MDHHS VFC ENROLLMENT & RE-ENROLLMENT INSTRUCTIONS (Revised 12-27-2018)

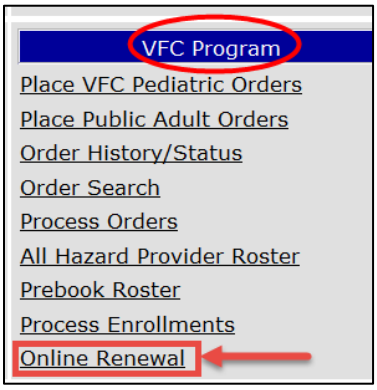
All new VFC Providers as well as established providers must complete this process via MCIR.
New VFC Providers who begin the VFC enrollment triggers the Local Health Department (LHD) to initiate contact for becoming a VFC provider. Before enrolling, review program information at www.michigan.gov/vfc.
Established Providers must re-enroll annually, which requires ensuring that all information is up-to-date and accurate in MCIR (including Universal Hepatitis B Providers, AVP Providers, etc.).

Important reminders:

- The re-enrollment link is activated each January and must be completed by the due date indicated by your LHD. MDHHS provides final review and will suspend providers not re-enrolled by April 1st.
- The last step of enrollment requires an electronic signature—This must be of the **VFC Medical Director. Rejection will occur if the signature is not that of the VFC Medical Director.**
- **Review ALL tabs in MCIR for accuracy** (contact information, storage units, etc.)
    - Changes must be updated as they occur. For changes to Primary or Backup VFC Contact after enrollment is complete, inform your LHD to ensure any required trainings are completed.
- Re-enrollment is also a valuable opportunity to complete Annual Training, review Management Plans, Emergency Response Plans, etc. See www.michigan.gov/vfc for these tip sheets and templates.

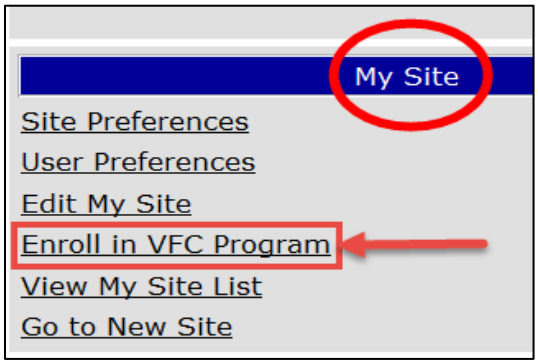
INSTRUCTIONS: Initiate this process according to your status (established or new) below:

Established VFC Provider:
From MCIR Home, Select **Online Renewal**

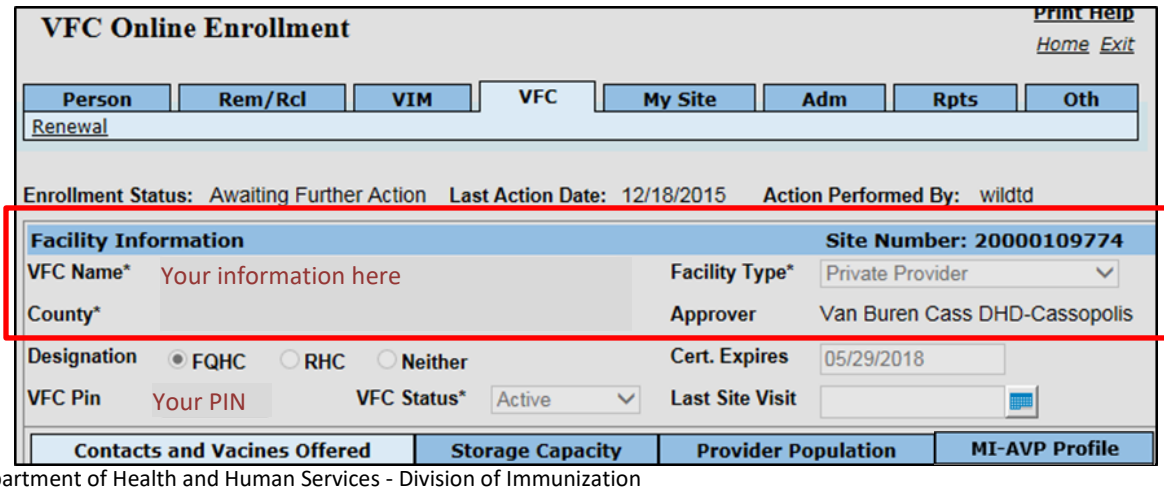


OR

New VFC Provider:
From MCIR Home, select **Enroll in the VFC Program**



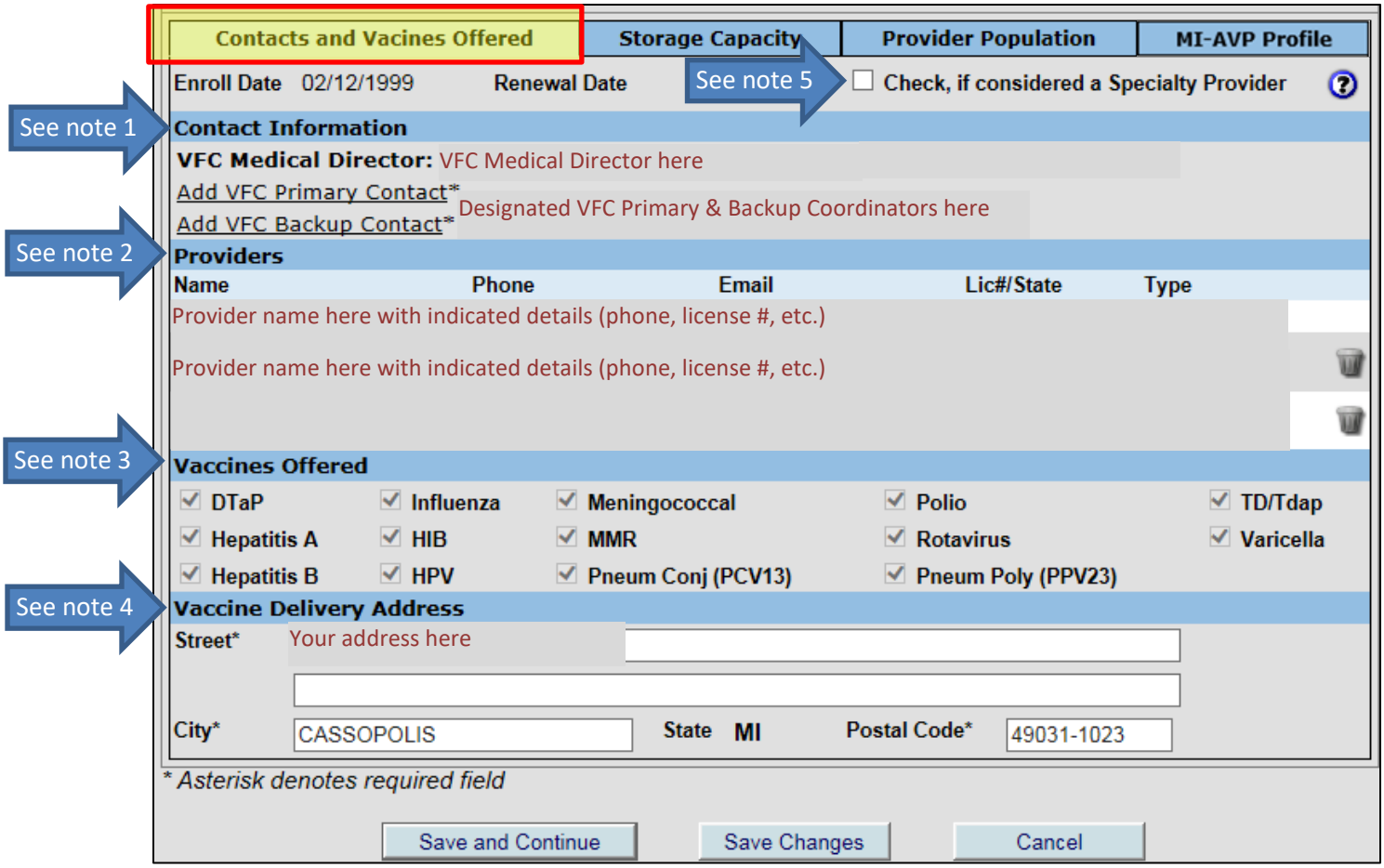
VFC Online Enrollment Screen appears next. Begin review as follows:
FACILITY INFORMATION: Review VFC Name and Facility Type. *If you are unsure, check with your LHD.*



All tabs must be reviewed before completion (a minimum of three tabs—some providers have more)

TAB 1: CONTACTS AND VACCINES OFFERED TAB

- Review all areas within "Contacts and Vaccines Offered" tab. See notes below:

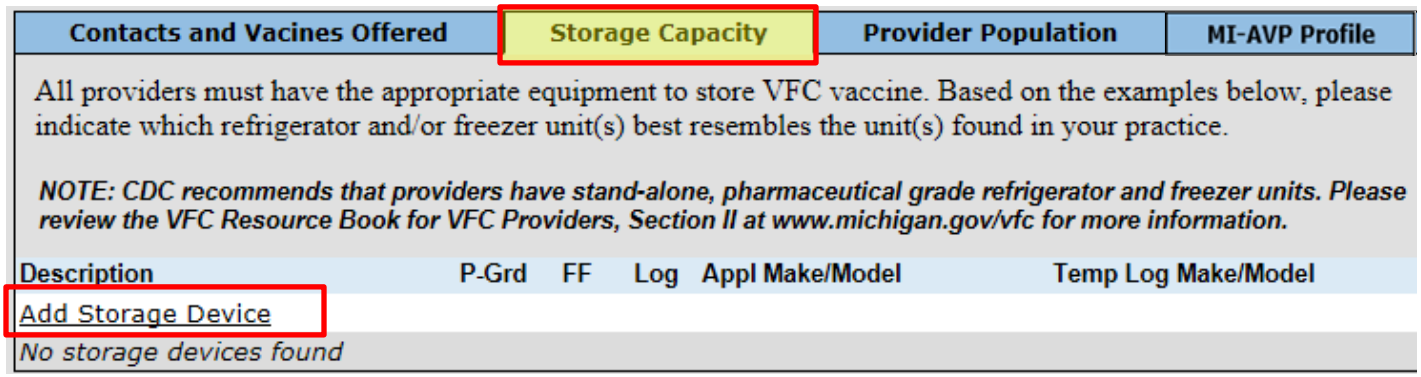


Notes:

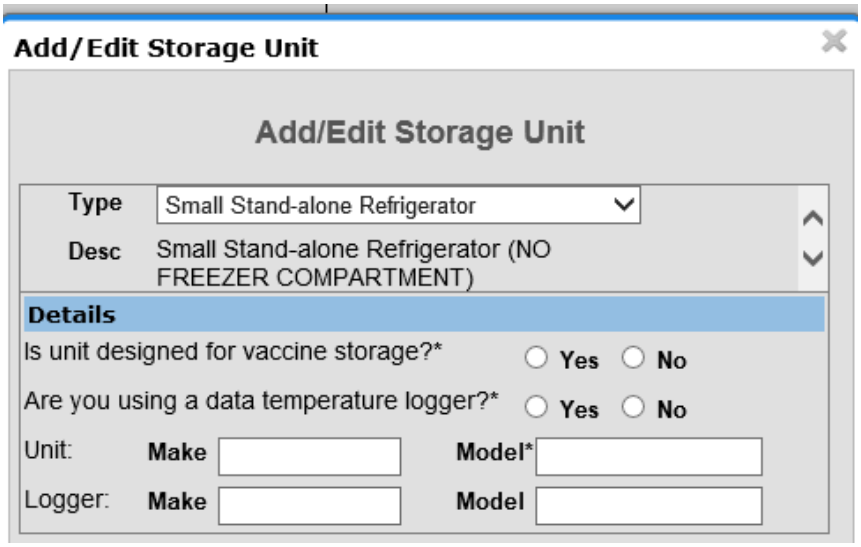
1. **Contact Information**: **VFC Medical director** is the responsible party and ensures all staff follow VFC guidelines. **VFC Primary Contact** and **Backup**: must be trained on procedures for vaccine shipments, storage and handling, transport, and inventory management. *MUST be registered MCIR users.*
2. **Providers**: Include all providers who will prescribe vaccines (MD, DO, PharmD, NP, PA).
3. **Vaccines Offered**: VFC providers must offer all ACIP vaccines for their population—which auto-populates for most. Specialty providers must provide all vaccines for their specialty (see note 5).
4. **Vaccine Delivery Address**: review for accuracy and provide any updates
5. **Specialty Provider**: Not applicable for most providers. This is only to be check marked if you are a Specialty Provider and offer certain vaccines (ie: birthing hospital, teen clinic, etc.). The LHD can assist in determining this if needed. If **Specialty Provider** box is checked, select vaccines offered.

TAB 2: STORAGE CAPACITY

- Select the next tab for review: "Storage Capacity"

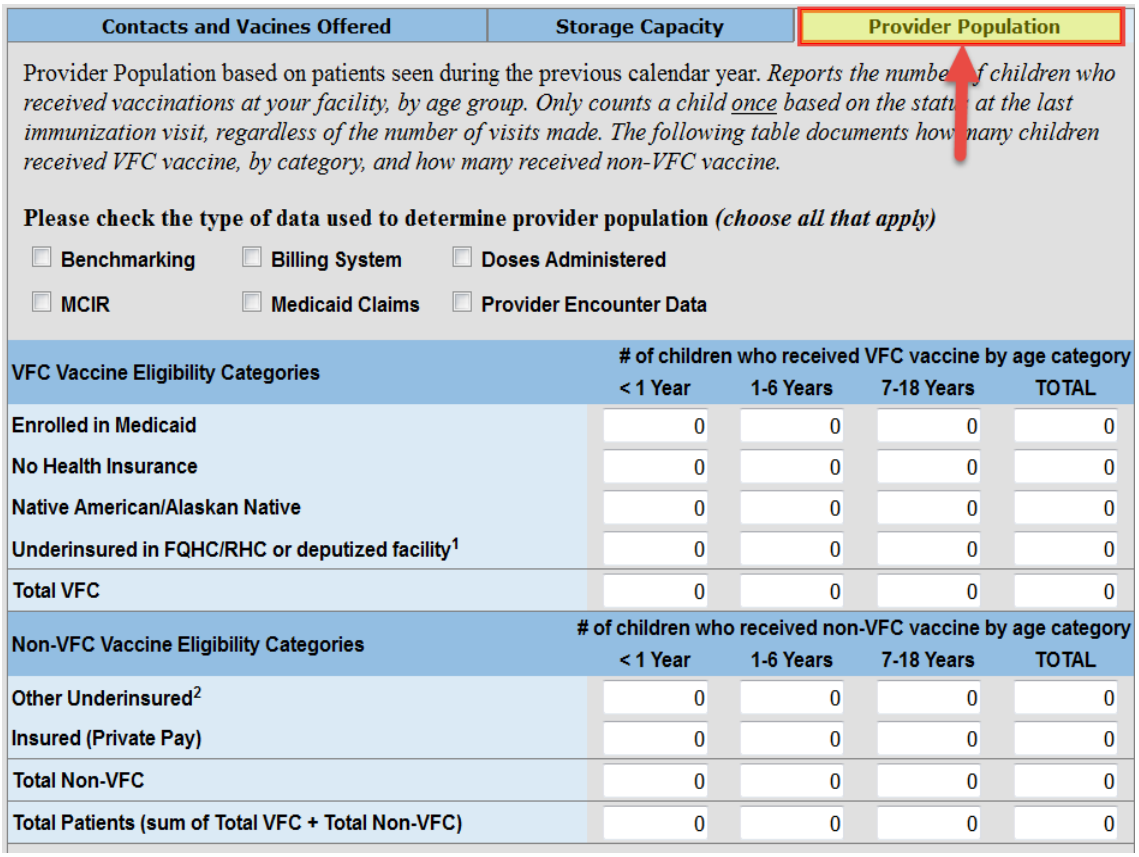


- For all storage units, click "Add Storage Unit" and complete information below (unit information and corresponding data logger information). If you are unable to identify the Model, enter the Make (or other identifying information) in this section.



TAB 3: PROVIDER POPULATION

- Select "Provider Population" tab: This a projection of the children served annually in the practice who need immunizations and the portion of those patients eligible for VFC vaccines.
- For established providers, this auto-populates from the previous year. For new providers with MCIR data, generate a **Provider Profile Data** report (under Vaccine—Reports) and enter this data. For brand new practices, you must enter the data manually and indicate data source.
- For assistance running reports, see www.michigan.gov/vfc "Provider Profile"



Contacts and Vaccines Offered | Storage Capacity | Provider Population

Provider Population based on patients seen during the previous calendar year. *Reports the number of children who received vaccinations at your facility, by age group. Only counts a child once based on the status at the last immunization visit, regardless of the number of visits made. The following table documents how many children received VFC vaccine, by category, and how many received non-VFC vaccine.*

Please check the type of data used to determine provider population ***(choose all that apply)***

☐ Benchmarking ☐ Billing System ☐ Doses Administered

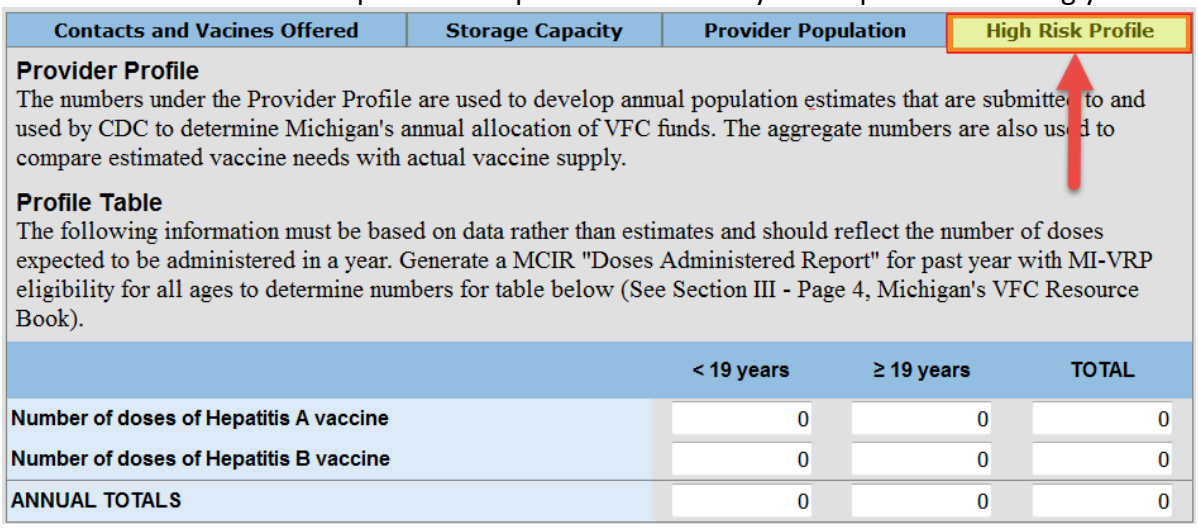
☐ MCIR ☐ Medicaid Claims ☐ Provider Encounter Data

VFC Vaccine Eligibility Categories	# of children who received VFC vaccine by age category			
	< 1 Year	1-6 Years	7-18 Years	TOTAL
Enrolled in Medicaid	0	0	0	0
No Health Insurance	0	0	0	0
Native American/Alaskan Native	0	0	0	0
Underinsured in FQHC/RHC or deputized facility[1]	0	0	0	0
Total VFC	0	0	0	0
Non-VFC Vaccine Eligibility Categories	**# of children who received non-VFC vaccine by age category**			
	< 1 Year	1-6 Years	7-18 Years	TOTAL
Other Underinsured[2]	0	0	0	0
Insured (Private Pay)	0	0	0	0
Total Non-VFC	0	0	0	0
Total Patients (sum of Total VFC + Total Non-VFC)	0	0	0	0

TABS AVAILABLE TO CERTAIN PROVIDERS:

High Risk Profile: *Only for participating clinics not eligible for the MI-AVP program (e.g. Teen Health Center)*

- Run a **Doses Administered** report for the previous calendar year. Populate accordingly:



Contacts and Vaccines Offered | Storage Capacity | Provider Population | High Risk Profile

Provider Profile

The numbers under the Provider Profile are used to develop annual population estimates that are submitted to and used by CDC to determine Michigan's annual allocation of VFC funds. The aggregate numbers are also used to compare estimated vaccine needs with actual vaccine supply.

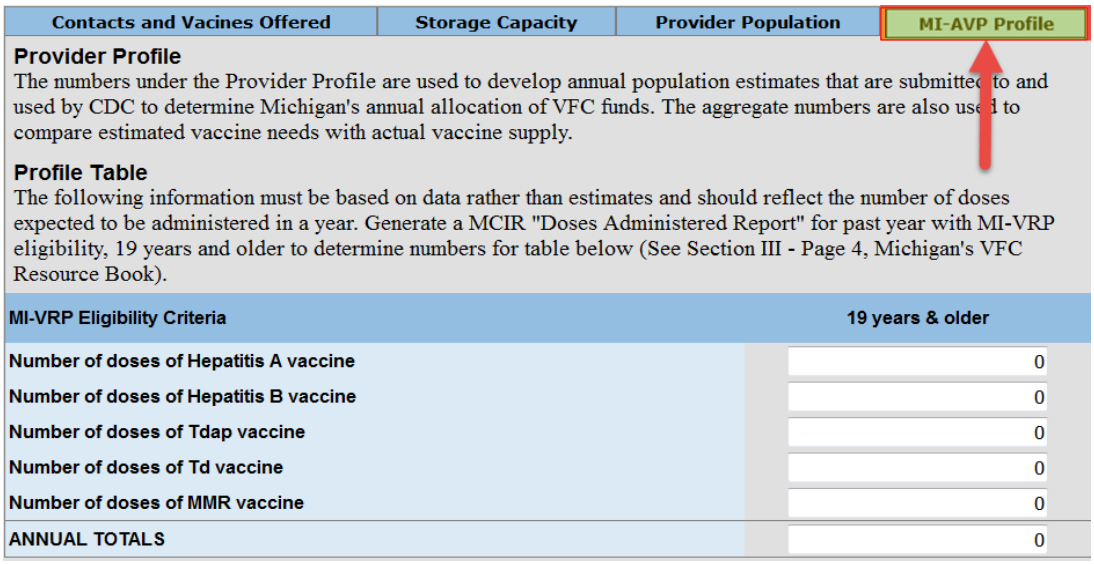
Profile Table

The following information must be based on data rather than estimates and should reflect the number of doses expected to be administered in a year. Generate a MCIR "Doses Administered Report" for past year with MI-VRP eligibility for all ages to determine numbers for table below (See Section III - Page 4, Michigan's VFC Resource Book).

	< 19 years	≥ 19 years	TOTAL
Number of doses of Hepatitis A vaccine	0	0	0
Number of doses of Hepatitis B vaccine	0	0	0
ANNUAL TOTALS	0	0	0

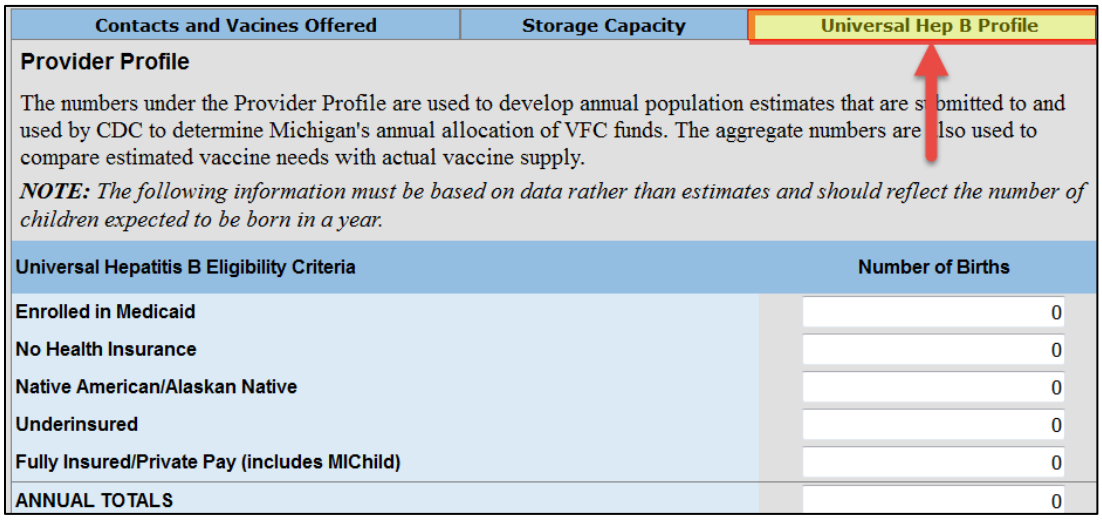
MI-AVP Profile: *Only for LHDs, FQHCs, Migrant Health Centers and Tribal Health Centers*

- Run a **Doses Administered** report for the previous calendar year. Populate accordingly:



Universal Hep B Profile: *Only available to Universal Hep B sites.*

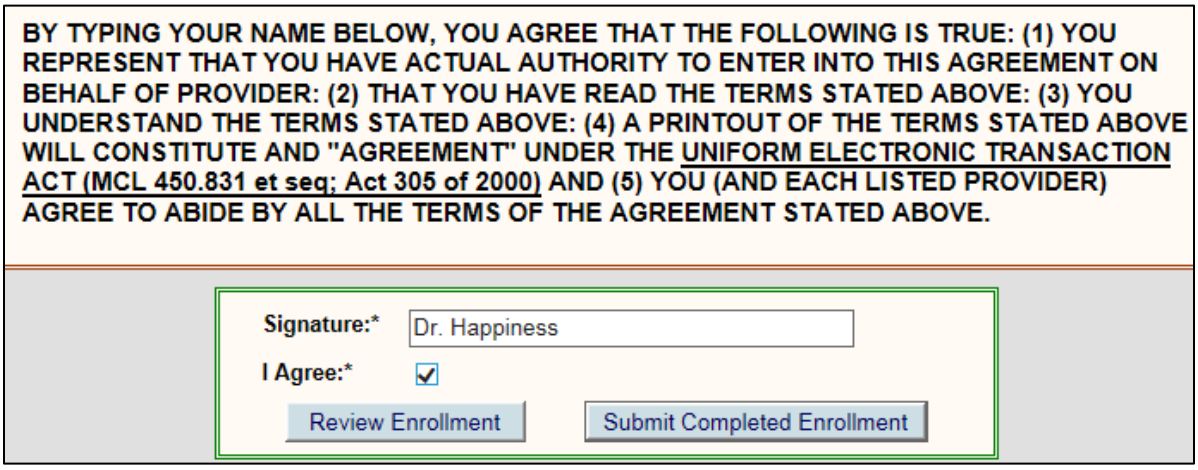
- Enter the number of births in each category for the previous calendar year.



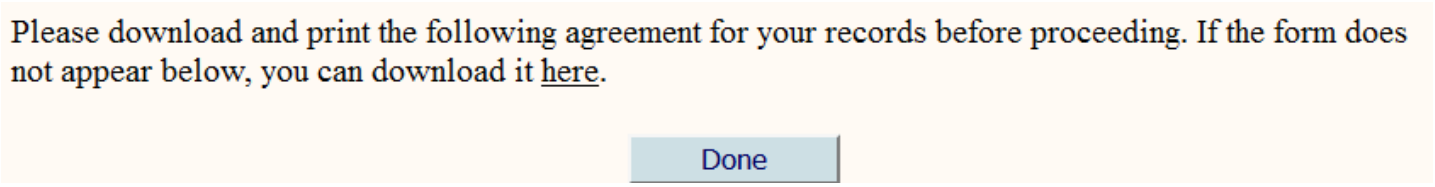
Once all updates are performed, click “Save and Continue” at bottom of screen:

FINAL STEPS:

- Provide electronic signature for the **VFC Medical Director** (indicated previously on the "contact information tab". Enrollment will be rejected if this is not signed appropriately.)
- Select "I Agree"
- This enables the **Submit Completed Enrollment** button. **Once selected, no further changes may be made.** This must be selected in order to submit enrollment for processing.



- Click the **Done** button to send the enrollment information to LHD for approval.



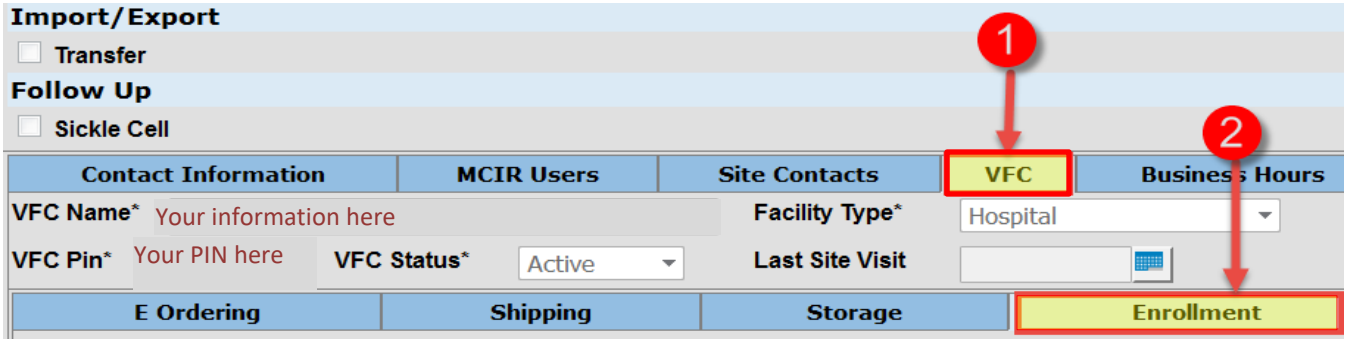
- For NEW providers, the LHD will contact you for the next steps in becoming a VFC provider.
- For established providers, the LHD will contact you if necessary.

REVIEWING ENROLLMENT STATUS OF SUBMISSION/APPROVAL:

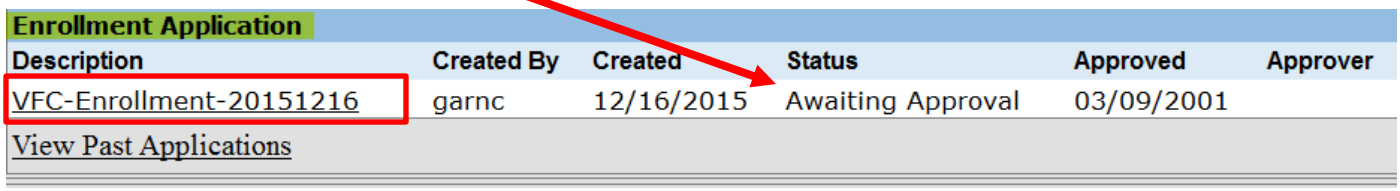
- From MCIR Home Screen, select "Edit My Site"

VFC TAB:

- Scroll to the tabs below and select the "VFC" tab
- Click on the "Enrollment" tab



- Under "Enrollment Application", all VFC enrollments submitted online will be visible.
- The Status will be "Awaiting Approval" if it has not been approved by MDHHS:



- The Status will be "Completed" if the enrollment has been approved by MDHHS: