

MnVFC Announcement

Date: November 13, 2024

To: MnVFC Providers

From: MnVFC Program

Re: **Reminder: MnVFC Annual Re-Enrollment due November 30**

Please route to:

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

This is a reminder for all enrolled sites to complete the annual re-enrollment process for the MnVFC program by Nov. Your site's ordering privileges may be suspended if we do not receive the required forms by that date.

Required training

The new 2025 MnVFC Policies and Procedures manual is now available at [MnVFC Required Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#NaN\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#NaN). Hard copies will be 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 *2025 MnVFC Policies and Procedures Manual* and sign the signature page, certifying that they have read the manual.
2. Complete the MnVFC online training
 - The 2025 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).
 - Print the certificate available at the end of the training and keep it with your MnVFC paperwork. Have it available for site visits.

Required forms

Your site's vaccine coordinator, backup vaccine coordinator, and system-level MnVFC contact (if applicable) received one email with links to all the required re-enrollment forms. If your site contacts did not receive an email, 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. Visit our guide for step-by-step instructions: [MnVFC Reports in MIIC \(PDF\) \(www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf\)](http://www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf).
2. MnVFC annual contact and address verification form
 - This form is used to verify and update our contact information and addresses for all sites.

Replacement method sites will also be emailed a link to complete the replacement method of vaccine management agreement.