

## Vaccines for Children Provider Updates February 26, 2015

### **Vaccine Updates**

#### **Boostrix® Syringes:**

Currently on backorder. Supply is expected to return in March/April. Syringes have been disabled as a preference and must be replaced by vials or an alternate product (Adacel). Online orders placed for syringes will be denied and a manual order for vials will be entered for the site. GRITS Reporters: as a reminder, manual orders will not generate a transfer to accept so providers must manually enter the alternate product into inventory.

#### **Single Dose Vaccines**

##### **Available:**

Providers may order the following vaccines in increments of 1 dose as needed – TD, MenHibrix, and Pneumovax 23. Order requests are subject to approval by VFC staff.

#### **Additional Vaccine**

**Requests:** Requests that exceed 30 doses above the amount presumed needed require a written justification explaining the increased need and approval by the Deputy Director or VFC Coordinator.

### **Program Updates**

#### **2015 Training Requirements**

All staff responsible for managing state supplied vaccine were required to complete 2 online training modules by December 31, 2014. As of today, several sites have not completed this requirement. If you are a primary or secondary contact and you have not completed the course, please do so ASAP. Once complete, scan or fax a copy of your completion certificate and be sure to include your VFC PIN# on the certificate to receive credit for completion of the course. Click on the link below to access the modules:

- (1) CDC You Call the Shots Vaccines for Children Training Module  
<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>
- (2) CDC You Call the Shots Storage and Handling Training Module  
<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>

Or Keys to Storing and Handling Your Vaccine Supply  
<http://www2.cdc.gov/vaccines/ed/shvideo/>

#### **Manage Orders/Online Ordering via GRITS**

As of Friday, February 13, all VFC providers should have completed the GRITS Manage Orders online training module and submitted an email request for new GRITS login credentials which grants access to the new manage orders function for placing orders online. The new manage orders function replaces phone calls and email requests to place vaccine orders and is now mandatory for all enrolled sites. Please see page 3 of this update for more information.

#### **GRITS Did You Know – Inventory Management and Reporting**

Roughly 80% of VFC enrolled providers are enjoying the benefit of inventory management via GRITS which includes electronic monthly reporting to VFC, electronic return processing, and the ability to accept transfers to electronically update inventory counts upon receiving state supplied vaccine shipments. Manual reporters utilizing the Excel reporting form should contact VFC to begin the switch to electronic reporting by calling (404) 657-5013.

## Flu Season Pre-Book 2015-2016

The deadline for the 2015 VFC Influenza Pre-Book has passed. If you missed the deadline, you may submit your wait list request via the link below:

<https://www.surveymonkey.com/r/2015VFCFLUWL>

This survey should only be completed by providers who did not submit a request prior to the February 16th deadline but wish to receive influenza vaccines for this upcoming season. Submissions to this survey will be added to our 2015-2016 VFC Influenza Vaccine Wait List.

Fulfillment of wait listed requests will begin after all pre-booked requests have been satisfied or supply for 100% of pre-booked requests has been secured. Wait Listed requests will be fulfilled according to vaccine availability. VFC cannot guarantee 100% fulfillment of all wait listed requests. Please be sure to use previous year's doses administered and billing data to determine vaccine estimates you will need to vaccinate your VFC and PeachCare eligible children 0 through 18 years of age during the upcoming flu season.

Please submit one pre-book per clinic location. Verify your VFC PIN, contact name and e-mail address are correct, prior to submitting your survey. Incomplete surveys will be discarded. Clinics who successfully complete the survey will receive a confirmation e-mail once your responses have been reviewed and accepted.

*VERY IMPORTANT\*\*\* VFC will not accept hand written requests. All requests must be submitted through the survey tool. Any faxed or e-mailed pre-book requests for the 2015-16 season will be discarded.*

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Beginning this year, each VFC Update features a VFC Provider Requirements and Guidelines Spotlight created to highlight sections of the VFC Provider Agreement, Vaccine Loss Policy, Accountability Policy and the Fraud & Abuse policy. The intent of the spotlight is to remind busy clinic staff of program requirements and to help staff better understand policies and protocols in place to ensure vaccine safety and accountability. Feel free to submit questions you would like addresses in this special spotlight. Send requests to [dorlisa.tillman@dph.ga.gov](mailto:dorlisa.tillman@dph.ga.gov)

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## VFC Provider Requirements & Guidelines Spotlight – Monthly Reporting Requirement

The VFC Provider Agreement requires providers to submit monthly reports beginning 30 days from the date your initial vaccine shipment is received. Throughout your enrollment in the VFC Program, designated contacts must submit monthly usage, inventory and wastage data regardless of your vaccine needs. Monthly reporting is an accountability measure that helps providers to:

- Review vaccine needs monthly to avoid vaccine shortages
- Serves as a reminder to staff to report short dated vaccine and rotate vaccine stock
- Alerts staff to review temperature logs and to sign off on the current month's logs before filing away
- Assures VFC that vaccine management protocols are in place

Failure to report monthly is often linked to poor temperature recording practices, failure to report short dated vaccine and can require costly vaccine replacement due to non-compliance with policies and guidelines. Reports received beyond the 30 day mark will be reviewed and may require suspension and completion of corrective action items before vaccine shipments may resume. In extreme cases of non-reporting, provider sites have often been required to complete steps to re-enroll including scheduling a re-enrollment site visit.

## GRITS Online Manage Orders Updates

Phase 5 of our transition to online vaccine ordering via the new manage orders function in GRITS ended on February 13. As of the date of this update, all enrolled VFC sites should have completed the GRITS Manage Orders online training module and submitted an email request for a new GRITS Manage Orders login to access the ordering function.

As a reminder, enhancements to the current system will include:

- Manage Order Screen: Allows order adjustments to be entered directly through GRITS
- Electronic Upload of Inventory Data: Eliminates the need to manually enter monthly shipment received data (for sites reporting via GRITS only)
- Order Tracking: Allows providers to track the process of orders placed, listed as 'Pending', 'Approved', or 'Fulfilled'
- Providers may update site information using the new manage orders, manage site menu option and changes will electronically update the site's profile in VFC's vaccine management database VTrckS ensuring that VFC's email distribution list remains current and sites are able to receive important program updates.

### **The following steps were required to receive a new GRITS login to manage orders online:**

- (1) Designated primary and secondary VFC contacts for your site must complete the manage orders training module and submit certificates of completion via email to [DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov). The training link can be found on the GRITS resources on the web or by clicking on the following link:  
[https://www.gritstest.state.ga.us/docs/ManageOrders\\_20FEB\\_2014\\_Final\\_Copy.htm](https://www.gritstest.state.ga.us/docs/ManageOrders_20FEB_2014_Final_Copy.htm)  
You can verify completion of the course by calling the VFC main line at 404-657-5013 or by sending an email to [DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov).
- (2) Send an email request for a manage orders login to [DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov) including the first and last name of the designated contact responsible for submitting orders online, the VFC PIN#, GRITS Org Code, and the email address for the designated contact.

Once steps 1-2 are complete, VFC will send a follow up email with the new manage orders login credentials, detailed instructions, tips, and the Manage Orders Frequently Asked Questions document to help guide you through the ordering process. Please note, logins are only good for 30 days before they time out.

Tips and Reminders:

- Once assigned a manage orders user login, all future orders must be placed online
- VFC will no longer process order requests over the phone or via email
- **Failure to complete the 2 steps required to transition to online ordering will delay monthly vaccine shipments until training is complete, certificate is received by VFC, and a request for a login has been submitted.**

## VFC Basics – Important Reminders

**~~NEW FOR 2014~~ STORE** frozen vaccines in a stand-alone freezer. Providers currently using combination units will be required to adhere to this guideline as of January 1, 2016. New providers will be required to purchase stand-alone units to meet current guidelines listed in the CDC's Storage and Handling Toolkit found at <http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>

**RECORD** temperatures a minimum of twice per day using an NIST or ASTM certified thermometer with a current certificate of calibration. Refrigerator temperatures should remain between 35- 46° Fahrenheit and 2°-8° Celsius. Freezer temperatures should remain between 5° or colder Fahrenheit and -15° or colder Celsius. Temperature excursions outside of the required range should be reported to VFC immediately!

**VERIFY AND DOCUMENT** eligibility status for each patient during each immunization encounter. Be sure to differentiate between Medicaid and PeachCare CMO (Amerigroup, Peach State and Wellcare). The two should be reported separately on the GRITS and the manual Excel reporting form.

**REPORT** doses administered to Medicaid patients separately from doses administered to PeachCare for Kids® patients. Doses administered to PeachCare for Kids® patients should be reported in the PeachCare column of the manual report.

**REPORT** usage, inventory, and wastage monthly via GRITS. Monthly reports are used to replenish vaccine shipments based on usage and inventory totals. Replenishment totals are based on a 3 month storage cushion and is calculated as follows:

$$\text{Usage x 3 months} - \text{Inventory} = \# \text{ of doses to ship/doses presumed needed}$$

**~~NEW FOR 2015~~ SUBMIT** orders online using the new GRITS Manage Orders function. Contact VFC to receive log in credentials if access has not been granted.

**REVIEW** GRITS monthly reports for errors presented as doses listed in the "Insured/Ineligible" column and doses listed as (-) or (over) on the Vaccine Accountability Statement. Submit a copy of the report and a written explanation of errors by fax or email to avoid shipping delays.

**REPORT** short dated vaccines 90 days prior to expiration. Per the VFC Loss Policy, providers are required to report expiring vaccines 90 days prior to expiration.

### Contact Us

#### Georgia Vaccines for Children Program

2 Peachtree Street, NW 13-276

Atlanta, GA 30303-3142

(404) 657-5013 phone

(800) 848-3868 toll free phone

(404) 657-5736 fax

(800) 372-3627 toll free fax

[DPH-GAVFC@dph.ga.gov](mailto:DPH-GAVFC@dph.ga.gov)

<http://dph.georgia.gov/vaccines-children-program>

**RETURN** wasted and/or expired doses to McKesson within 6 months of expiration. VFC vaccine should not be discarded. Exemptions to this rule include expired/wasted multi-dose vials or expired/wasted syringes. Both however must be reported monthly.

**RECORD** date, vaccine manufacturer, trade name, lot number and VIS publication date in the patient records for every vaccine administered.

**MAINTAIN** a completed Vaccine Emergency/Disaster Recovery Plan in an accessible location in the event of refrigerator/freezer malfunctions, natural disasters, etc.

**NOTIFY** VFC of changes in staff, vacation, power outages, address change, etc. Physicians and nursing staff signed to the provider agreement are responsible for notifying VFC of any changes that may affect vaccine shipments.

**REVIEW** CDC guidelines for Storage and Handling and set protocols in place to ensure effectiveness of vaccine administered to patients.