

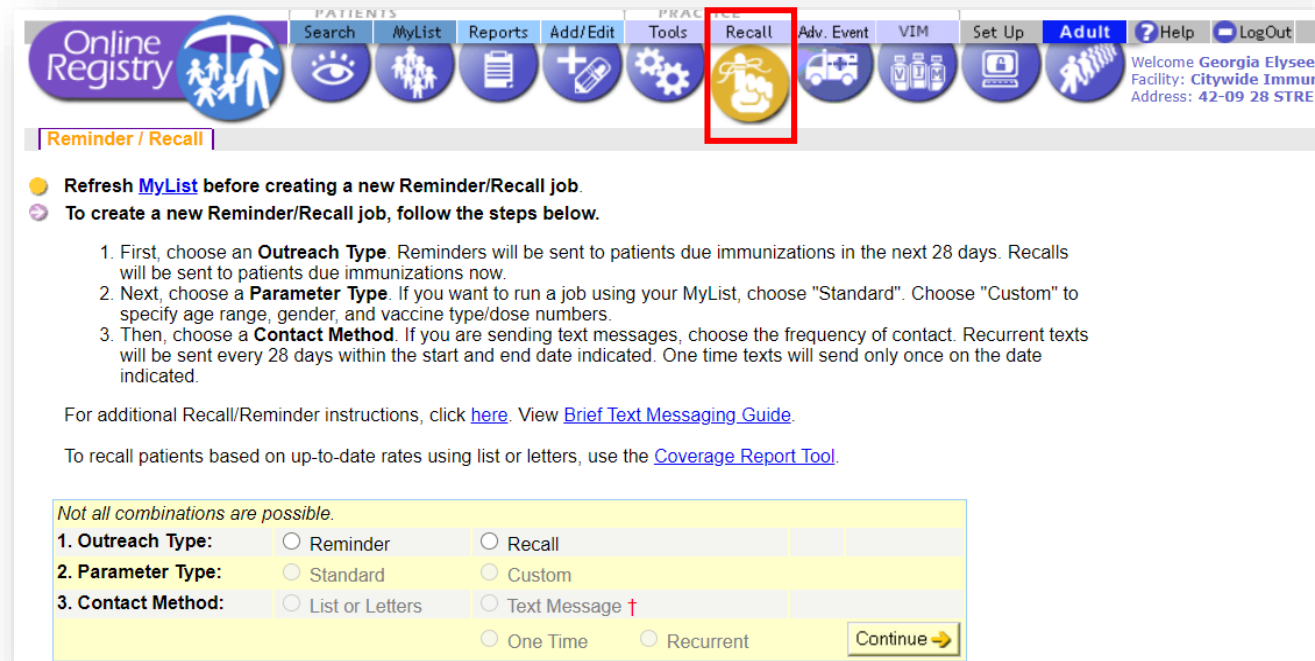
MOBILE IMMUNIZATION ALERTS: Your mobile alerts have been reactivated. Reply STOP to opt out. Reply HELP for help. Msg&Data rates may apply.

Short Code: 850-80.
This is the number that recipients will see when you text them.

The recipient always has the option of continuing to receive messages or stopping them.

How should my clinic prepare for the Flu season during the pandemic? What are some methods my clinic can use to bring in patients for the Flu vaccine?

- Use the Reminder Recall tools in the online registry to send text messages to patients who are due for a flu vaccine.
- Assure patients of the clinic's precautionary measures for COVID-19
 - Require PPE upon entry in clinic
 - Limit the number of patients in clinic
 - Require an appointment
 - Minimize patient walk-ins
- Refer to the following CDC guidance documents:
 - [Infection Control Guidance for HealthCare Professionals about Coronavirus \(COVID-19\)](#)
 - [Administering Flu Vaccine during COVID-19](#)



The screenshot shows the 'Online Registry' software interface. The top navigation bar includes tabs for PATIENTS (Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Event, VIM, Set Up, Adult), and a Help/LogOut section. The 'Recall' tab is highlighted with a red box. Below the navigation bar, the 'Reminder / Recall' section is active. It contains instructions for creating a new Reminder/Recall job, including steps for selecting an Outreach Type, Parameter Type, and Contact Method. A form at the bottom allows users to configure these settings with radio buttons and a 'Continue' button.

Reminder / Recall

● Refresh **MyList** before creating a new Reminder/Recall job.
● To create a new Reminder/Recall job, follow the steps below.

1. First, choose an **Outreach Type**. Reminders will be sent to patients due immunizations in the next 28 days. Recalls will be sent to patients due immunizations now.
2. Next, choose a **Parameter Type**. If you want to run a job using your MyList, choose "Standard". Choose "Custom" to specify age range, gender, and vaccine type/dose numbers.
3. Then, choose a **Contact Method**. If you are sending text messages, choose the frequency of contact. Recurrent texts will be sent every 28 days within the start and end date indicated. One time texts will send only once on the date indicated.

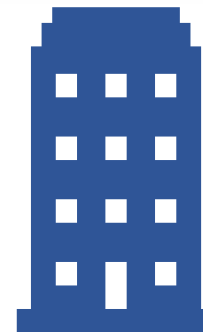
For additional Recall/Reminder instructions, click [here](#). View [Brief Text Messaging Guide](#).

To recall patients based on up-to-date rates using list or letters, use the [Coverage Report Tool](#).

Not all combinations are possible.

1. Outreach Type:	<input type="radio"/> Reminder	<input type="radio"/> Recall
2. Parameter Type:	<input type="radio"/> Standard	<input type="radio"/> Custom
3. Contact Method:	<input type="radio"/> List or Letters	<input type="radio"/> Text Message ↑
	<input type="radio"/> One Time	<input type="radio"/> Recurrent

[Continue](#) ➔



**Wear face
mask**

What is the deadline to order the pediatric Flu vaccine in the CIR Online Registry?

- Pediatric Flu Vaccine ordering can be done at any point during the flu season in the CIR Online Registry.
- NYC VFC recently sent out an announcement to all providers regarding the availability of the Flu vaccine.
- To order pediatric Flu vaccines in the CIR Online Registry
 - Select 'VIM'
 - Select 'Order Influenza Vaccine'
 - Enter the number of doses to Pre-Book for the season
 - Select shipment preferences

Online Registry

Search MyList Reports Add/Edit Tools Recall Adv. Event **VIM** Set Up Adult ? Help LogOut

Welcome Georgia Elysee
Facility: Citywide Immun
Address: 42-09 28 STREE

Vaccine Inventory Management Reports Other VFC Forms 2020 VFC Re-enrollment Standing Orders Aggregate Form

Order VFC Vaccine **Order Influenza Vaccine** Adjust Inventory VFC Vaccine Returns/Wastage Vaccine Order Tracking

Prior Season Coverage

Prior Season Flu Coverage For Your Site
34%

Pre-Book PEDIATRIC Influenza Vaccines for 2020 - 2021 Pre-Book ADULT Influenza Vaccines for 2020 - 2021

Influenza Vaccine	Description
6 months to 18 years Injectable	You may receive preservative-free 0.5 mL pre-filled syringes OR single-dose vials OR multi-dose vials.
2-18 years Live Intranasal	This vaccine is preservative-free. We will only ship LAIV if you order it. We will not substitute LAIV for injectable vaccines.

Age	Influenza Vaccine	Enter your Pre-booked Doses	Total Recommended Quantity by Dose for 2019-20 Season	Quantity Evaluation
6 months - 18 years	Injectable	<input type="text"/>	1,030	
2-18 years	Live Intranasal (LAIV)	<input type="text"/>		
Total		0	1,030	

☐ * Check this box if you want to receive your entire flu vaccine order by the end of October (based on vaccine availability; your shipment may arrive earlier)

☐ * Check this box if you want to spread out your flu vaccine shipments throughout the season

* Required

Tip
Please note:

- This year your site may receive multi-dose vials for children aged 6 months-18 years.
- A limited amount of Flucelvax 0.5 mL IIV4 pre-filled syringes (4-18 years) is available. If you would like to request doses for your site, please contact the VFC program: (347) 396-2489 mfoulise@health.nyc.gov
- Use the Reminder/Recall function to create a list of patients for seasonal flu vaccination. For guidance, please click [here](#) to access the Reminder/Recall guide.

Submit →
(Please click once to submit.)

Can providers change the distribution/shipment rate of Flu vaccine after placing an order ?

- No, providers are not able to change the distribution or shipment rate of their flu vaccines after placing an order. This must be done manually by VFC.
- Contact us via phone 347-396-2405 or email us at nycimmunize@health.nyc.gov to request this change.

Online Registry Search MyList Reports Add/Edit Tools Recall Adv. Event **VIM** Set Up Adult ? Help LogOut

Welcome Georgia Elysee
Facility: Citywide Immun
Address: 42-09 28 STREE

Vaccine Inventory Management Reports Other VFC Forms 2020 VFC Re-enrollment Standing Orders Aggregate Form

Order VFC Vaccine **Order Influenza Vaccine** Adjust Inventory VFC Vaccine Returns/Wastage Vaccine Order Tracking

Pre-Book PEDIATRIC Influenza Vaccines for 2020 - 2021 Pre-Book ADULT Influenza Vaccines for 2020 - 2021

Influenza Vaccine	Description
6 months to 18 years Injectable	You may receive preservative-free 0.5 mL pre-filled syringes OR single-dose vials OR multi-dose vials.
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Age	Influenza Vaccine	Enter your Pre-booked Doses	Total Recommended Quantity by Dose for 2019-20 Season	Quantity Evaluation
6 months - 18 years	Injectable	<input type="text"/>	1,030	
2-18 years	Live Intranasal (LAIV)	<input type="text"/>		
Total		0	1,030	

☒ * Check this box if you want to receive your entire flu vaccine order by the **end of October** (based on vaccine availability; your shipment may arrive earlier)
☐ * Check this box if you want to spread out your flu vaccine shipments throughout the season
* Required

Submit

(Please click once to submit.)

My Clinic only received 10% of our Flu vaccine order and would like to know when will we receive the rest?

- If you indicated that you'd like to receive your **entire flu vaccine** order at once, you will receive your order **by the end of October**.
- If you've indicated that you'd like to receive your flu vaccine order **throughout the flu season**, you will receive your order **between the October and April months**.
- All flu doses ordered will be sent to your clinic. However, the percentage of vaccines shipped is based on availability of doses.

Online Registry

Search MyList Reports Add/Edit Tools Recall Adv. Event **VIM** Set Up Adult ? Help LogOut

Welcome Georgia Elysee
Facility: Citywide Immun
Address: 42-09 28 STREE

Vaccine Inventory Management Reports Other VFC Forms 2020 VFC Re-enrollment Standing Orders Aggregate Form

Order VFC Vaccine **Order Influenza Vaccine** Adjust Inventory VFC Vaccine Returns/Wastage Vaccine Order Tracking

Pre-Book PEDIATRIC Influenza Vaccines for 2020 - 2021 Pre-Book ADULT Influenza Vaccines for 2020 - 2021

Influenza Vaccine	Description
6 months to 18 years Injectable	You may receive preservative-free 0.5 mL pre-filled syringes OR single-dose vials OR multi-dose vials.
2-18 years Live Intranasal	This vaccine is preservative-free. We will only ship LAIV if you order it. We will not substitute LAIV for injectable vaccines.

Age	Influenza Vaccine	Enter your Pre-booked Doses	Total Recommended Quantity by Dose for 2019-20 Season	Quantity Evaluation
6 months - 18 years	Injectable	<input type="text"/>	1,030	
2-18 years	Live Intranasal (LAIV)	<input type="text"/>		
Total		0	1,030	

☐ * Check this box if you want to receive your entire flu vaccine order by the end of October (based on vaccine availability; your shipment may arrive earlier)
☐ * Check this box if you want to spread out your flu vaccine shipments throughout the season

* Required

Submit (Please click once to submit.)

Health

Tip
Please note:

- This year your site may receive multi-dose vials for children aged 6 months-18 years.
- A limited amount of Flucelvax 0.5 mL IIV4 pre-filled syringes (4-18 years) is available. If you would like to request doses for your site, please contact the VFC program: (347) 396-2489 mfoulise@health.nyc.gov
- Use the Reminder/Recall function to create a list of patients for seasonal flu vaccination. For guidance, please click [here](#) to access the Reminder/Recall guide.

Can VFC vaccines be given to patients 19 years or older in a school-based health center?
Can VFC vaccines be given to patients who do not have insurance and are from neighboring states such as New Jersey?

- No, VFC vaccines should not be given to patients 19 years or older. Children ages 18 years or younger who meet at least one of the following requirements are eligible for VFC vaccines
 - American Indian or Alaska Native
 - Medicaid-eligible
 - Uninsured
 - Underinsured
- Nationally, there are thousands of health care providers enrolled in the VFC program. For help finding a VFC provider, see if the state has a searchable website for VFC providers or call the [state or local health department](#)

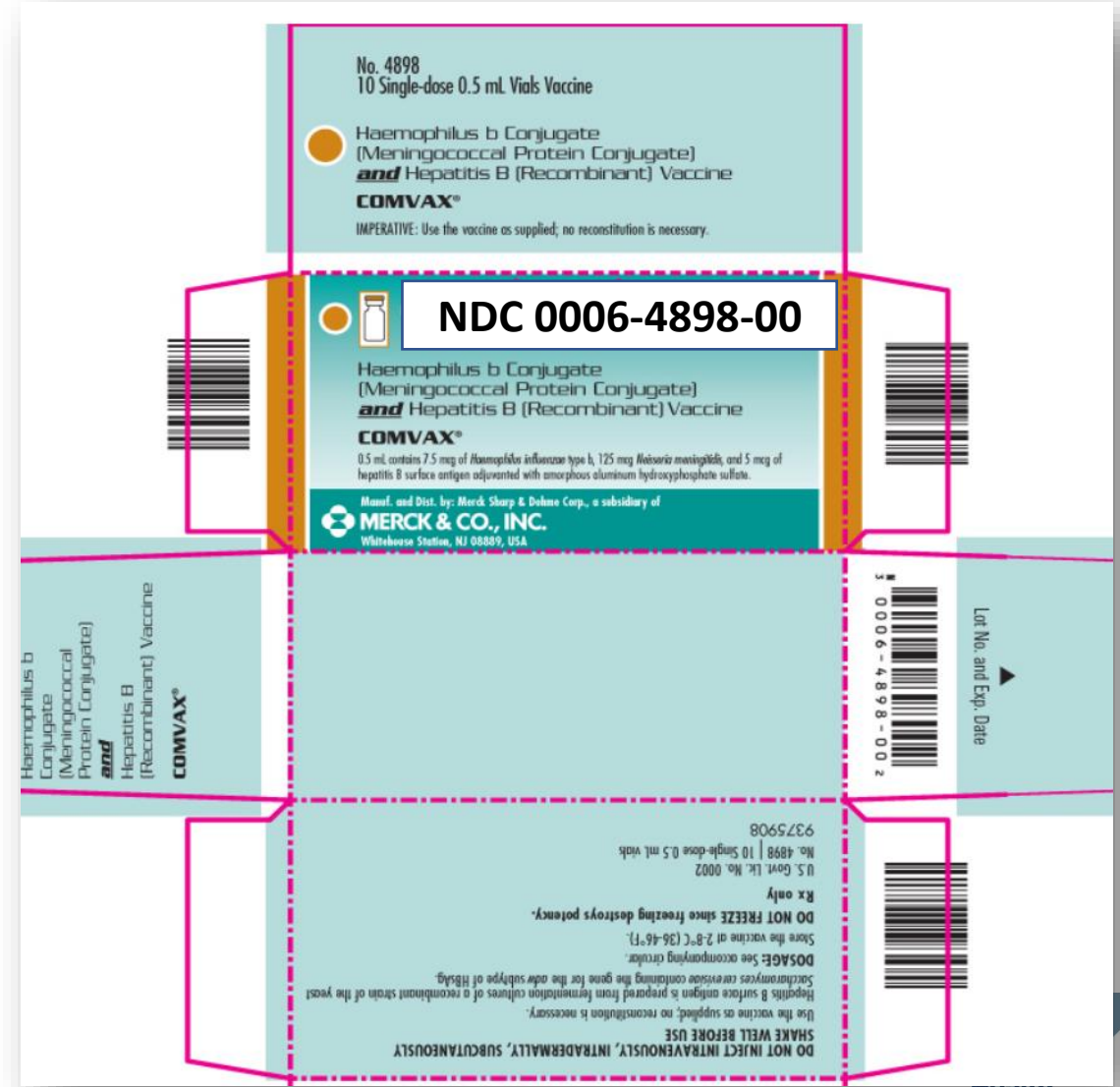
My National Drug Code (NDC) numbers are not available in my Electronic Medical Record (EMR) System Epic. What should I do?

- Please be sure to contact your EMR vendor and submit a ticket to report this issue.
- All reporting issues should be reported to the vendor if you are not seeing the appropriate codes.
- The CIR sends out letters to practices and their affiliated EMR vendors to ensure that the appropriate codes (NDC, CPT, HL7) are linked in all systems.



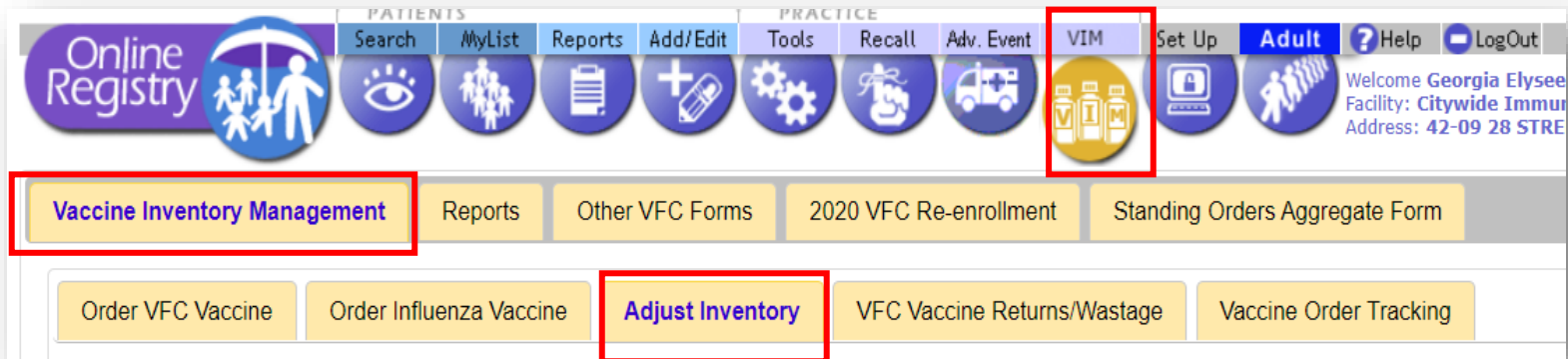
I need to enter the NDC number into my EMR before vaccinating patients, should I use the number shown on the vaccine box or should I use the number on the vial?

- The NDC number on the box and on the vial usually match but there are cases where they differ.
- Please be sure to use the NDC number on the vaccine box when they differ.



How can I save my vaccine inventory entries in VIM so that I do not get timed out and have to re-enter this information?

- Yes, providers can save their vaccine inventory entries in the stand alone '**Adjust Inventory**' tab in VIM .
- Be sure to adjust your inventory in this section no more than 24-48 hours before placing your vaccine order.



Are providers allowed to borrow vaccines from their public inventory?

- Yes, providers can borrow from their public inventory.
- If VFC vaccine is being administered to a private patient, please be sure to report the correct VFC eligibility. Once you receive your private stock, please be sure to replace the administered dose of VFC vaccine.
- To replace a borrowed dose in VIM:
 - Select **'Adjust inventory'**
 - Enter private inventory using the **'Find & Add Lot'** button
 - Select Adjustment Reason **'Replace Public Dose'**

Online Registry

PATIENTS: Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Event, **VIM**, Set Up, Adult, Help, LogOut

WELCOME Georgia Elysee
Facility: Citywide Immunization
Address: 42-09 28 STREET

Vaccine Inventory Management | Reports | Other VFC Forms | 2020 VFC Re-enrollment | Standing Orders Aggregate Form

Order VFC Vaccine | Order Influenza Vaccine | **Adjust Inventory** | VFC Vaccine Returns/Wastage | Vaccine Order Tracking

Public Inventory | **Private Inventory**

PRIVATE INVENTORY

Legend

LOTS in **RED** are expired | LOTS in **BLUE** will expire within 30 days.

Can't find your lot? CLICK HERE: **Find & Add Lot** +

Adjust CIR Expected Inventory by Dose

Adjust Direction	Adjust Quantity	Adjustment Reason
Decrease(-) ▼		Replace Public dose

How do I return my expired pediatric Flu vaccine?

- Pediatric Flu Vaccines that are expired can be returned in the CIR Online Registry
 - **Select 'VIM'**
 - **Select 'VFC Vaccine Returns/Wastage'**
 - **Enter the return reason, vaccine type, brand, manufacturer, lot, etc.**
- A return label will be email to you from 'UPS Quantum View' in approximately one week.
- If you have not received you return label, be sure to check your spam or junk box.

The screenshot shows the 'Online Registry' interface. The 'VIM' (Vaccine Inventory Management) icon is highlighted with a red box. Below it, the 'VFC Vaccine Returns/Wastage' button is also highlighted with a red box. The form below is titled 'VFC Vaccine Returns/Wastage:' and contains a table with the following columns: Vaccine Return/Wastage Reason, Vaccine Type, Brand, Manufacturer, Vaccine Lot, Exp. Date, Unit, and # of Presentation Doses. The 'Vaccine Return/Wastage Reason' dropdown is set to 'Expired vaccine'. The 'Vaccine Type' dropdown is set to 'FLU'. The other dropdowns are set to '-- Select --'. The 'Unit' and '# of Presentation Doses' fields are empty. An 'Add Event' button is visible on the right.

Vaccine Return/ Wastage Reason	Vaccine Type	Brand	Manufacturer	Vaccine Lot	Exp. Date	Unit	# of Presentation Doses
Expired vaccine	FLU	-- Select --	-- Select --	-- Select --	-- Select --		

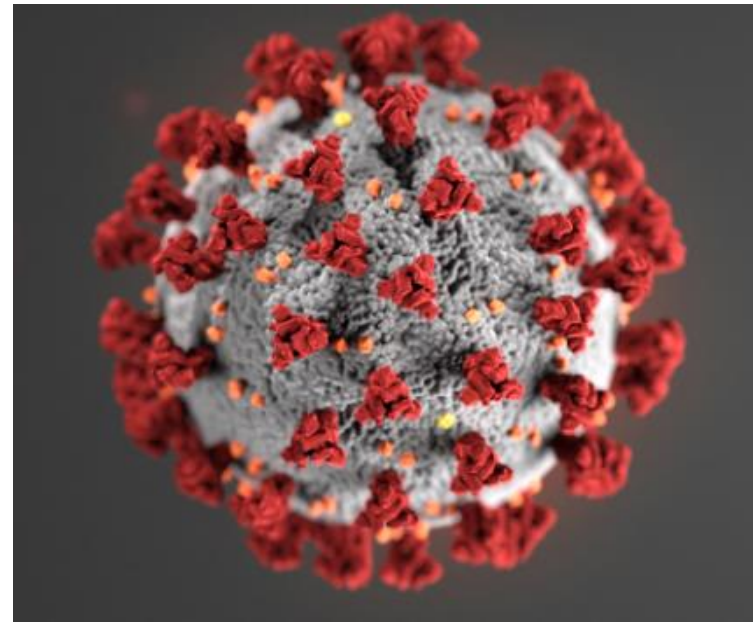
Will there be a higher demand for Flu vaccine because of COVID-19?

- As influenza and the novel coronavirus causing COVID-19 are expected to cocirculate this year, you should use every opportunity to administer flu vaccine to all your patients to reduce the burden of respiratory illnesses and protect vulnerable populations at risk for severe illness.
- The Advisory Committee on Immunization Practices (ACIP) continues to recommend that all people 6 months of age and older receive an annual flu vaccine. Please vaccinate all your patients and staff, especially those at high risk for severe disease and complications from influenza, including children less than 5 years of age, people with underlying chronic medical conditions, pregnant patients, and people age 65 and older.



How will VFC prioritize the COVID-19 vaccine and when will it be available? Will VFC providers have access to the COVID-19 vaccine? If so, what would be the rules?

- Yes. When there is a vaccine available for COVID-19, NYC providers will have access to the vaccine. Please note, the first batch of COVID-19 vaccine will be for adults.
- We are awaiting guidance from the Center for Disease Control and Prevention (CDC) regarding COVID-19 vaccine policies, availability and distribution.
- Registration for the CIR is required in order to receive COVID-19 vaccine.



If a child tests positive for COVID-19, how long does a provider have to wait to administer any due vaccinations? Are there any policies in place?

- Refer to the CDC guidance <https://www.cdc.gov/vaccines/pandemic-guidance/index.html>
- Routine vaccination should be deferred for persons with suspected or confirmed COVID-19, regardless of symptoms, until [criteria](#) have been met for them to discontinue isolation. While mild illness is not a contraindication to vaccination, vaccination visits for these individuals should be postponed to avoid exposing healthcare personnel and other patients to the virus that causes COVID-19. When scheduling or confirming appointments for vaccination, patients should be instructed to notify the provider's office in advance if they currently have or develop any symptoms of COVID-19.

How can a provider differentiate between a patient who has the Flu and one who has COVID? What steps should be taken to verify?

- Testing options for COVID:
 - Point of care options: SARS-CoV-2 PCR or antigen
 - Combined tests: SARS-CoV-2 + Flu +/- RSV
 - Other rapid tests: Strep A, Flu, RSV
 - <https://www.fda.gov/consumers/consumer-updates/coronavirus-testing-basics>
- Of note, for SARS-CoV-2 - if a rapid diagnostic test is used, a [negative test](#) should be followed by a confirmatory rRT-PCR test. Rapid tests are shown to be high specific but not as sensitive and may miss patients with lower viral shedding.
- If a patient tests positive for non-SARS-CoV-2, they should not be excluded of SARS-CoV-2 co-infection and should be evaluated accordingly. Infection with other respiratory viruses, including flu, has been found to be as high as 20% early in the pandemic



Q&A/Open Discussion

Contact Us

Bureau of Immunization

Vaccines For children Program

Provider Quality Assurance Unit (PQA)

Phone: 347-396-2404

Email: nycimmunize@health.nyc.gov



Thank You!