

# MnVFC Replacement Method of Vaccine Management Checklist

This checklist is an overview of required activities for clinics using the replacement method of vaccine management. If you are unsure if your clinic can meet the requirements below, contact the Minnesota Vaccines for Children (MnVFC) program for assistance. Replacement sites that cannot meet these requirements will need to transition to the separate stock method of vaccine management.

- 1. Complete the following activities from [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) each year by Nov. 30.**
  - Read and implement the requirements in the *MnVFC Replacement Method Sites Policies and Procedures Manual*.
  - View the *MnVFC Online Training* (required for vaccine coordinator and back-up vaccine coordinator).
  - Review and sign the *MnVFC Program Replacement Method Agreement* and complete the *MnVFC Annual Report of the Number of Immunized Pediatric Patients*.
- 2. Every 24 months, your Medical Director must:**
  - Review and sign the *MnVFC Program Provider Agreement*.
- 3. Submit dose-level eligibility information to the Minnesota Immunization Information Connection (MIIC) for all vaccines administered to patients 18 years of age or younger.**
  - If your site plans to *manually enter* dose-level eligibility into MIIC:
    - Train your staff to enter dose-level eligibility into MIIC.
  - If your site *electronically uploads* vaccine administration data into MIIC:
    - Meet with your electronic health record (EHR) staff and discuss how your site will be able to submit this information to MIIC. For technical information about dose-level eligibility specifications, visit [Submitting and Exchanging Data with MIIC \(www.health.state.mn.us/people/immunize/miic/data/index.html\)](http://www.health.state.mn.us/people/immunize/miic/data/index.html).
- 4. Confirm that your site has written policies that describe:**
  - Your process for identifying and documenting the patient's MnVFC eligibility status.
  - Who will analyze vaccine administration data to determine:
    - How to track private doses administered monthly to MnVFC-eligible children.
    - The number of MnVFC doses to order using the [Doses Administered by Eligibility Report \(DAER\) \(www.health.state.mn.us/people/immunize/miic/managevax/dar.pdf\)](http://www.health.state.mn.us/people/immunize/miic/managevax/dar.pdf) or by using your own internal report that shows the number and type of doses administered to eligible patients.

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To obtain this information in a different format, call: 651-201-5414.