



VFC Provider Checklist

For Site Visit Preparation

Yes	Can you answer “yes” to all of these questions? If so, you are ready for your site visit.
<input type="checkbox"/>	Our Vaccine Management Plan has been reviewed, updated and signed for the 2016/2017 year. <i>A Vaccine Management Plan template with all the required items is available for download from azdhs.gov/vfc</i>
<input type="checkbox"/>	The VFC coordinator and back up have participated in the annual VFC training and the training has been properly documented. The training documentation is available for review during the visit.
<input type="checkbox"/>	All Vaccine Information Statements (VIS) are up to date. Only the most current VIS is provided to parents. VIS are provided to parents at each immunization visit. <i>To find the most current versions go to Vaccine Information Statements</i>
<input type="checkbox"/>	Each immunization record has the following documented: date given, parent’s consent (signature), type of vaccine, manufacturer name, lot number, publication date of the VIS, date VIS provided to parent; and the name and title of person administering the vaccine.
<input type="checkbox"/>	Staff can clearly describe all VFC eligibility categories.
<input type="checkbox"/>	I know how my clinic screens and documents VFC eligibility and I am able to clearly describe the process.
<input type="checkbox"/>	Our clinic’s vaccine administration fee for non-Medicaid VFC eligible children is \$_____. Our staff knows how to properly bill for vaccines and the administration fee.
<input type="checkbox"/>	VFC vaccines are clearly labeled and separated from our private vaccine.
<input type="checkbox"/>	Our thermometers are properly placed in the central area of each vaccine storage unit. We have the thermometer calibration certificates for all our VFC supplied thermometers and they are available for review. Staff knows where our back-up thermometer is located. Is it readily available to use, if necessary? We have replaced any thermometers with expired calibration certificates.
<input type="checkbox"/>	All temperature logs for each refrigerator and freezer unit used to store VFC vaccine are available for review. All temperature logs are completed as required by the VFC program.
<input type="checkbox"/>	If we had any out of range temperatures reported on our temperature logs we document the actions taken, and that documentation is available for review.
<input type="checkbox"/>	Our vaccines with the shortest expiration dates are placed in front of those with the longer expiration dates.
<input type="checkbox"/>	Our vaccines are stored in the center of the unit, away from the cold air vents, away from the walls; not stored in refrigerator or freezer doors, not on the floor, and not stored in the crisper drawers.
<input type="checkbox"/>	There are water bottles located near the air vents and on the bottom of the storage unit, to prevent vaccines from being stored there. There are ice packs in the freezer unit, leaving adequate space for vaccine storage.
<input type="checkbox"/>	We are able to locate the breaker box to view the VFC “do not disconnect” sign with the site reviewer.
<input type="checkbox"/>	We are aware that failure to be ready will not postpone the site visit.

