



## MEMO

**TO:** North Dakota Prevention Partnership Providers

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

**RE:** 2015 Prevention Partnership Enrollment

**DATE:** February 25, 2015

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. For the 2015 enrollment cycle, the process will be done largely 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 13, 2015.**

Previously, three forms on various colored paper were mailed to providers and original copies were mailed back to NDDoH. For the 2015 enrollment cycle, providers will be completing an online enrollment survey which will satisfy two of the three forms that previously were mailed to providers. The provider profile will still be mailed with each clinic's pre-populated client estimates.

By submitting the 2015 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 attached 2015 Prevention Partnership Enrollment Checklist to ensure that your facility has completed all sections of the 2015 enrollment process. The checklist is for providers use only and does not need to be returned to the immunization program.

### PROVIDER ENROLLMENT SURVEY

The 2015 enrollment survey can be found on the immunization program website at [www.ndhealth.gov/immunize/](http://www.ndhealth.gov/immunize/). The survey will cover everything from the enrollment form from last year, including specifying contact information, reviewing all VFC program requirements and obtaining an original signature from the Medical Director agreeing to listed requirements.

The chief physician or medical director who signs standing orders for immunizations is required to sign the last page of the enrollment survey. 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 2015 enrollment mailing. "Provider Estimates" have been completed for you based on North Dakota Immunization Information System (NDIIS) data for calendar year 2014. 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.

#### 2015 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 March 13, 2015**. The trainings are requirements for VFC enrollment.

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

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

The trainings were prepared by CDC and each may take an hour. In order for the NDDoH to track which providers 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/).

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, 2015 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. There was a lot of confusion surrounding the completion of education in 2014. Providers must complete the education on the immunization program's webpage in order to receive credit. Receiving educational credits from the CDC is completely separate and does not constitute completion of the education requirement.

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### DATA LOGGER REQUIREMENT

Starting on January 1, 2015, all storage units that contain VFC or state-supplied vaccine must have a continuous recording data logger to monitor temperatures. Vaccine orders will not be approved after February 1, 2015 if data logger temperature charts are not submitted to NDDoH.

Also, starting January 1, 2015 all providers are required to have a certified, calibrated back-up thermometer on hand in case the primary data logger fails or needs to be replaced. Back-up data loggers were supplied to providers by the NDDoH in November 2014.

### 2015 FORM UPDATES

An updated 2015 Vaccine Management Policy is included with the enrollment forms. The Vaccine Loss and Fraud and Abuse policies are included in the 2015 Vaccine Management Policy.

The borrow and return form has been updated to include additional reasons for borrowing. Providers should switch to using this version. 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 been updated to require a signature by the person completing the template. When providers are updating their Vaccine Management Template this version should be used.

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