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 Commissioner

To: New Jersey Vaccines for Children (VFC) and 317-Funded Adult (317) Program Providers

Date: January 17, 2019

Re: 2019 Provider Re-enrollment

To remain an active participant with the New Jersey Vaccines for Children (VFC) and/or the 317-Funded Adult (317) Program in 2019, every provider* must re-enroll between January 18, 2019 and March 18, 2019.

*Providers who received an enrollment site visit for the VFC or 317 Program after January 1, 2019 do not need to complete the 2019 re-enrollment application.

Offices that do not complete the 2019 re-enrollment process in a timely manner may have program vaccines removed from their office. **All offices are encouraged to submit their re-enrollment application early to avoid disruption in vaccine ordering.**

To access the 2019 re-enrollment application, sign into NJIIS to begin the VFC re-enrollment process. In NJIIS, click on VACCINE ORDERING on the left, then click VFC Reenrollment (See figure 1).

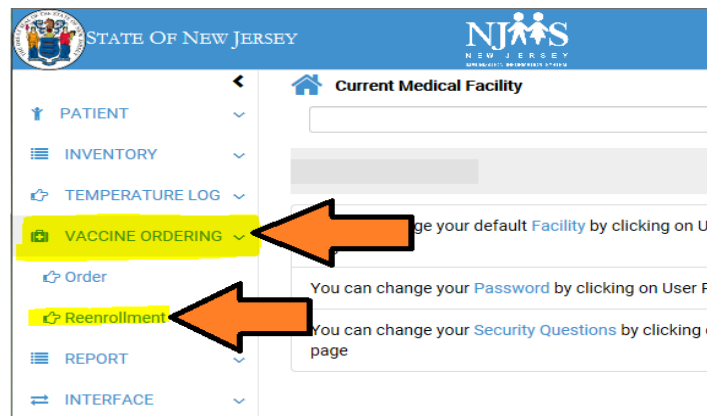


Figure 1

The 2019 re-enrollment application will appear. The information is broken into 14 sections (highlighted section in Figure 2 shows four of the 14 sections). The information you see on the application is pre-populated for you based on your last enrollment application.

FACILITY TYPE: You cannot make changes in this section. Click the “Next” button located at the bottom right side of the screen to proceed to the next section. (see Figure 2). If the information on this page is incorrect, please send an email to vfc@doh.nj.gov.

VFC Re-enrollment

< ✓ FACILITY TYPE ✓ VACCINES OFFERED ✓ VACCINE COORDINATORS ✓ THERMOMETER REQUIREMENTS >

Which type of VFC you want to proceed with?

VFC Type * PEDIATRIC

VFC Facility Type * FQHC

A medical professional authorized to prescribe vaccines under NJ state law can become a VFC provider. Medicaid and NJ FamilyCare plan A providers need to enroll in the VFC program to receive free vaccine. Medicaid will not reimburse for the cost of children's vaccines recommended by the Advisory Committee on Immunization Practices (ACIP).

The VFC program was created to meet the vaccination needs of children from birth through 18 years of age who may not otherwise be vaccinated due to cost of the vaccine. Patients eligible to receive VFC vaccines are children who:

- are enrolled in Medicaid or Medicaid Managed Care (NJ FamilyCare Plan A only)
- are American Indian or Alaskan Native
- do not have any health insurance
- are underinsured*, which means that their insurance

Doesn't cover certain ACIP recommended vaccines. The patient would be eligible to receive only those vaccines not covered by insurance.

*PLEASE NOTE: Underinsured children are only eligible to receive VFC vaccines only at a Federally Qualified Health Center (FQHC).




Figure 2

VACCINES OFFERED: Most providers must offer all ACIP recommend vaccines. The option “Offers selected vaccines” is only available for facilities designated as Specialty Providers by VFC Program. Click “next” to proceed to the next section.

VACCINE COORDINATORS: All vaccine coordinators must have taken NJIIS Fundamentals and Vaccine Ordering and Management in NJIIS training at least once since November 2017. Staff must have access in NJIIS for each office they wish to enroll and have the ability to place a vaccine order for those offices. In addition, vaccine coordinators must take a training that satisfies the annual education training requirement. In this section, you will click the down arrow to select your Primary and Backup VFC Coordinators.

NOTE: Only users who completed both NJIIS training and the Vaccine Ordering & Management in NJIIS webinar will be seen in the dropdown.

Annual Education requirement for Vaccine Coordinators: The Vaccine Coordinators are required to have annual education as required by the Centers for Disease Control and Prevention (CDC). The Vaccine Coordinators are required to complete one of the following after March 4, 2018 to meet the annual educational requirement:

- Understanding VFC and 317:** Annual Provider Education Webinar – (You will not receive a certificate of completion) Register for this webinar at: [Go To Webinar](#)
- You Call the Shots: Vaccines for Children (VFC) & Vaccine Storage and Handling Modules** – You must take both modules to satisfy the education requirement. Fax or email the two You Call the Shots certificates of participation to the VFC Program (609-826-4868 or vfc@doh.nj.gov) to receive credit for taking these trainings. Be sure to put your provider PIN number on each certificate.
- “Vaccine Storage & Handling” workshop at the New Jersey Immunization Conference** – this conference was held on May 21, 2018. All participants that received credit were emailed a copy of your certificate in May/June 2018. There is no need for you to email or fax a copy of that certificate to the VFC Program as we already have a copy on file.

NOTE: Education taken in 2018 for 2018 re-enrollment will not be accepted for 2019 re-enrollment. If you have a question about your annual education status, please send an email to VFC@doh.nj.gov.

THERMOMETER REQUIREMENTS: The CDC requires primary and back-up digital data loggers (DDLs) with the ability to continuously record temperatures at an interval of at least 30 minutes. First select the category (primary or backup thermometer), then select the type of thermometer, the number of probes, enter the thermometer Certification or Serial Number and the NIST Expiration Date. Then click the blue “+ Add” button located on the right side of the screen. Repeat these steps to enter all additional thermometers for your office. (see Figure 3)

Category* Type* Number of Probes* Certification or Serial Number: NIST Expiration Date:*

Select category Select Type Select MM/DD/YYYY + Add X Cancel

Alpha Numeric Only

Category	Type	Certification or Serial Number	Date of Expiration	Number of Probes	Download Certificate	Upload Certificate	Edit	Delete
Primary	Digital min/max thermometer	160144751	01/23/2018	1	Download	Upload		
Backup	Data logger	34545435345435435	01/24/2018	1	Download	Upload		

Figure 3

Thermometer calibration certificates must be uploaded into the Thermometer Requirement section. Click “Upload” to add a thermometer calibration certificate to the re-enrollment. Then a box titled “Upload Thermometer Certificate File” will appear. Click “Browse” to attach the certificate file saved on your computer and then click the blue “Upload” button. (see Figure 4)

Please keep in mind that all DDLs used to monitor VFC or 317 vaccines must be calibrated at least every 2 years.

Upload Thermometer Certificate File X

Please upload an image file of following type

1. png
2. jpg, jpeg
3. gif
4. PDF

The size of the file being uploaded should not exceed 2 MB.

Browse...

Figure 4

FACILITY STORAGE: Enter the number and types of VFC and/or 317 storage units at this facility and then click “next” to proceed.

OFFICE INFORMATION: Enter Medicaid Number, NPI Number and Tax ID. Make any necessary changes to Shipping Information and then click “next”.

VACCINE DELIVERY: Vaccine Delivery Hours must be listed in military time from 00:00 hours to 24:00 hours. Your office must be open at least one weekday for four consecutive hours.

POPULATION: Must be completed for all VFC and non-VFC Eligibility Categories. Then select the type of data used to determine the patient population (e.g. Bench Marking; Doses Administered; Facility Encounter Data).

MEDICAL DIRECTOR: One licensed medical provider/physician must be indicated as the Medical Director. The physician indicated as the Medical Director must be the same person who signs the provider agreement.

AGREEMENT: Ensure that the Medical Director reads the Provider Enrollment Agreement and then click “I agree”. The Medical Director must provide an electronic signature by typing their **full name** on the signature line. The Medical Director is responsible for ensuring that all VFC or 317 program policies and procedures are carried out in the office.

LICENSED MEDICAL PHYSICIANS: List all active PA, NP, MD and DOs at this facility.

ASSOCIATED MEDICAL OFFICES: Complete this section only if there are other offices within the practice. If none, go to the next section.

COMMENTS BOX: Enter information here that you want to relay or were asked to inform the program concerning your re-enrollment.

REVIEW: Review the full VFC re-enrollment application for this facility. Print a copy of your completed application and then click “Submit”.

A pop-up will appear to inform you that your re-enrollment was successfully submitted. VFC will also send an automated email confirming the application was submitted successfully.

You can check the progress of your re-enrollment application online. Click on Vaccine Ordering and Re-enrollment to see the status of your application. If your application is rejected, an email will be sent indicating which corrections are necessary to complete the re-enrollment process. You must re-submit your application within NJIS with the necessary corrections. Once your application is approved and activated, you will see an enrollment expiration date of 3/18/2020 (see Figure 5).

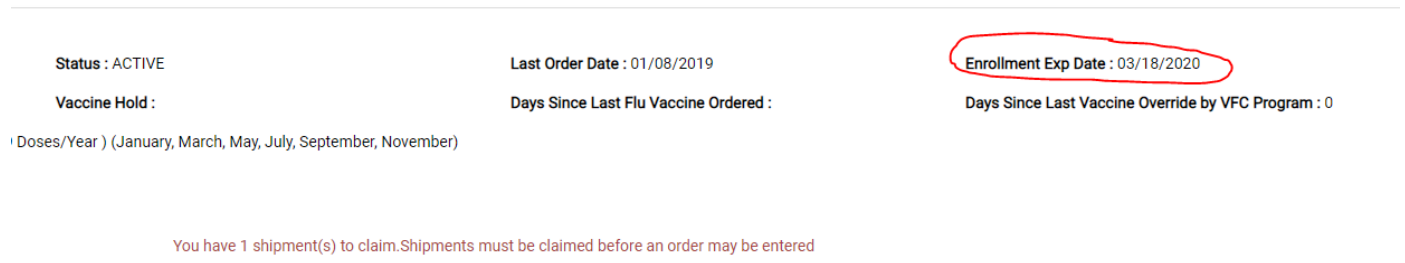


Figure 5

The New Jersey VFC Program is pleased to offer this enhanced re-enrollment process to our providers and has taken steps to ease and simplify this requirement. However, should you have any questions or issues in completing the online re-enrollment application, please contact the program at (609) 826-4862 or vfc@doh.nj.gov and a customer service representative will assist you.