



Section 1: Program Participation Requirements

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Program Participation Requirements

To meet Oregon Vaccines for Children (VFC) Program participation requirements you must:

- Screen patients for vaccine eligibility at every immunization visit, and document eligibility in the patient's permanent record
- Administer VFC vaccine only to children and adolescents through age 18 who meet VFC eligibility criteria
- Keep all records related to VFC for a minimum of three years
- Comply with current Advisory Committee on Immunization Practices (ACIP) immunization schedule
- Provide current Vaccine Information Statements (VIS) in the patient's primary language at every immunization visit
- Maintain records in accordance with the National Childhood Vaccine Injury Act with full documentation in the patient's medical chart
- Not impose a charge for the cost of state-supplied vaccine
- Not collect an administration fee in excess of \$21.96 from patients receiving state-supplied vaccine
- Waive administration fees on state-supplied vaccine if patient is unable to pay
- Comply with standards outlined in Oregon Revised Statute (ORS) 433.103
 - » Report all doses administered to ALERT IIS with a valid vaccine eligibility code within 14 days
 - » Use the ALERT IIS Inventory and Ordering modules to manage your private and state-supplied vaccine stocks
 - » Ensure at least two clinic employees complete the three Oregon VFC online training modules on vaccine management at least once every other year
- Comply with VFC standards for vaccine management including:
 - » Have a written plan for vaccine management. **This guide, once customized for your clinic and signed by clinic staff, fulfills this requirement**
 - » Use a refrigerator, freezer, and thermometer that meet VFC requirements
 - » Document temperatures twice daily and review continuous tracking data on a routine basis

- » Notify the Oregon Immunization Program when state-supplied vaccine has been stored outside the appropriate temperature range
- » Provide the Oregon Immunization Program with temperature logs, when requested
- » Comply with VFC Transfer and Vaccine Return policies and agree to replace vaccine purchased with state or federal funds (VFC, 317) that are deemed non-viable on a **dose-for-dose** basis
- » Comply with Oregon Immunization Program’s policy on vaccine borrowing
- Review and update the VFC Provider Agreement and Profile every year, and whenever there is a significant change in the number of patients immunized or change in Responsible Provider
- Participate in VFC program compliance site visits including unannounced visits
- Providers with a signed deputization Memorandum of Understanding between a FQHC or RHC and the Oregon Immunization Program to serve underinsured VFC-eligible children, agree to:
 - » Include “underinsured” as a VFC eligibility category during the screening for VFC eligibility at every visit
 - » Vaccinate “walk-in” VFC-eligible underinsured children
 - » Report required usage data

Note: “Walk-in” in this context refers to any underinsured child who presents requesting a vaccine; not just established patients. “Walk-in” does not mean that a provider must serve underinsured patients without an appointment. If a provider’s office policy is for all patients to make an appointment to receive immunizations then the policy would apply to underinsured patients as well.

- Pharmacies, urgent care, or school located vaccine clinics agree to:
 - » Vaccinate all “walk-in” VFC-eligible children and not refuse to vaccinate VFC-eligible children based on a parent’s inability to pay the administration fee

Note: “Walk-in” refers to any VFC eligible child who presents requesting a vaccine; not just established patients. “Walk-in” does not mean that a provider must serve VFC patients without an appointment. If a provider’s office policy is for all patients to make an appointment to receive immunizations then the policy would apply to VFC patients as well.