

MnVFC Announcement

Date: October 4, 2023

To: MnVFC Providers

From: MnVFC Program

Re: **MnVFC Annual Re-Enrolment due Nov. 30 and New MnVFC Requirements**

Please route to:

- Clinical supervisor
- Medical director
- Clinic manager
- Clinic staff
- Pharmacy
- Vaccine staff

It's time for all MnVFC enrolled sites to complete the annual re-enrollment process for the MnVFC program. Review the information below carefully as the process has changed since last year.

Required training

The new 2024 MnVFC Policies and Procedures manual is now available at [MnVFC Required Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html). Hard copies will be sent in the mail later this month.

The vaccine coordinator and backup vaccine coordinator at each enrolled site must complete the following by Nov. 30:

1. Read the 2024 MnVFC Policies and Procedures Manual and sign the signature page, certifying that they have read the manual.
2. Complete the MnVFC online training:
 - The 2024 MnVFC training is now available at [MnVFC Required Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#NaN\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#NaN).
 - Please print the certificate available at the end of the training and keep it with your MnVFC paperwork and have it available for site visits.

Required forms

Your site's vaccine coordinator, backup vaccine coordinator, and system-level MnVFC contact (if applicable) will receive one email with links to all the required re-enrollment forms. If your site contacts do not receive an email by Oct. 11, please email us at health.mnvfc@state.mn.us.

Sites will need to submit the following forms by Nov. 30:

1. The Annual Report of the Number of Immunized Pediatric Patients:
 - If your site redistributes vaccine to satellite sites, you must submit one annual report that includes the data for those satellite sites.
 - If your site has a system-level MnVFC contact, they may be responsible for submitting this report for all sites in your system. Connect with the appropriate contacts in your organization to confirm who is completing this requirement.
 - If you report dose-level eligibility (DLE) in MIIC, you can produce a portion of your required annual report using MIIC. Please refer to our [MnVFC Reports in MIIC \(www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf\)](http://www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf) guide for step-by-step instructions.
2. **New!** The MnVFC Provider Agreement:
 - We have recently made updates to our provider agreement, so all MnVFC sites will be required to sign a new provider agreement by Nov. 30.

- We will no longer be collecting provider agreements at the time of site visit. We will now collect them in the fall (along with annual reports) every two years. Moving forward expect to receive a link to complete the MnVFC Provider Agreement in odd years.
3. MnVFC Annual Contact and Address Verification form
- This form will be used to update the public provider maps on our website.

Replacement method sites will also be emailed a link to complete the Replacement Method of Vaccine Management Agreement.

MnVFC Requirement Updates for 2024:

- **New!** Providers are required to report doses administered data to Minnesota Immunization Information Connection (MIIC) within seven days of the vaccine administration date.
- **New!** We expect that enrolled sites will order vaccine at least every 12 months.
- **New!** We recommend that you report wastage monthly.
- **New!** To manage acute vaccine reactions, providers should plan for the availability of at least 3 doses of epinephrine.
- **New!** Provider agreements will no longer be collected at the time of site visit. Provider agreements will be collected in the fall (along with annual reports) every other year. MnVFC site contacts can expect to receive a link to complete the provider agreement in odd years.

MnVFC Program
651-201-5522 or 1-800-657-3970
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