2024 – 2025 VFC Provider Handbook Appendices

Tennessee Vaccine- Preventable Diseases and Immunization Program
Vaccine for Children (VFC) Program

Updated: 05/20/24

Appendix A

Resource	Information about Resource
CDC: Epidemiology and Prevention of Vaccine-Preventable Diseases, The Pink Book: Course Textbook	Includes principles of vaccination, immunization general recommendations and strategies, and information regarding vaccine safety, storage and handling, and details regarding administration of individual vaccines. **Website:** http://www.cdc.gov/vaccines/pubs/pinkbook/index.html
CDC: Vaccines and Immunizations	Provides information on immunization schedules, publications about vaccine-preventable diseases, and much more. **Website:** http://www.cdc.gov/vaccines **Phone:** 1-800-CDC-SHOT (1-800-232-4636)
CDC: Vaccine Information Statements (VIS) and Email VIS Update Service	Current VIS; sign up to receive update notices via email. **Website:** http://www.cdc.gov/vaccines/hcp/vis/index.html
CDC: Vaccine Storage & Handling Toolkit	Information regarding best practices for vaccine storage and handling. **Website:** http://www.cdc.gov/vaccines/hcp /admin/storage/toolkit/storag e-handling-toolkit.pdf
Immunize.org	Evidence-based vaccine information, VIS in multiple languages, "Ask the Experts", free print materials, information on vaccine-prevent able diseases, and much more. **Website:** http://www.immunize.org
CDC "You Call the Shots" Training	Vaccine Storage and Handling (module 10) Vaccines for Children Program (module 16) **Website:** https:/ www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp https:/ www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp

Appendix B

2024 VFC Annual
Phased Re-Enrollment Schedule

VFC providers have 60 days prior to the expiration of their current Provider Agreement (PA) to complete annual re-enrollment. Providers are encouraged to initiate re-enrollment at the *beginning* of their 2 month window. Those who do not complete re-enroll by their expiration will be dis-enrolled from the Program. Enrollment guidance documents are available in the TennIIS Document Center. Documentation for VFC Enrollment can be scanned to VFC.Enrollment@tn.gov or faxed to 615-401-6831. After submission of all required documentation and the electronic Provider Agreement in TennIIS, please allow 7-10 business days for processing. For additional assistance or to report facility contact changes in the interim, please contact the **VFC Enrollment Team** at VFC.Enrollment@tn.gov or at 800-342-1813.

LOCAL HEALTH DEPARTMENTS– Agreement *Expires* on **March 4th 2024**

All local health departments (LHDs)

EAST TN Region & KNOXCo. Metro – Agreement *Expires* on **April 1st 2024**

01 - Anderson	15 – Cocke	47 – Knox – **Metro**	73 – Roane	
05 – Blount	29 – Grainger	53 – Loudon	76 – Scott	
07 – Campbell	32 – Hamblen	62 – Monroe	78 – Sevier	
13 – Claiborne	45 – Jefferson	65 – Morgan	87 – Union	

MID-CUMBERLAND Region– Agreement *Expires* on **May 6th 2024**

11 – Cheatham	43 – Humphreys	75 – Rutherford	85 – Trousdale	
22 – Dickson	63 – Montgomery	81 – Stewart	94 – Williamson	
42 – Houston	74 – Robertson	83 – Sumner	95 – Wilson	

NORTHEAST & SOUTHCENTRAL Regions, & SULLIVAN Co. Metro– Agreement *Expires* on **June 3rd 2024**

02 – Bedford	30 – Greene	46 – Johnson	59 – Marshall	82 – Sullivan – **Metro**
10 – Carter	34 – Hancock	50 – Lawrence	60 – Maury	86 – Unicoi
16 – Coffee	37 – Hawkins	51 – Lewis	64 – Moore	90 – Washington
28 – Giles	41 – Hickman	52 – Lincoln	68 – Perry	91 – Wayne

SOUTHEAST & UPPER CUMBERLAND Regions, & HAMILTON Co. Metro – Agreement *Expires* on **July 1st 2024**

04 – Bledsoe	21 – DeKalb	44 – Jackson	67 – Overton	77 – Sequatchie
06 – Bradley	25 – Fentress	54 – McMinn	69 – Pickett	80 – Smith
08 – Cannon	26 – Franklin	56 – Macon	70 – Polk	88 – Van Buren
14 – Clay	31 – Grundy	58 – Marion	71 – Putnam	89 – Warren
18 – Cumberland	33–Hamilton – **Metro**	61 – Meigs	72 – Rhea	93 – White

SHELBY CO. Metro – Agreement *Expires* on **October 7th 2024**

79 – Shelby – **Metro**			

WEST TN Region & MADISON Co. Metro – Agreement *Expires* on **November 4th 2024**

03 – Benton	20 – Decatur	35 – Hardeman	40 – Henry	57– Madison – **Metro**
09 – Carroll	23 – Dyer	36 – Hardin	48 – Lake	66 – Obion
12 – Chester	24 – Fayette	38 – Haywood	49 – Lauderdale	84 – Tipton
17 – Crockett	27 – Gibson	39 – Henderson	55 – McNairy	92 – Weakley

DAVIDSON CO. Metro – Agreement *Expires* on **December 2nd 2024**

19 – Davidson – **Metro**			

Appendix C: Examples of Insured Exceptions

INSURED EXCEPTIONS

AI/AN with Health Insurance that Covers Immunizations:

AI/AN children are always VFC-eligible. VFC is an entitlement program and participation is not mandatory for an eligible child. For AI/AN children that have full immunization benefits through a primary private insurer, the decision to participate in the VFC program should be made based on what is most cost beneficial to the child and family.

Insured and Medicaid as Secondary Insurance:

Situations occur where children may have private health insurance and Medicaid as secondary insurance. These children will be VFC-eligible as long as they are enrolled in Medicaid. However, the parent is not required to participate in the VFC program. There are options for the parent and provider. These options are described below:

Option 1

A provider can administer VFC vaccine to these children and bill the Medicaid agency for the administration fee.

In most healthcare situations, Medicaid is considered the "payer of last resort." This means that claims must be filed to and rejected by all other insurers before the Medicaid agency will consider payment for the service. This is not true of the VFC vaccine administration fee for Medicaid-eligible children.

The Medicaid program must pay the VFC administration fee because immunizations are a component of the Medicaid Early Periodic Screening, Diagnosis, and Treatment (EPSDT) program. However, once the claim is submitted to Medicaid, the state Medicaid agency does have the option to seek reimbursement for the administration fee from the primary insurer.

Please note: If the state Medicaid agency rejects a claim for a vaccine administration fee for a child with Medicaid as secondary insurance, stating the claim must first be submitted to the primary insurer for payment, the provider should notify the awardee. The awardee should notify their CDC project officer so that CDC can work with CMS to educate the state Medicaid agency and correct the situation.

Considerations regarding this option:

- This is the easiest way for a provider to use VFC vaccine and bill Medicaid for the administration fee.
- There are no out-of-pocket costs to the parent or guardian for the vaccine or the administration fee.

Option 2

A provider can administer private stock vaccine and bill the primary insurance carrier for both the cost of the vaccine and the administration fee.

- If the primary insurer pays less than the Medicaid amount for the vaccine administration fee, the provider can bill Medicaid for the balance of the vaccine administration fee, up to the amount Medicaid pays for the administration fee.
- If the primary insurer denies payment of vaccine and the administration fee, the provider may replace the privately purchased vaccine with VFC vaccine and bill Medicaid for the administration fee. The provider must document this replacement on the VFC borrowing form.

Considerations regarding this option:

- The provider may be reimbursed a higher amount if privately purchased vaccine is administered and both the vaccine and the administration fee are billed to the primary insurer.
- The provider should choose from the vaccine inventory that is most cost-effective for the family.
- The parent/guardian of a child with Medicaid as secondary insurance should never be billed for a vaccine or an administration fee.

Appendix D: Patient Eligibility Screening Record

Vaccines for Children (VFC) Program
Patient Eligibility Screening Record

A record of all children 18 years of age or younger who receive immunizations must be kept in the health care provider's office for 3 years or longer depending on state law. The record may be completed by the parent, guardian, individual of record, or by the health care provider. VFC eligibility screening and documentation of eligibility status must take place with each immunization visit to ensure the child's eligibility status has not changed. While verification of responses is not required, it is necessary to retain this or a similar record for each child receiving vaccine. Providers using a similar form (paper-based or electronic) must capture all reporting elements included in this form.

1. Child's Name :_____
   Last Name   First Name   MI

2. Child's Date of Birth: __ __/__ __/__ __ __ __

3. Parent/Guardian/Individual of Record:_____
   Last Name   First Name   MI

4. Primary Provider's Name:_____
   Last Name   First Name   MI

5. To determine if a child (0 through 18 years of age) is eligible to receive federal vaccine through the VFC and state programs, at each immunization encounter/visit enter the date and mark the appropriate eligibility category. *If Column A-D is marked, the child is eligible for the VFC program. If column E, F or G is marked the child is not eligible for federal VFC vaccine.*

	Eligible for VFC Vaccine				Not eligible for VFC Vaccine		
	A	B	C	D	E	F	G
Date	Medicaid Enrolled	No Health Insurance	American Indian or Alaskan Native	*Underinsured served by FQHC, RHC or deputized provider	Has health insurance that covers vaccines	**Other underinsured	***Enrolled in CHIP (CoverTN)

*Underinsured includes children with health insurance that does not include vaccines or only covers specific vaccine types. Children are only eligible for vaccines that are not covered by insurance. In addition, to receive VFC vaccine, underinsured children must be vaccinated through a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC) or under an approved deputized provider. The deputized provider must have a written agreement with an FQHC/RHC and the state/local/territorial immunization program in order to vaccinate underinsured children.

** Other underinsured are children that are underinsured but are not eligible to receive federal vaccine through the VFC program because the provider or facility is not a FQHC/RHC or a deputized provider. However, these children may be served if vaccines are provided by the state program to cover these non-VFC eligible children.

***Children enrolled in separate state Children's Health Insurance Program (CHIP). These children are considered insured and are not eligible for vaccines through the VFC program. Each state provides specific guidance on how CHIP vaccine is purchased and administered through participating providers.

CDC FORM-2014

Form may be found on the Tennessee Vaccine-Preventable Diseases and Immunization

Program website at: https://www.tn.gov/health/cedep/immunization-program/ip/vfc/vfc-

provider-guidance.html

Appendix E

Automatic and Correct Lot Decrementing for Direct Data Entry via TennIIS Portal Users

Description of this guide:

This guide includes instructions for automatic decrementing for providers who submit data via Direct Data Entry (DDE) to the TennIIS IWeb Portal. A description of the changes to current TennIIS processes, troubleshooting tips, and the addition of Correct Lot Decrementing are also included.

Included in this guide:

- Current Processes
- Automatic Decrementing via DDE
- Correct Lot Decrementing
  - Common Decrementing Errors
  - Correct Decrementing Module
- Patient Detail Report
- Updates to Inventory Reconciliation
- Contact Information

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Automatic and Correct Lot Decrementing for Direct Data Entry via TennIIS Portal Users

Current Processes

Providers with vaccine inventory in TennIIS are currently responsible for:
- Creating, Submitting, and Receiving vaccine orders (Order Management QRG)
- Reporting administered doses directly to TennIIS via DDE with automatic decrementing capabilities (Medical Office User QRG, Pg. 10)
- Inventory reconciliation every 30 days for VFC lots and on a daily basis for COVID-19 lots (Reconciliation QRG)

What's New!

Providers are now able to troubleshoot automatic decrementing of doses from their virtual inventory using Correct Lot Decrementing. This functionality will now be required prior to reconciliation and ordering for all providers who manage an inventory in TennIIS.

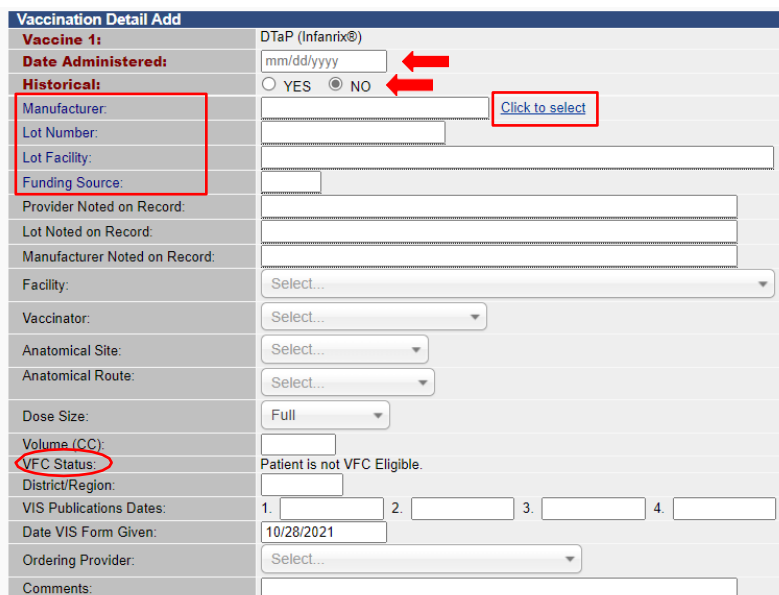The following process walks through this new functionality from start to finish:
1. Patient is given a vaccine.
2. Administered vaccine information is entered directly into TennIIS and includes all fields required for automaticdecrementing.
3. TennIIS will compare the vaccine information to the virtual inventory.
4. If a match is found, 1 dose will be removed from the virtual inventory. The patient's vaccination record will be updated.
5. If a match is not found, the virtual inventory will not be updated, and the administered vaccine will go to the Correct Decrementing queue. The patient's vaccination record will be updated.
6. The TennIIS inventory manager for the facility will check and correct vaccines in the Correct Decrementing queue prior to reconciliation and before a new order can be placed.

Automatic Decrementing via DDE

Automatic decrementing is the method of decrementing the number of vaccine doses in a provider organization's inventory in TennIIS when the organization reports a vaccination event through DDE into TennIIS. For a lot to decrement from the virtual inventory, the administered vaccine information entered in the Vaccination Detail page must match the vaccine information associated with a lot in the facility's virtual inventory.

The data elements required for automatic decrementing to occur when an administered dose is entered into TennIIS are shown below, where Historical must be "No" for administered doses, and Date Administered should not be after the vaccine expiration date.

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Automatic and Correct Lot Decrementing for Direct Data Entry via TennIIS Portal Users

A dose will decrement if the Manufacturer, Lot Number, Lot Facility, and Funding Source can be selected ("Click to Select") from the facility's inventory for an administered vaccine. The VFC status of the patient must be consistent with the lot's funding source for automatic decrementing to occur.

If these fields are not available in the inventory for the administered vaccination, such as for privately funded doses, the Lot and Manufacturer "Noted on Record" fields should be populated instead. In this case, the administered dose will not decrement from the provider's virtual inventory. If you feel a pandemic or publicly funded lot is missing from your inventory, please contact TennIIS.VOMS@tn.gov for assistance in correcting the inventory to avoid a recurring issue with this lot number.

Please note that privately funded vaccinations will not be added to TennIIS inventories and will not follow the automatic decrementing process.

For more information on entering vaccinations into TennIIS using DDE, please go to the TennIIS home page and find our "Manual Entry Into TennIIS" training video under the "Training and Education: FAQs, Training Guides/Videos/Webinars, and Workarounds" tab.

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Automatic and Correct Lot Decrementing for Direct Data Entry via TennIIS Portal Users

Correct Lot Decrementing

If TennIIS is unable to match the administered vaccine information entered on the Vaccination Detail page to an existing lot in the facility's TennIIS inventory, the administered vaccine will go to the Correct Decrementing queue to await resolution. The vaccine information will populate the patient's record but will not decrement a dose from the virtual inventory.

The Correct Decrementing module in TennIIS allows inventory managers to review and correct administered vaccines that did not match a lot in the facility's TennIIS inventory. This function will update the vaccine information on a patient's record as well as correctly decrement the virtual inventory.

This process should be done prior to reconciliation.
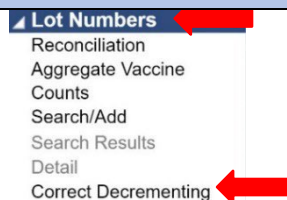
Common Decrementing Errors

Most vaccinations that end up in the Correct Decrementing queue are due to one of the following issues, usually from data entry error:
- Incorrect or missing lot number
- Incorrect or missing manufacturer
- Dose not linked to the correct TennIIS facility
- Funding source not appropriate for dose given
    - Ex. Private funding source for a publicly funded vaccine
- Mismatched patient eligibility and funding source
    - Ex. Non-VFC patient receiving a publicly funded vaccine
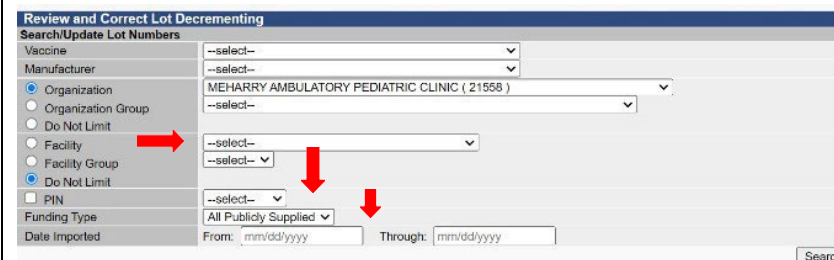
Correct Decrementing Module

1) Login to TennIIS.

   - Open the "Lot Numbers" menu and select the "Correct Decrementing" option.

◢ **Lot Numbers**
Reconciliation
Aggregate Vaccine
Counts
Search/Add
Search Results
Detail
Correct Decrementing

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Automatic and Correct Lot Decrementing for Direct Data Entry via TennIIS Portal Users

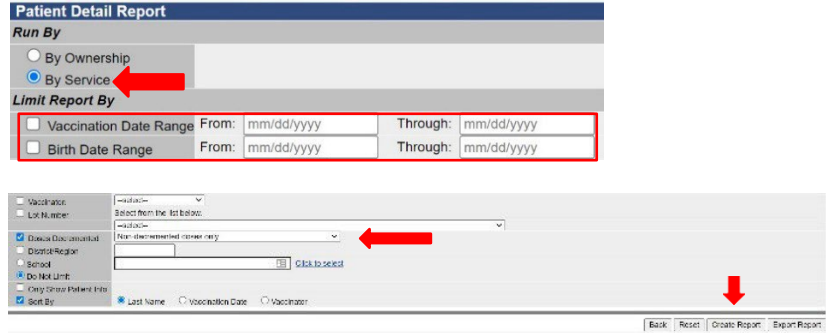|	

2) The "Review and Correct Lot Decrementing" page displays.
 	
    • Select a facility from the "Facility" drop-down menu.
    • From the "Funding Type" drop-down menu, select "All".
    • Enter the "Date Imported" from the last date the report was run and yesterday's date.
    • Click "Search".	

• The "Search Results" page displays.
    • For vaccinations that should decrement from the inventory, select the correct lot number from the "Available Lots" drop-down menu.
       o If more information is needed to resolve a vaccination event, select the number under "Patient ID" to view the patient's name, date of birth, and vaccination date.
 	
    • If there is a problem with your virtual inventory, such as a known lot number not appearing in the drop down, please contact the VOMS team at TennIIS.VOMS@tn.gov. Our team will adjust your facility's inventory to avoid a recurrence of this issue.
 	
    • To indicate vaccinations that are not supposed to be decremented from the virtual inventory, such as privately funded doses, click the checkbox to the left of the vaccine.
    • When you've finished reviewing all vaccinations, click "Save". A pop-up warning window will appear. Click "Ok" to save or "Cancel" to continue reviewing the queue.	

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Automatic and Correct Lot Decrementing for Direct Data Entry via TennIIS Portal Users

Patient Detail Report	
The Patient Detail Report will show providers more information on which vaccines are not decrementing from the virtual inventory.	
1) Login to TennIIS. • Open the "Reports" menu and select the "Report Module" option.	**Reports** Patient Record Report Module State Reports Mgmt Reports School Reports
2) Click "Patient Detail Report" under the "Patients" section.	**Patients** Daily Patient Immunization List Patient Detail Schedule Patient Totals Recall for Inactivation Updated Patients Labels Clinical Notes Contraindication Report Aggregate Contraindication Report
3) Select the report parameters: • Select the "By Service" radio button. • Enter a "Vaccination Date Range" that matches the doses administered report date range. • If you are a pharmacy or a health department, update "Inactive Status at the Organization Level" to "Active and Inactive Patients". • Select "Non-Decremented Doses Only" in the "Doses Decremented" drop-down menu. • Click "Create Report".	**Patient Detail Report** **Run By** ○ By Ownership ● By Service **Limit Report By** ☐ Vaccination Date Range From: mm/dd/yyyy Through: mm/dd/yyyy ☐ Birth Date Range From: mm/dd/yyyy Through: mm/dd/yyyy ☐ Vaccination ☐ Lot Number ☑ Doses Documented Non-decremented doses only ☐ District/Region ☐ School ● Do Not Limit ☐ Only Show Patient Info ☑ Sort By ● Last Name ○ Vaccination Date ○ Vaccinator Back Reset Create Report Export Report

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Automatic and Correct Lot Decrementing for Direct Data Entry via TennIIS Portal Users

4)	Under "Historical/Decremented/Vaccinator" there will be an "N" for vaccinations that did not decrement.	

Updates to Inventory Reconciliation

Before a new order can be placed, the provider's virtual inventory must be reconciled even if doses are being automatically decremented. If reconciliation is not done before ordering, a redirection back to the Reconciliation page prior to placing an order will occur.

The reconciliation process has not changed, with the exception that the reconciliation Category "Administered" and Reason of "Administered but not linked to a vaccine" should no longer be used unless a vaccine that ended up in Correct Decrementing could not be resolved.

Ideally, if automatic decrementing and Correct Decrementing are being used together, the "Quantity on Hand" and the "Physical Inventory" listed on the Reconciliation page should match, meaning no Category or Reason are required to be selected.

If you notice your inventory numbers are off, please email the VOMS team BEFORE making any adjustments or corrections to your TennIIS inventory.

Reconciliation categories of Correction, Expired, Recall, Spoiled, Transfer, and Wasted are still fine to use if applicable.

Contacts

For questions regarding Inventory, Correct Decrementing, or Reconciliation, please contact the TennIIS VOMS team at VOMS@tn.gov.

For all other questions, contact the Helpdesk at (800) 342-1813 Monday thru Friday 7AM to 6PM CDT or by email at: TennIIS.Help@tn.gov.

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Appendix F: Vaccine Borrowing Form-New REDCap Link for Borrowing

redcap.health.tn.gov/redcap/surveys/?s=ADMNY89MHLJYM9F9

Facility Name:
Pin #:

VACCINE BORROWING REPORT

VFC-enrolled providers are expected to manage and maintain an adequate inventory of vaccine for both their VFC and non-VFC-eligible patients. **Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider's privately purchased vaccine inventory is not permissible.**

VFC-enrolled providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination. Infrequent exchanging between VFC and private stock of a short-dated vaccine dose may be performed if the provider serves a small number of private pay patients, the dose is one month from expiration, or the dose of vaccine cannot be used for the population it is intended for prior to the expiration date.

COMPLETE THIS FORM WHEN:

- A dose of VFC vaccine is administered to a non VFC-eligible child
- A dose of privately-purchased vaccine is administered to a VFC-eligible child

HOW TO COMPLETE THIS FORM:

- Enter information on each dose of vaccine borrowed in a separate row in the Vaccine Borrowing Report Table.
- All columns must be completed for each dose borrowed
- The provider must sign and date at the bottom of this report
- Enter the corresponding reason code in column F of the Borrowing Report Table on page 2.
- Enter details of reason in Column F if an Other code (7Other or 13Other) is entered in the Vaccine Borrowing Report Table.

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing VFC Dose	Code		Reason for Borrowing Private Dose	Code
Private vaccine shipment delay (vaccine order placed on time/delay in shipping)	1		VFC vaccine shipment delay (order placed on time/delay in shipping)	8
Private vaccine not useable on arrival (vials broken, temperature monitor out of range)	2		VFC vaccine not useable on arrival (vials broken, temperature monitor out of range)	9
Ran out of private vaccine between orders (not due to shipping delays)	3		Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated private dose was exchanged with VFC dose	4		Short-dated VFC dose was exchanged with private dose	11
Accidental use of VFC dose for a private patient	5		Accidental use of a Private dose for a VFC eligible patient	12
Replacement of Private dose with VFC when insurance plan did not cover vaccine	6		Other – Describe:	13Other
Other – Describe:	7Other			

WHAT TO DO WITH THIS FORM:

- Completed forms must be sent to VPDIP every month, they can be emailed to Tenniis.VOMS@tn.gov and also need to be kept on file for 3 years.

1

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Date Range of Vaccine Reporting (date of first dose borrowed to date of last dose borrowed): ___/___/_____ to ___/___/_____

VACCINE BORROWING REPORT TABLE						
A Vaccine Type Borrowed (please include lot# and expiration date)	B Stock Used (VFC or Private)	C Patient Name	D Patient DOB (XX/XX/XXXX)	E Date Dose Administered (XX/XX/XXXX)	F Reason Appropriate Vaccine Stock was not Used (Use legend code on page 1 to mark one reason for each dose borrowed)	G Date Dose Returned to Appropriate Stock (XX/XX/XXXX)
I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully reported on this form.						
Provider Name:			Provider Signature:			Date:

2

This form may be found on the Tennessee Vaccine-Preventable Diseases and Immunization Program

website at: https://www.tn.gov/health/cedep/immunization-program/ip/vfc/vfc-provider-guidance.html

Appendix G: Guide to Selecting a Digital Data Logger

A STEP-BY-STEP GUIDE TO SELECTING AND USING A DIGITAL Data LOGGER FOR VACCINE INVENTORY

1 PLAN

Determine the number of devices

Follow CDC recommendations & VFC requirements

https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf

Check with state/local Immunization Program for additional requirements and recommendations

Keep staff skills and capabilities in mind

2 DO

Follow manufacturer instructions

Set-up a device for each vaccine storage unit

Monitor temperatures to assure storage unit remains in-range

Maintain current/valid ISO17025 or equivalent certificate of calibration testing for each device

3 CHECK

Read and record Min/Max/Current temperatures daily

Check for out of range temperature alarms

Download and review data

Stop & check when alarm triggers

Assure probe is located with vaccine in center of unit

4 ACT

Take immediate action when alarm triggers or out-of-range temperature is discovered

- If needed, move vaccines to correct temperature
- Call immunization program
- Call vaccine manufacturer

Document alarm occurrence according to requirements
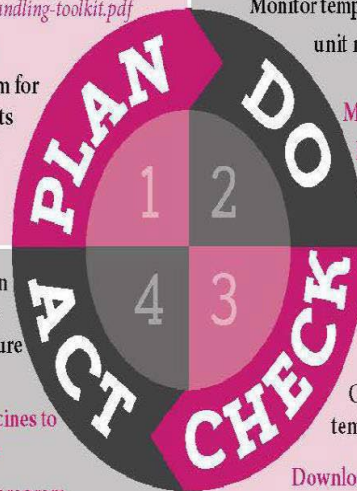
For more information go to:
immunizationmanagers.org/VSH

Educational resource created with support from Berlinger USA

USING A DATA LOGGER – THE DETAILS

PLAN 1

- Obtain multiple devices: one for each storage unit and one backup device with different calibration testing dates
- Ensure each device meets CDC requirements:
  - ✓ Temperature probe
  - ✓ Active temperature visibly displayed on the outside of the unit
  - ✓ Capacity for continuous temperature monitoring, recording and downloading
- Contact the Immunization Program for additional device requirements and policy/procedures for alarm notification, reporting and calibration testing
- Confirm that report shows alarms, temperature ranges (highest and lowest) and duration of excursions
- Check for Immunization Program or manufacturer training

- Consider other CDC recommendations:
  - ✓ Detachable probe in a thermal, buffered material (e.g., glycol)
  - ✓ Alarm for out-of-range temperatures; audible and visual alarms preferred
  - ✓ Current, minimum, and maximum temperature display
  - ✓ Low battery indicator
  - ✓ Memory: Minimum 4,000 readings or 39 days
  - ✓ Accuracy of +/- 1°F (0.5°C)
  - ✓ User programmable logging interval (or reading rate) at a maximum time interval of every 30 minutes.

DO 2

- Reference manufacturer resources for set-up and installation
- Place probe in the middle of the unit with vaccines
- Thread probe wire through door hinge side of the unit and tape in place (inside & outside the unit) or place wire in storage unit portal designed for that purpose
- Contact manufacturer and/or Immunization Program for installation trouble shooting
- Monitor temperature and replace vaccine storage unit if it does not maintain in-range temperatures
- Keep track of expiry date and ISO certificate of calibration testing for each device

CHECK 3

- Read and record temperatures at least 1x daily noting data/time/temp/initials
  - Assess at the start of clinic day and prior to vaccine administration
  - Log recording in paper or electronic format
- Download and review reports weekly
  - PDF reports simplify record keeping

ACT 4

- Take immediate action when there is an alarm or out of range temperature
  - If needed, move vaccines to a storage unit with correct temperatures and quarantine vaccine
  - Print report and look for clues to the problem e.g. is the ave. temperature 5.0°C (41°F)?
    - If not is it too cold or too warm in the unit?
  - Document the actions taken and duration of the alarm period with the highest or lowest temp.
  - Communicate alarm information to Immunization Program and vaccine manufacturer
- Maintain reports per Immunization Program/CDC requirements

Display screen

Thread flat wire through gasket on hinged side of unit

09.16.20 12 Ext. Sensor
13:47 05.6 °C

Duct tape wire to wall

Stabilize vial with probe on shelf

For more information go to:
www.immunizationmanagers.org

Educational resource created with support from Berlinger USA

Appendix H: Vaccine Quarantine Sign

STOP

Do Not Use Until Notified by VPDIP

This vaccine is under quarantine due to a temperature excursion. Vaccine from this unit should not be administered.

For assistance with reporting this temperature excursion please contact:

800-404-3006 or temperature.health@tn.gov

TN Department of **Health**
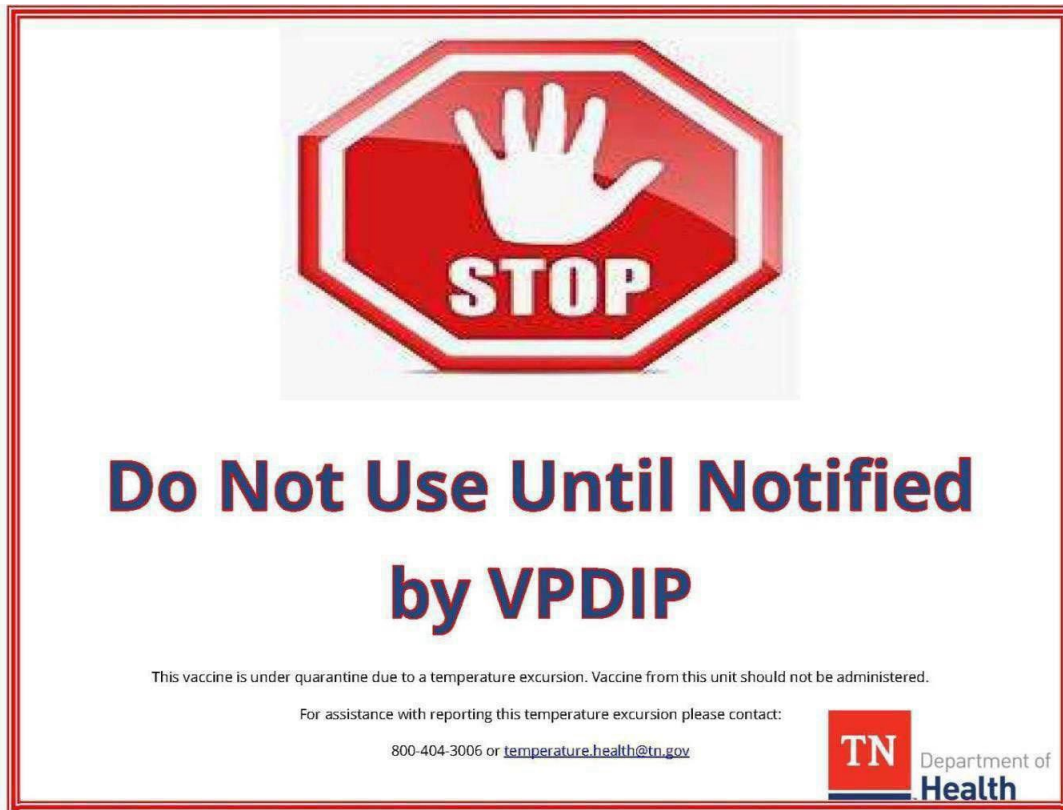
Appendix I: Packing Vaccines for Emergency Transport

Be prepared for vaccine transport. Commercially available vaccine transport options are available at a variety of price points and may be preferred. However, the protocol below is designed to safely store vaccines for hours at proper temperatures using readily available materials.

Refrigerated Vaccine Transport Instructions:

Packing Vaccines for Transport during Emergencies

Be ready BEFORE the emergency

Equipment failures, power outages, natural disasters—these and other emergency situations can compromise vaccine storage conditions and damage your vaccine supply. **It's critical to have an up-to-date emergency plan with steps you should take to protect your vaccine.** In any emergency event, activate your emergency plan immediately, and if you can do so safely, follow the emergency packing procedures for refrigerated vaccines.

1 Gather the Supplies

Hard-sided coolers or Styrofoam™ vaccine shipping containers
- Coolers should be large enough for your location's typical supply of refrigerated vaccines.
- Can use original shipping boxes from manufacturers if available.
- Do NOT use soft-sided collapsible coolers.

Conditioned frozen water bottles
- Use 16.9 oz. bottles for medium/large coolers or 8 oz. bottles for small coolers (enough for 2 layers inside cooler).
- Do NOT reuse coolant packs from original vaccine shipping container, as they increase risk of freezing vaccines.
- Freeze water bottles (can help regulate the temperature in your freezer).
- Before use, you must condition the frozen water bottles. Put them in a sink filled with several inches of cool or lukewarm water until you see a layer of water forming near the surface of bottle. The bottle is properly conditioned if ice block inside spins freely when rotated in your hand.

Insulating material — You will need two of each layer
- **Insulating cushioning material** – Bubble wrap, packing foam, or Styrofoam™ for a layer above and below the vaccines, at least 1 in thick. Make sure it covers the cardboard completely. Do NOT use packing peanuts or other loose material that might shift during transport.
- **Corrugated cardboard** – Two pieces cut to fit interior dimensions of cooler(s) to be placed between insulating cushioning material and conditioned frozen water bottles.

Temperature monitoring device – Digital data logger (DDL) with buffered probe. Accuracy of +/-1°F (+/-0.5°C) with a current and valid certificate of calibration testing. Pre-chill buffered probe for at least 5 hours in refrigerator. Temperature monitoring device currently stored in refrigerator can be used, as long as there is a device to measure temperatures for any remaining vaccines.

Why do you need cardboard, bubble wrap, and conditioned frozen water bottles?

Conditioned frozen water bottles and corrugated cardboard used along with one inch of insulating material such as bubble wrap keeps refrigerated vaccines at the right temperature and prevents them from freezing. **Reusing vaccine coolant packs from original vaccine shipping containers can freeze and damage refrigerated vaccines.**

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Distributed by

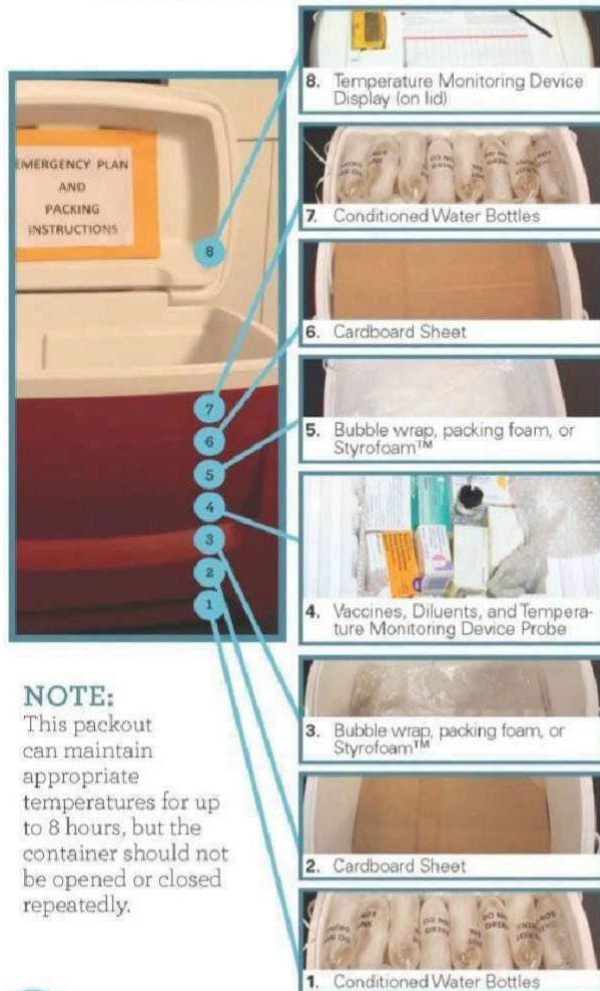Visit **www.cdc.gov/vaccines/SandH** for more information, or your state health department.

CS243275   August 2015

Packing Vaccines for Transport during Emergencies

2 Pack for Transport

Conditioning frozen water bottles

- Put frozen water bottles in sink filled with several inches of cool or lukewarm water or under running tap water until you see a layer of water forming near surface of bottle.
- The bottle is properly conditioned if ice block inside spins freely when rotated in your hand.
- If ice "sticks," put bottle back in water for another minute.
- Dry each bottle.
- Line the bottom and top of cooler with a single layer of conditioned water bottles.
- Do NOT reuse coolant packs from original vaccine shipping container.

EMERGENCY PLAN AND PACKING INSTRUCTIONS

8. Temperature Monitoring Device Display (on lid)

7. Conditioned Water Bottles

6. Cardboard Sheet

5. Bubble wrap, packing foam, or Styrofoam™

4. Vaccines, Diluents, and Temperature Monitoring Device Probe

3. Bubble wrap, packing foam, or Styrofoam™

2. Cardboard Sheet

1. Conditioned Water Bottles

Close lid – Close the lid and attach DDL display and temperature log to the top of the lid.

Conditioned frozen water bottles – Fill the remaining space in the cooler with an additional layer of conditioned frozen water bottles.

Insulating material – Another sheet of cardboard may be needed to support top layer of water bottles.

Insulating material – Cover vaccines with another 1 in. layer of bubble wrap, packing foam, or Styrofoam™

Vaccines – Add remaining vaccines and diluents to cooler, covering DDL probe.
Temperature monitoring device – When cooler is halfway full, place DDL buffered probe in center of vaccines, but keep DDL display outside cooler until finished loading.
Vaccines – Stack boxes of vaccines and diluents on top of insulating material.

Insulating material – Place a layer of bubble wrap, packing foam, or Styrofoam™ on top (layer must be at least 1 in. thick and must cover cardboard completely).

Insulating material – Place 1 sheet of corrugated cardboard over water bottles to cover them completely.

Conditioned frozen water bottles – Line bottom of the cooler with a single layer of conditioned water bottles.

NOTE:
This packout can maintain appropriate temperatures for up to 8 hours, but the container should not be opened or closed repeatedly.

3 Arrive at Destination

Before opening cooler – Record date, time, temperature, and your initials on vaccine temperature log.
Storage – Transfer boxes of vaccines quickly to storage refrigerator.
Troubleshooting – If there has been a temperature excursion, contact vaccine manufacturer(s) and/or your immunization program before using vaccines. Label vaccines "Do Not Use" and store at appropriate temperatures until a determination can be made.

Guide may be found on the CDC website at:

http://www.cdc.gov/vaccines/hcp/admin/storage/downloads/emergency-transport.pdf

Tennessee Vaccine-Preventable-Diseases and Immunization Program

TRANSPORTING FROZEN VACCINE

GUIDELINES FOR EMERGENCY VACCINE TRANSPORT

CDC discourages any vaccine transport. Vaccines should only be transported when absolutely necessary. Call the vaccine manufacturer if you have concerns.

ASSEMBLE PACKING SUPPLIES AND DOCUMENTS

1 **Hard-sided cooler**

2 **Frozen cold packs**
NEVER USE DRY ICE. Keep enough frozen cold packs in your vaccine freezer to make two layers in the transport cooler.

3 **Data logger**
Retrieve your backup device's buffered probe and its digital display.

4 **Insulating cushioning material**
Use 2-inch layers of bubble wrap to prevent vaccines from shifting. Do NOT use packing peanuts or other loose material that might shift during transport.

5 **Transport Log**
Print a copy of the VFC "Frozen Vaccine Transport Log" (IMM-1116).

6 **Vaccine management plan**
Find the alternate vaccine storage location in your practice's vaccine management plan.

PREPARE FOR TRANSPORT

If transferring vaccines to another VFC provider, complete the transfer form at MyVFCvaccines.org. (Refer to Provider Operations Manual for details.)

1 Verify that the alternate vaccine storage location can store all of your vaccines.

2 Complete the top portion of the transport log.

3 Record the "Time" and "Temperature of vaccines in freezer before transfer" on the bottom of the transport log.

4 Remove vaccines from the freezer.

5 Complete the "Vaccine Inventory Information" on the transport log before proceeding.

Tennessee Vaccine-Preventable-Diseases and Immunization Program

PACK VACCINES AND PREPARE FOR TRANSPORT

1 **Frozen cold packs**

Place a layer of cold packs to completely cover the bottom of the cooler. NEVER USE DRY ICE.

2 **Vaccines**

Layer vaccine boxes directly on top of the frozen cold packs.

3 **Buffered probe**

Place the buffered probe with the top layer of vaccines.

4 **Frozen cold packs**

Spread another layer of frozen cold packs to completely cover the vaccines.

5 **Bubble wrap**

Layer bubble wrap to fill the remaining empty space and close the cooler.

6 **Transport log and display**

Record the "Time" and "Temperature of vaccine in cooler before departure" on the bottom of transport log.

Attach the digital display and transport log carefully to the outside of the cooler.

Drive the vaccines to your alternate storage location.

UNPACK VACCINES AT ALTERNATE STORAGE LOCATION

1. Confirm their vaccine storage unit temperatures are within recommended ranges.

2. Record the "Time" and "Temperature of alternate vaccine storage unit" on the bottom of the transport log.

3. Record the "Time" and "Temperature of cooler upon arrival" on the transport log before removing vaccines.

4. If the cooler temperature is

   OK, below 5.0°F (-15.0°C): unpack and store vaccines in the alternate vaccine freezer.

   Out of range, above 5.0°F (-15.0°C): label the vaccines "Do Not Use" and store them in the vaccine freezer; alert your supervisor; immediately report the excursion to SHOTS at MyVFCvaccines.org.

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Appendix J: Mobile Immunization Clinic Log

Mobile Immunization Clinic Log

Clinic Date	Clinic Location	VFC Vaccine Type	VFC Vaccine Amount	Private Vaccine Type	Private Vaccine Amount

Form may be found on the Tennessee Vaccine-Preventable Diseases and Immunization

Program website at: https://www.tn.gov/health/cedep/immunization-program/ip/vfc/vfc-

provider-guidance.html

Appendix K: Hourly Temp Logs

TN Vaccine-Preventable Diseases and Immunization Program (VPDIP) Hourly Vaccine Temperature Log – Celsius Refrigerated

Refrigerated vaccines must be maintained between 2⁰C and 8⁰C.

Contact VPDIP immediately if vaccine is exposed to temperature below 2⁰C for more than 15 minutes or above 8⁰C for more than 60 minutes. Take the below actions:

1. Labelvaccine"do not use"
2. Storevaccine under proper conditions as quickly as possible
3. Notify VPDIP at 1-800-342-1813 or temperature.health@tn.gov

Date: _____   **Location:** _____

Time VaccinePlaced into Unit: _____   **Temperature:** _____

Time VaccineRemoved from Unit: _____   **Temperature:** _____

Time	AM/PM	Temperature	Initials

Date: _____   **Time:** _____

VFC Coordinator Signature: _____

Prior to the vaccine being returned to the clinic, the VFC Coordinator must review temperature logs to verify vaccine cold chain has been maintained; attach this log to the data logger report. TN Vaccine Preventable Diseases & Immunization Program 1-800-342-1813.

TN Vaccine-Preventable Diseases and Immunization Program (VPDIP)

Hourly Vaccine Temperature Log – Celsius Freezer

Frozen vaccine must be maintained between -50⁰C and -15⁰C

Call VPDIP immediately if vaccine is exposed to temperature above -15⁰C for more than 60 minutes. Take the below actions:

1. Labe lvaccine "do not use"
2. Store vaccine under proper conditions as quickly as possible
3. Notify VPDIP at 1-800-342-1813 or temperature.health@tn.gov

Date: _____ **Location:** _____

Time VaccinePlaced into Unit: _____ **Temperature:** _____

Time VaccineRemoved from Unit: _____ **Temperature:** _____

Time	AM/PM	Temperature	Initials

Date: _____ **Time:** _____

VFC Coordinator Signature: _____

Prior to the vaccine being returned to the clinic, the VFC Coordinator must review temperature logs to verify vaccine cold chain has been maintained; attach this log to the data logger report. TN Vaccine Preventable Diseases & Immunization Program 1-800-342-1813.

Appendix L: Insurance Cheat Sheet

Insurance Company	TennCare/ Medicaid?	Insurance Type	Covers all ACIP recommended vaccines? Justification / Other comments
Aetna (Commercial-small group carrier) *	No	Private	Yes
Allied Benefit System*	Partners with Aetna, Cigna, BCBS, and others (Employer insurance solution)		
Ambetter of Tennessee*	No	Private	Yes
Celtic – Ambetter (Commercial- Individual) *	No	Private	Yes
Celtic - Ambetter*	No	Public	Yes; Healthcare.gov (govt. marketplace)
Bright Health*	No	Public	Yes; Healthcare.gov (govt. marketplace)
Bright Health (Commercial - small group & individual) *	No	Private	Yes
Blue Cross Blue Shield-TN*	No	Public	Yes; Healthcare.gov (govt. marketplace)
BCBS (Commercial - small group & individual) *	No	Private	Yes
BlueCare (BCBS)*	Yes	Public	Yes; Medicaid plans cover children vaccines
(BCBS) TennCare Select*	Yes	Public	Yes; Medicaid plans cover children vaccines
Anthem (BCBS Co.)	Does not offer plans in Tennessee		
Amerigroup (part of Anthem) *	Yes	Public	Yes; Medicaid plans cover children vaccines
Cigna Health*	No	Public	Yes; Healthcare.gov (govt. marketplace)
Cigna Health (Commercial- Individual) *	No	Private	Yes
Farm Bureau of Tennessee	No	Private	Yes; Not an ACA compliant company, however.
Humana (Commercial- Small group) *	No	Private	Yes
Humana-Tricare	No	Public	Yes; government sponsored program
Medi-Share	Not recognized as health insurance in Tennessee – person is considered "uninsured"		
North American Admins (Lucent Health)	Partners with Aetna, Cigna, BCBS, and others (Employer insurance solution) – person is considered "uninsured"		
Nova Net	Is not a health plan, but a provider network– person is considered "uninsured"		
Oscar Insurance Co*	No	Public	Yes; Healthcare.gov (govt. marketplace)
Oscar (Commercial- Small Group & Individual) *	No	Private	Yes
TriWest (Military)	No	Public	Yes; government sponsored program
United Health One (UHC)	No	Private	Yes; https://www.uhc.com/united-for-reform/health-reform-provisions/preventive-services
United Healthcare (Commercial- Small group) *	No	Private	Yes
United Healthcare Community Plan (UHC)*	Yes	Public	Yes; Medicaid plans cover children vaccines

ACA Compliance: All Marketplace plans are required to cover all ACIP recommended vaccines IAW ACA. All non-grandfathered private health plans are required to cover all ACIP recommended vaccines IAW ACA. Grandfathered status plans are not required to cover all of the benefits healthcare reform has deemed to be "essential," such as certain types of testing and treatment.

Affordable Care Act: "(a) IN GENERAL.—A group health plan and a health insurance issuer offering group or individual health insurance coverage shall, at a minimum provide coverage for and shall not impose any cost sharing requirements for— "(1) evidence-based items or services that have in effect a rating of 'A' or 'B' in the current recommendations of the United States Preventive Services Task Force; "(2) immunizations that have in effect a recommendation from the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention with respect to the individual involved; and "(3) with respect to infants, children, and adolescents, evidence-informed preventive care and screenings provided for in the comprehensive guidelines supported by the Health Resources and Services Administration. https://www.congress.gov/111/plaws/publ148/PLAW-111publ148.pdf

Companies with Asterisk (*) verified from tn.gov website or CDC website
https://www.tn.gov/commerce/insurance/consumer-resources/health-insurance-information.html
https://www.tn.gov/tenncare/members-applicants/managed-care-organizations.html
https://www.cdc.gov/vaccines/hcp/adults/for-practice/insurance-payment.html

Appendix M: Vaccine Transport Logs

Vaccines for Children (VFC) Program
Refrigerated Vaccine Transport Log

TN Department of Health

Instructions: Complete this log when transporting vaccines to an alternate or back-up refrigerator.

Date: _____

Provider Name: _____ VFC PIN: _____

Transferred To: _____ VFC PIN: _____

Vaccines Transferred Due To: ☐ Power Outage ☐ Excess Supply ☐ Short Dated ☐ Unit Malfunction ☐ Building Maintenance ☐ Other: _____

Vaccine Inventory Information – may also attach most recent reconciliation report from TennIIS.

Vaccine	Lot Number	Number of Doses	Expiration Date	Vaccine Previously Transported? (Yes/No)	Comments

Temperature Monitoring Information

Temperature of vaccine in refrigerator prior to transfer: _____ Celsius/Fahrenheit: _____ Time: _____

Temperature of vaccine in cooler before departure: _____ Celsius/Fahrenheit: _____ Time: _____

Temperature of vaccine in cooler upon arrival: _____ Celsius/Fahrenheit: _____ Time: _____

Temperature of back-up refrigerator: _____ Celsius/Fahrenheit: _____ Time: _____

Contact the VFC Program (800-404-3006) if temperatures during transport exceed recommended ranges.

Total Transport Time: _____ Min/Hr

Form may be found on the Tennessee Vaccine-Preventable Diseases and Immunization Program website at: Refrigerated_Vaccine_Transport_Log_-_Final.pdf (tn.gov)

Vaccines for Children (VFC) Program
Freezer Vaccine Transport Log

TN Department of Health

Instructions: Complete this log when transporting vaccines to an alternate or back-up freezer.   Date: _____

Provider Name: _____   VFC PIN: _____

Transferred To: _____   VFC PIN: _____

Vaccines Transferred Due To: ☐ Power Outage ☐ Excess Supply ☐ Short Dated ☐ Unit Malfunction ☐ Building Maintenance ☐ Other: _____

Vaccine Inventory Information – may also attach most recent reconciliation report from TennIIS.

Vaccine	Lot Number	Number of Doses	Expiration Date	Vaccine Previously Transported? (Yes/No)	Comments

Temperature Monitoring Information

Temperature of vaccine in freezer prior to transfer: _____   Celsius/Fahrenheit: _____   Time: _____

Temperature of vaccine in cooler before departure: _____   Celsius/Fahrenheit: _____   Time: _____

Temperature of vaccine in cooler upon arrival: _____   Celsius/Fahrenheit: _____   Time: _____

Temperature of back-up freezer: _____   Celsius/Fahrenheit: _____   Time: _____

Contact the VFC Program (800-404-3006) if temperatures during transport exceed recommended ranges.   Total Transport Time: _____ Min/Hr

Form may be found on the Tennessee Vaccine-Preventable Diseases and Immunization

Program website at: Freezer_Vaccine_Transport_Log_-_Final.pdf (tn.gov)

Appendix N: VFC Enrollment QRG

VFC Enrollment
Quick Reference Guide

TN Department of Health

☎ 1-800-342-1813

TN Department of Health

✉ vfc.enrollment@tn.gov

VFC PIN #_____ RIR:_____

AGREEMENT SIGNATORY CHANGE

- NOTIFIED WITHIN 48 HOURS
- MUST SUBMIT A NEW pa IN TENNIIS
- SUBMIT A NEW THREE-PAGE PA SIGNED
- YCTS COMPLETED WITHIN 30 DAYS

Contact Changes

Primary and Backup Coordinator Changes **MUST** be reported within 10 business days to both the RIR and VFC Enrollment

_____

My Emergency Backup Facilities are:
1. PIN #:
2. PIN #:

Vaccine Storage & Handling

Storage & Handling Equipment

Refrigerator
Store vaccines between 2°C and 8°C (36°F and 46°F)

Freezer
Store vaccines between -50°C and -15°C (-58°F and +5°F)

✖

NO CONVERTIBLE FRIDGE/FREEZER UNITS

Unit Guidelines

- Large enough to store the year's largest inventory without crowding (i.e. flu season, back to school inventory)
- Wire shelving recommended
- Must have digital or dial thermostat-No units with three settings
- Frost Free/ Auto defrost freezers preferred
- Manual defrost units must have a defrost plan in the REVMP with a secondary back-up unit for use
- No glass doors unless double paned pharmaceutical grade unit

Temperature Excursions

A Temperature Excursion (TE) occurs when a vaccine is stored at a temperature outside it's recommended range as defined by the manufacturer's package insert.

Refrigerator	Freezer	Ultra Cold Freezer
Above 8C for 60 consecutive minutes	Above -15C for 60 consecutive minutes	Above -60C for 60 consecutive minutes
Below 2C for 15 consecutive minutes	Below -50C for 15 consecutive minutes	Below -90 for 15 consecutive minutes

When you hear an alarm?

DO NOT USE THE VACCINE

CALL VPDIP IMMEDIATELY during business hours (8:00 AM – 4:30 PM Central Time) **800-342-1813**

Email or fax data logger report to: temperature.health@tn.gov or **615-401-6829**

VFC Enrollment
Quick Reference Guide
## Tenniis.VOMS@tn.gov

TN Department of **Health**

TN Department of **Health**

Vaccine Ordering & Management

TenniiS TENNESSEE IMMUNIZATION INFORMATION SYSTEM

Organization/Facility: EAST TN PUBLIC HEALTH REGION, ALL CLINICS (21496) / 00101 - ANDERSON CO. H.D. (WAS CLINTON)

Log into TennIIS and Verify your correct Organization and Facility are stated across the top of the screen. Then on the left-hand side of the screen chose Inventory Management towards the middle of the list, then click on Voms 2.0.

Place an Order: Orders/Returns> Orders/Transfers>New Order
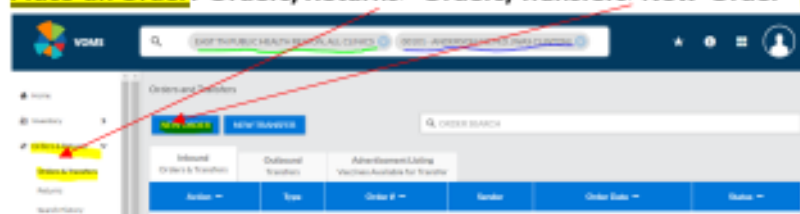
Access Inventory Screen/Reconciliation: Inventory>Reconcoliation

This color is the info for each lot that needs to match identically to what's listed in your EHR so that it auto decrements correctly.

Navigation
▶ Main
■ Dashboard
▶ Message
▶ Favorites
▶ Patient
▶ Vaccinations
▶ Organization
▶ Facilities
▶ Physicians & Vaccinators
◢ Inventory Management
VOMS 2.0
▶ Reports
▶ Settings
■ CASA Export
▶ Reminder/Recall
▶ DTT
▶ Scheduled Reports
■ Job Queue
■ Change Password
■ Administration

Important Ordering Information

1. We encourage providers to order in small quanities as often as needed to cut back on wastage of vaccines.

2. Please do not wait till you are completely out of vaccines before placing an order because it can take up to 10 business days to receive your vaccines once the order has been approved.

3. Orders placed before 3 pm will be approved and process same day and any orders placed after 3 pm will be processed by 8 am the following morning.

4. **If you have not received an order within 10 business days of placing the order or receive damaged or out of temp range vaccines, please report to tenniis.voms@tn.gov and Temperature.Health@tn.gov ASAP.**

5. **All expired vaccines must have a return submitted and sent back within 30 days of expiration.**

Decrementing Report

If your counts are NOT reflecting in TennIIS correctly, always reach out to VOMS before trying to fix so your overall numbers are not thrown off.

If you have administered doses not deducting from your Lot totals in TennIIS, then they could be sitting in the decrementing correction que, waiting for you to manually move them over.
(LOT NUMBERS TAB>Correct decrementing) Run the report from the date of last recon till the current day and make all the selections below are marked

Review and Correct Lot Decrementing
Search/Update Lot Numbers

Vaccine	--select--
Manufacturer	--select--
● Organization	BAPTIST MEMORIAL HEALTHCARE CORPORATION (10248)
○ Organization Group	--select--
○ Do Not Limit	
● Facility	BMHO - ATOKA PEDIATRICS
○ Facility Group	--select--
○ Do Not Limit	
☐ PIN	--select--
Funding Type	All
Date Imported	From: 04/22/2023 Through: 05/22/2023

Search

Email TennIIS.Voms@tn.gov for any questions or corrections

Once the report is ran if you see any listed for the Lots that have counts off, then you will need to click the drop down and select the lot # then scroll to the bottom and click save. This will deduct a doses from the lot in tenniis

If you ever have a negative count on your inventory list, you will have to email VOMS at tenniis.VOMS@tn.gov so they can fix this count for you.
This happens when vaccines are crossing over from EHR but someone is also manually reconciling them as administered as well.

RETURNING EXPIRED VACCINES

The day after a vaccine expires, it will turn RED in Tenniis. Then you can reconcile all remaining on hand doses out as Expired, expired. Then located beside the create order button is the vaccine return button, click it. Then enter the doses in and click Submit & Print Return. The packing slip will pop up for you to print and insert into the packing with the vaccines.

If the packing slip doesn't pop up you can email VOMS for a copy. Once the return has been submitted, UPS will email the label directly to you.

Appendix O: VFC Re-Enrollment QRG

VFC Re-Enrollment Quick Reference Guide

1-800-342-1813 Press 5 Option 2   vfc.enrollment@tn.gov

REGIONAL IMMUNIZATION REPRESENTATIVE IS: _____

VFC Re-Enrollment Deadline:

_____
(Date)

Our DDL's Expire:

_____
(Date)

CONTACTS CHANGES

CONTACT US

NOTIFY WITHIN 10 DAYS

ROUTINE EMERGECY VACCINE MANAGEMENT PLAN (REVMP)

GENERATORS
If you have a generator, Page 15 will **HAVE** to be signed

Page 14: Emergency Backup Facility Locations on REVMP Should Include PIN #'s

We recommend backup locations to be VFC

PROVIDER AGREEMENTS

Sign the bottom

AGREEMENT SIGNATORY CHANGE
- NOTIFIED WITHIN 48 HOURS
- MUST SUBMIT A NEW pa IN TENNIIS
- SUBMIT A NEW THREE-PAGE PA SIGNED
- YCTS COMPLETED WITHIN 30 DAYS

Tennessee Vaccine-Preventable-Diseases and Immunization Program

VFC Re-Enrollment
Quick Reference Guide

TN Department of **Health**

TN Department of **Health**

HOW TO CREATE A PROVIDER AGREEMENT IN TENNIIS

Log into TennIIS and choose your FACILITY. On the left hand side of the screen chose Orders/Transfers. At the bottom, click on Provider Agreement. You will see your current PA in TennIIS. Click ADD.

Inventory Management

Provider Agreement

- Dashboard
- Favorites
- Patient
- Vaccinations
- Organization
- Facilities
- Physicians & Vaccinators
- Inventory Management
- Reports
- Settings
- CASA Export
- Reminder/Recall
- DTT
- Scheduled Reports
- Job Queue
- Change Password
- Administration
- Campaigns
- Answers

↗ Inventory Management
VOMS 2.0
▸ Reports

🏠 Home

⚖ Approvals & Management ›

🔭 Inventory ›

⇄ Orders & Returns ›

🌡 Cold Storage

🗄 Provider Agreement

📊 Reports

✖ Admin & Settings

Provider Search Results
Show 10 ▾ entries

Select	Select Frozen Vaccine	PDF-Full	PDF Signature Page	Facility Name	PIN	Approval Status	Date
↪	↪	PDF	PDF Signature	05001 - LAWRENCE CO. HEALTH DEPT.	501001	APPROVED	00/09/20...

Showing 1 to 1 of 1 entries

[Add] [Exp...]

[Add] [Export Agreement]

ADD

STORE ONLY BACKUP FACILITY LOCATIONS

REDCap

Onboarding has to be completed within 90 Days

- Your 2ND Backup Location can be a Store Only Facility
- Store Only Facility will need to onboard using the Recap link:
  https://redcap.link/aw8kjwva
- Must complete YCTS
- Must have a site visit
  - Must submit PA & REVMP

My Backup Locations are:

1.

2.

YOU CALL THE SHOTS MODULES/EDUCATIONAL SITE VISITS

The two required CDC "*You Call the Shots*" training modules 10 & 16. Click on the links below, scroll to the bottom of the page and click "*Continue*" to begin a module.

- *Storage and Handling* (Module 10)
- *Vaccines for Children* (Module 16)

Immediately print your certificate upon completing each training module to avoid retaking the training. For further guidance with YCTS, visit CDC's TCEO homepage.

If both the Primary Coordinator and Backup Coordinator have an educational Site Visit, that counts as YCTS.

Tennessee Vaccine-Preventable-Diseases and Immunization Program

Appendix P: VPDIP Phone Tree

VPDIP Phone Tree

When you contact the TennIIS Help Desk at (800) 342-1813 Monday through Friday, 7AM to 4:30PM CST, we have implemented a Phone Tree to best route your inquiry.

Please Press 1 to Request Immunization Records or for Help with TennIIS Records or email TennIIS.Records@tn.gov

Please Press 2 for Assistance with (VOMS) vaccine ordering, inventory, or returns or email TennIIS.VOMS@tn.gov

Please Press 3 for TennIIS Password Resets or email TennIIS.Registration@tn.gov

Please Press 4 for Questions Regarding School Immunization Requirements, Immunization Recommendations and Clinical Questions

or

email TennIIS.Training@tn.gov

Please Press 5 for Temperatures Excursions & Vaccines for Children (VFC) Program or email Temperature.Health@tn.gov

- Option 1: To report a temperature excursion please leave a message and someone will call you back or email Temperature.Health@tn.gov
- Option 2: For questions about the Vaccines for Children (VFC) program including VFC provider enrollment or email VFC.Help@tn.gov
- Option 3: For all other VFC questions including VFC Fraud Reporting or email VFC-Fraud.Health@tn.gov

Please Press 6 TennIIS Organization/Facility/User Registration or email TennIIS.Registration@tn.gov

Please Press 7 For assistance with electronic data exchange, Interoperability, EHR- TennIIS connection issues or email TennIIS.MU@tn.gov

Please Press 8 for information about becoming a COVID-19 Vaccine Provider or email Vaccine.Onboarding@tn.gov

Please Press 9 for information regarding the Kindergarten Survey Report, Program Effectiveness and Vaccine Coverage Rates or email TIP.Quality@tn.gov

Please press 0 for all other questions or email TennIIS.Help@tn.gov

Appendix Q: DDL Sign-off Sheet

Vaccine Storage Unit Digital Data Logger Sign-off Sheet

It is required that temperatures are reviewed within each vaccine storage unit twice a day and the minimum and maximum temperatures are reviewed each morning. Document time temperatures were taken each day the clinic is open. Follow appropriate procedures to evaluate a new alarm and document follow-up on the data logger print out; clear the alarm on the data logger.

Unit Type (circle): **Fridge | Freezer | UC Freezer**   Month/Year_____

Unit Location _____   Provider PIN# _____

		Morning (AM)					**Afternoon (PM)**			
Day of Month	Daily Min/Max Temp in °C	Time AM	Current Temp in °C	Name/Initials	New Alarm? (Circle)	Time PM	Current Temp in °C	Name/Initials	New Alarm? (Circle)	
1					Yes No				Yes	No
2					Yes No				Yes	No
3					Yes No				Yes	No
4					Yes No				Yes	No
5					Yes No				Yes	No
6					Yes No				Yes	No
7					Yes No				Yes	No
8					Yes No				Yes	No
9					Yes No				Yes	No
10					Yes No				Yes	No
11					Yes No				Yes	No
12					Yes No				Yes	No
13					Yes No				Yes	No
14					Yes No				Yes	No
15					Yes No				Yes	No
16					Yes No				Yes	No
17					Yes No				Yes	No
18					Yes No				Yes	No
19					Yes No				Yes	No
20					Yes No				Yes	No
21					Yes No				Yes	No
22					Yes No				Yes	No
23					Yes No				Yes	No
24					Yes No				Yes	No
25					Yes No				Yes	No
26					Yes No				Yes	No
27					Yes No				Yes	No
28					Yes No				Yes	No
29					Yes No				Yes	No
30					Yes No				Yes	No
31					Yes No				Yes	No

Vaccine Storage Unit Digital Data Logger Sign-off Sheet

If an alarm is noted on the front page, please indicate the category of the event below.

Alarm Date	Time		Category	
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable
	☐AM	☐PM	☐Non-Reportable	☐Reportable

The first time a new alarm is noted, download the data logger report, quarantine the product with a "do not use until notified by TVPDIP" sign, and Call 800-404-3006 or email Temperature.Health@tn.gov to report the temperature excursion. Please include your PIN number, a good contact phone number, the reason for submitting the report, and a list of the inventory affected if you choose to email the excursion information. The inventory listed must include brand Name, LOT numbers, expiration dates, and the quantity of doses affected.

Please note, the temperature excursion business hours are 8:00 AM to 4:30 PM Monday through Friday. We are closed on all Tennessee state holidays. You must report all excursions within 1 business day.

If you have a non-reportable alarm, please document this with your weekly printouts of your DDL and notate the reason the alarm was unreportable IE no vaccine in unit due to defrost, alarm parameters set incorrectly, etc. If vaccine was not in the unit, you must document the date and time vaccine was removed and returned (if applicable) to the unit.

Tennessee Vaccine-Preventable Diseases and Immunization Program at 800-404-3006 or 615-741-7247