CDPH
Chicago Department of Public Health

2024 VFC Re-Enrollment Training

Re-Enrollment Steps Overview

- Navigate to VFC tab in I-CARE and click the Enrollment tab
- Click “Add 2024 Re-Enrollment”
- Update Provider Type, Vaccines Offered, and Facility NPI
- Sign and upload Provider Agreement and Policy Acknowledgement Forms and check all boxes
- Update staff information
  - Medical Director
  - VFC Primary Coordinator
  - VFC Back-Up Coordinator
  - Technical Support
  - Site may list additional contacts for VFC Providers

Re-Enrollment Steps Overview

- All VFC Coordinators must have I-CARE access and upload their training certifications
  - Vaccine Storage and Handling Training (WB4723)
  - Vaccines for Children Program Training (WB4724)
- Upload Certificate of Calibrations for both fridge and freezer
- Mark application as “Requested” to be reviewed by the VFC team

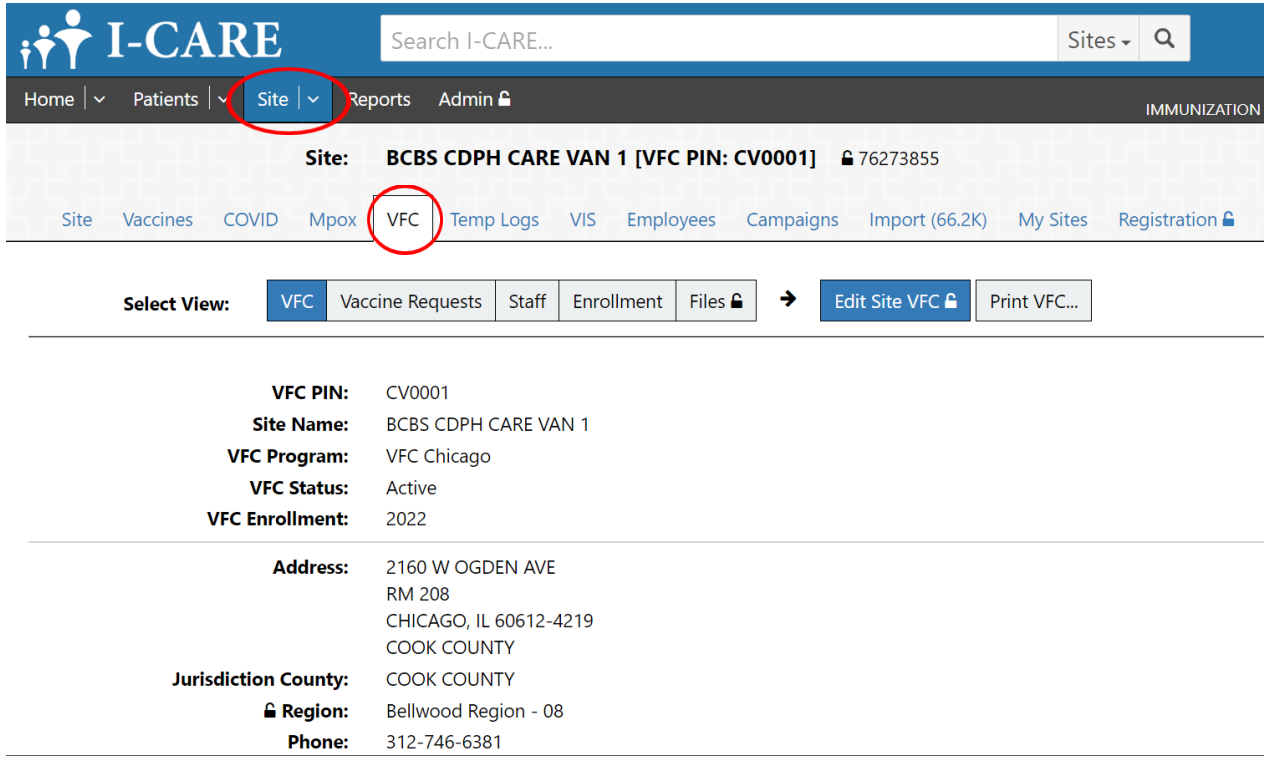
- Await further instructions

Have the following information before enrolling

- The National Provider Identifier (NPI) for the facility/clinic
- The number of providers (MD, DO, NP, PA, and Pharmacist) who prescribes VFC vaccines
- The medical license number and NPI for each provider (MD, DO, NP, PA, and Pharmacist) who prescribes VFC vaccines.
- The number of children who received vaccinations, by age group (<1, 1-6, and 7-18) and eligibility status in 2023. This includes both VFC-eligible and non VFC-eligible (CHIP, privately insured) children. I-CARE will populate this information based on the doses administered data reported to I-CARE through an interface with an electronic medical/health record or through direct data entry. Please review this information and updated as needed

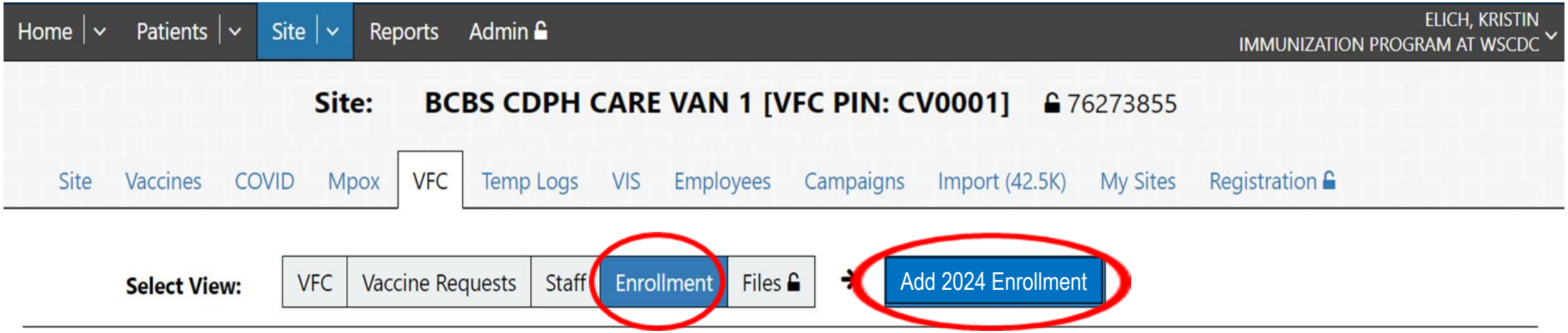
Step 1: Navigate to VFC 2024 Enrollment

- After login into I-CARE, Click on “Site” from the menu at the top of your screen. Then Click “VFC” tab from the menu under your site name.



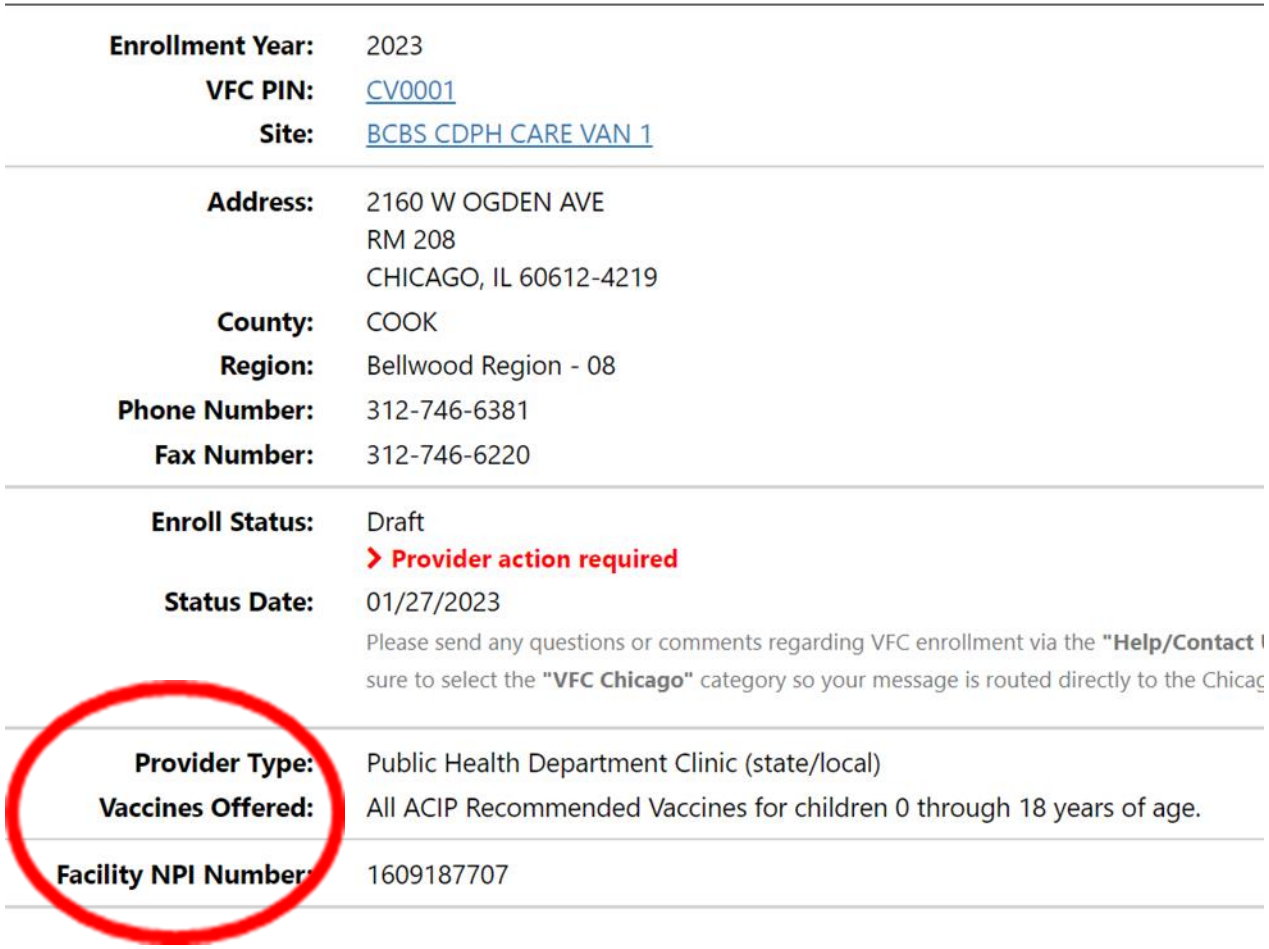
Step 1: Navigate to VFC 2024 Enrollment

- Select “Add 2024 Enrollment” to open and complete the 2024 Re-Enrollment requirements.



Step 2: Update Site Information

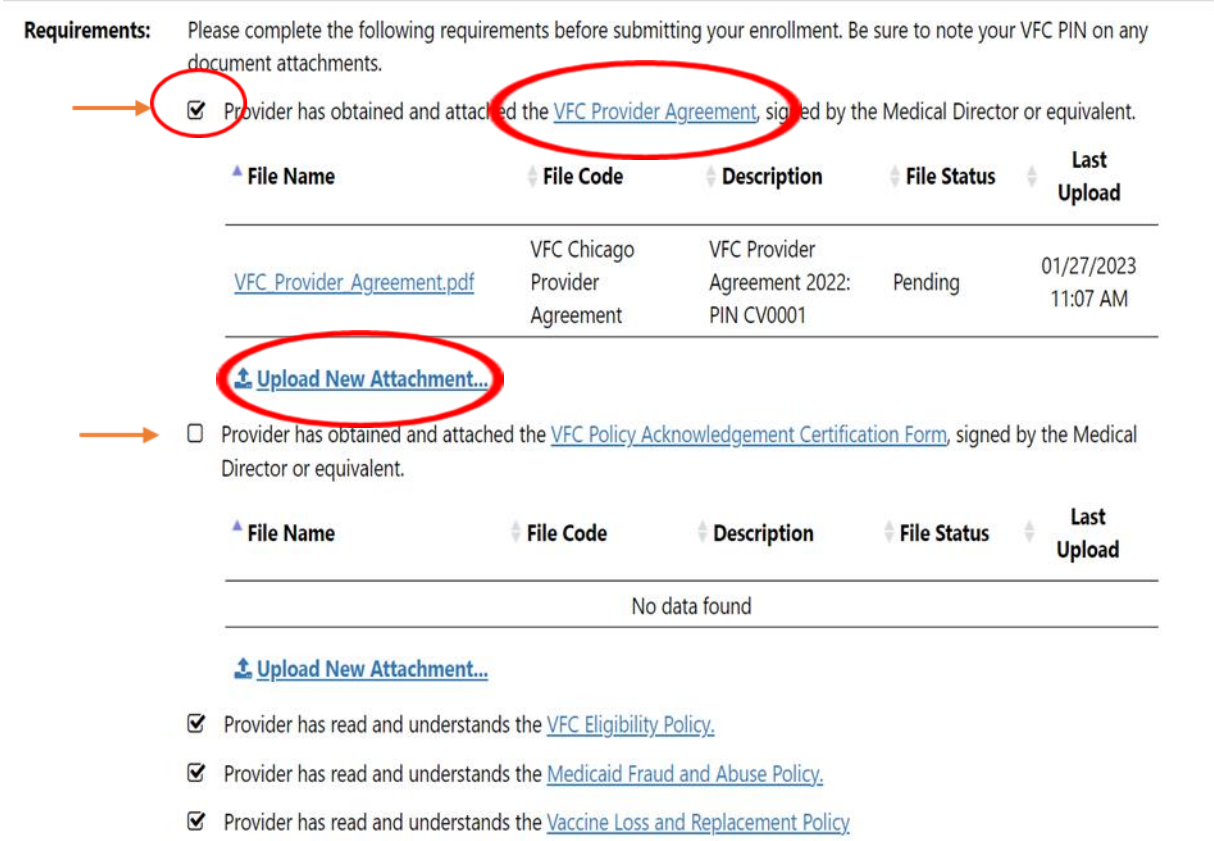
- Once the re-enrollment application open, make sure your address and contact information is up-to-date.
- Check your Provider type, vaccines offered and NPI number are up-to-date.



Enrollment Year:	2023
VFC PIN:	CV0001
Site:	BCBS CDPH CARE VAN 1
Address:	2160 W OGDEN AVE RM 208 CHICAGO, IL 60612-4219
County:	COOK
Region:	Bellwood Region - 08
Phone Number:	312-746-6381
Fax Number:	312-746-6220
Enroll Status:	Draft **Provider action required**
Status Date:	01/27/2023
	Please send any questions or comments regarding VFC enrollment via the **"Help/Contact**
	sure to select the **"VFC Chicago"** category so your message is routed directly to the Chicag
Provider Type:	Public Health Department Clinic (state/local)
Vaccines Offered:	All ACIP Recommended Vaccines for children 0 through 18 years of age.
Facility NPI Number:	1609187707

Step 3: Complete “VFC Policy Acknowledgement Certification” and “VFC Provider Agreement”

- Click on the hyperlink to download and print the Certification Forms.
- Medical Director or equivalent must fill out the form, reviewing the corresponding policies, initialing to acknowledge receipt and review of each policy, and sign the Certification Forms.
- Uploaded completed Certification to I-CARE and check off the corresponding box.
- Use the “Upload New Attachment” hyperlink to upload your completed and signed Certification Form.



Requirements: Please complete the following requirements before submitting your enrollment. Be sure to note your VFC PIN on any document attachments.

☑ Provider has obtained and attached the VFC Provider Agreement, signed by the Medical Director or equivalent.

File Name	File Code	Description	File Status	Last Upload
VFC_Provider_Agreement.pdf	VFC Chicago Provider Agreement	VFC Provider Agreement 2022: PIN CV0001	Pending	01/27/2023 11:07 AM

Upload New Attachment...

☐ Provider has obtained and attached the VFC Policy Acknowledgement Certification Form, signed by the Medical Director or equivalent.

File Name	File Code	Description	File Status	Last Upload
No data found				

Upload New Attachment...

☑ Provider has read and understands the VFC Eligibility Policy.

☑ Provider has read and understands the Medicaid Fraud and Abuse Policy.

☑ Provider has read and understands the Vaccine Loss and Replacement Policy

Step 4: Add Active VFC Staff

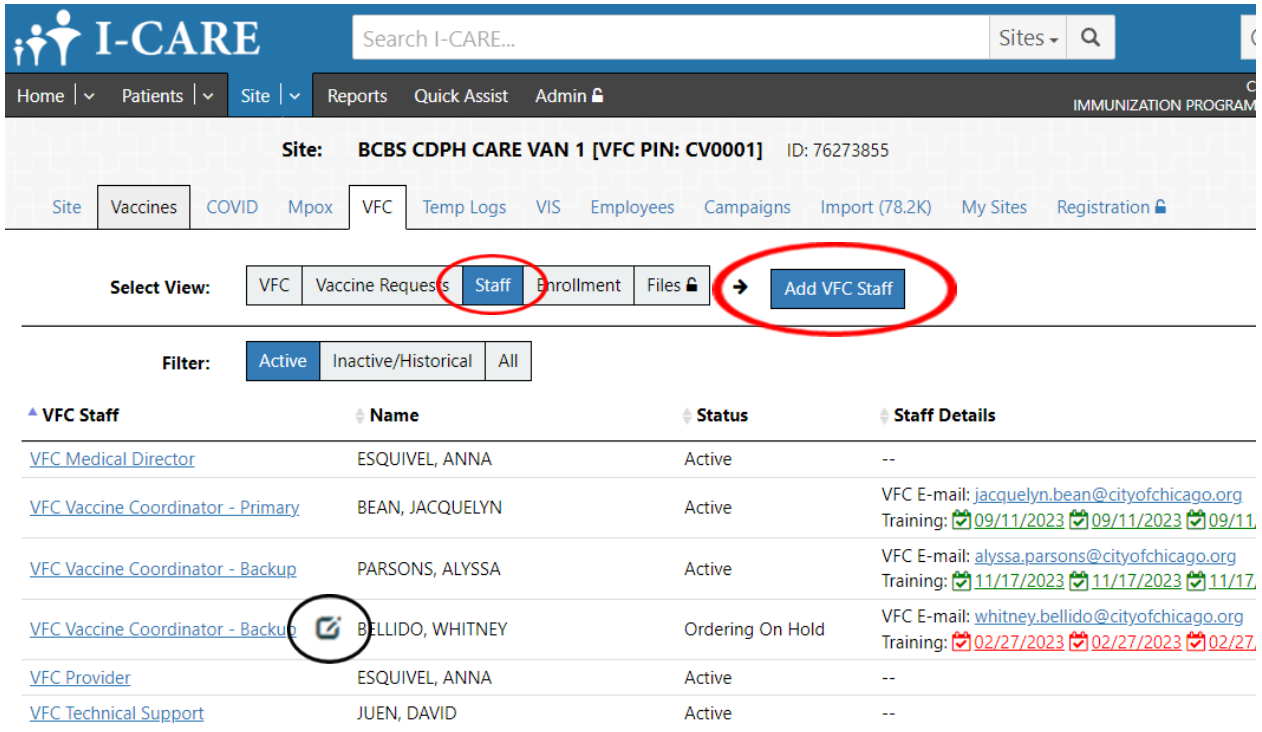
- Please ensure that your VFC Staff list (including any required documentation) is complete and up-to-date prior to submitting this enrollment. Current VFC staff can be viewed, changed, and added by clicking the Site/VFC/Staff view hyperlink.

Active VFC Staff: Your VFC Staff list (including any required documentation) should be complete and up-to-date prior to submitting this enrollment. VFC Staff administration is available in the Site/VFC/Staff view.

VFC Staff	Name	Status	Staff Details
VFC Medical Director	ESQUIVEL, ANNA	Active	--
VFC Vaccine Coordinator - Primary	ALVAREZ, BLANCA	Active	VFC E-mail: blanca.alvarez2@cityofchicago.org Train Date: N/A
VFC Vaccine Coordinator - Backup	BALBARIN, DIANA	Active	Train Date: N/A
VFC Provider	ESQUIVEL, ANNA	Active	--
VFC Technical Support	JUEN, DAVID	Active	--

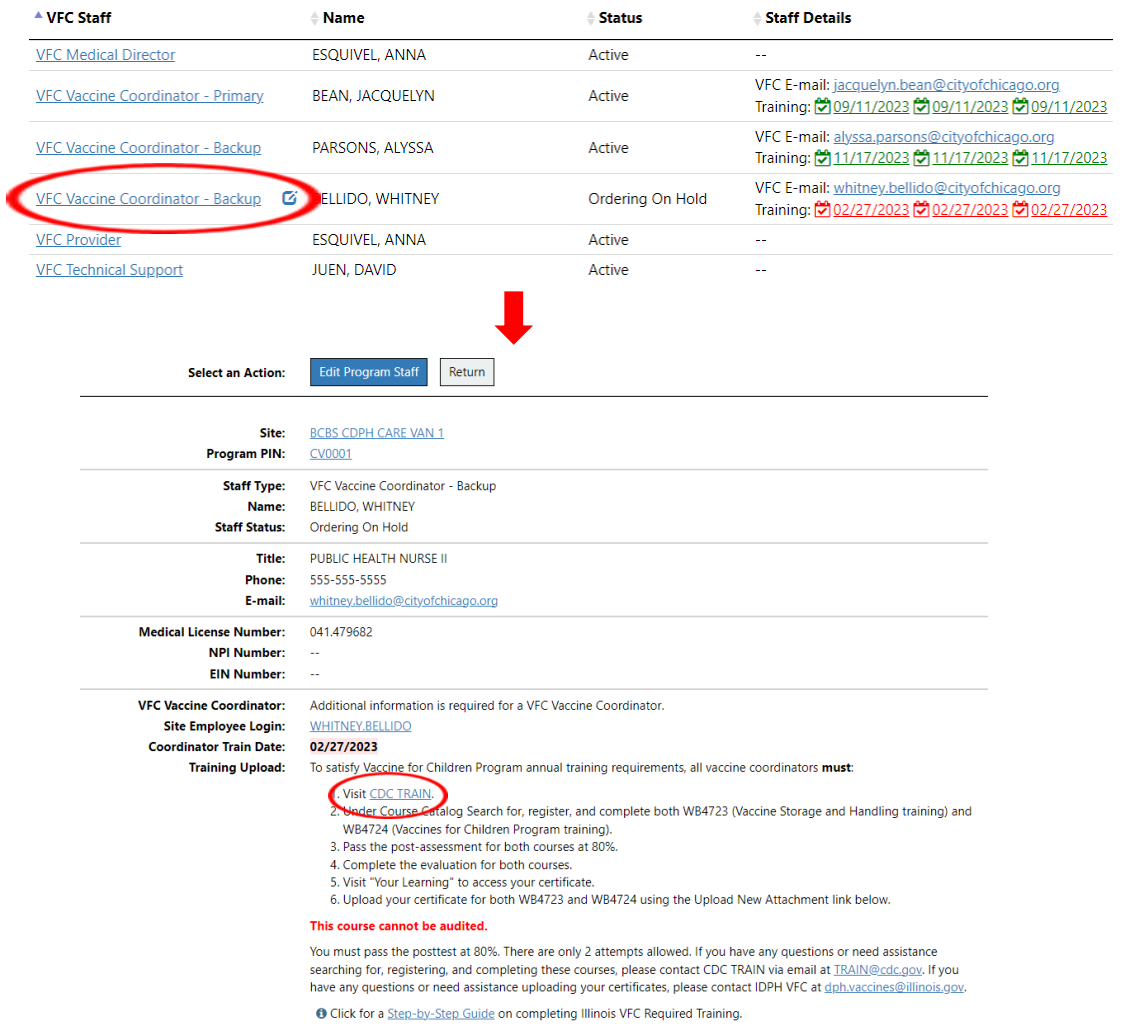
Step 4: Add Active VFC Staff

- To add new VFC staff, select the “Add VFC Staff” button. (Red Circle)
- To edit existing VFC staff, click on the box to the left of the staff member’s name. (Black Circle)



Step 5: VFC Coordinator Training

- The VFC Vaccine Coordinator – Primary and VFC Vaccine Coordinator – Backup are required to complete two 2024 trainings and upload the post-training quizzes.
  - Vaccine Storage and Handling Training (WB4626)
  - Vaccines for Children Program Training (WB4627)
- Click the Staff role to open the staff account and view hyperlinks.



VFC Staff	Name	Status	Staff Details
VFC Medical Director	ESQUIVEL, ANNA	Active	--
VFC Vaccine Coordinator - Primary	BEAN, JACQUELYN	Active	VFC E-mail: jacquelyn.bean@cityofchicago.org Training: 09/11/2023 09/11/2023 09/11/2023
VFC Vaccine Coordinator - Backup	PARSONS, ALYSSA	Active	VFC E-mail: alyssa.parsons@cityofchicago.org Training: 11/17/2023 11/17/2023 11/17/2023
VFC Vaccine Coordinator - Backup	BELLIDO, WHITNEY	Ordering On Hold	VFC E-mail: whitney.bellido@cityofchicago.org Training: 02/27/2023 02/27/2023 02/27/2023
VFC Provider	ESQUIVEL, ANNA	Active	--
VFC Technical Support	JUEN, DAVID	Active	--

Step 5: VFC Coordinator Training

- Click hyperlink to access training info and link to the training

VFC Vaccine Coordinator: Additional information is required for a VFC Vaccine Coordinator.

Site Employee Login: WHITNEY.BELLIDO

Coordinator Train Date: **02/27/2023**

Training Upload: To satisfy Vaccine for Children Program annual training requirements, all vaccine coordinators **must**:

1. Visit CDC TRAIN.
2. Under Course Catalog Search for, register, and complete both WB4723 (Vaccine Storage and Handling training) and WB4724 (Vaccines for Children Program training).
3. Pass the post-assessment for both courses at 80%.
4. Complete the evaluation for both courses.
5. Visit "Your Learning" to access your certificate.
6. Upload your certificate for both WB4723 and WB4724 using the Upload New Attachment link below.

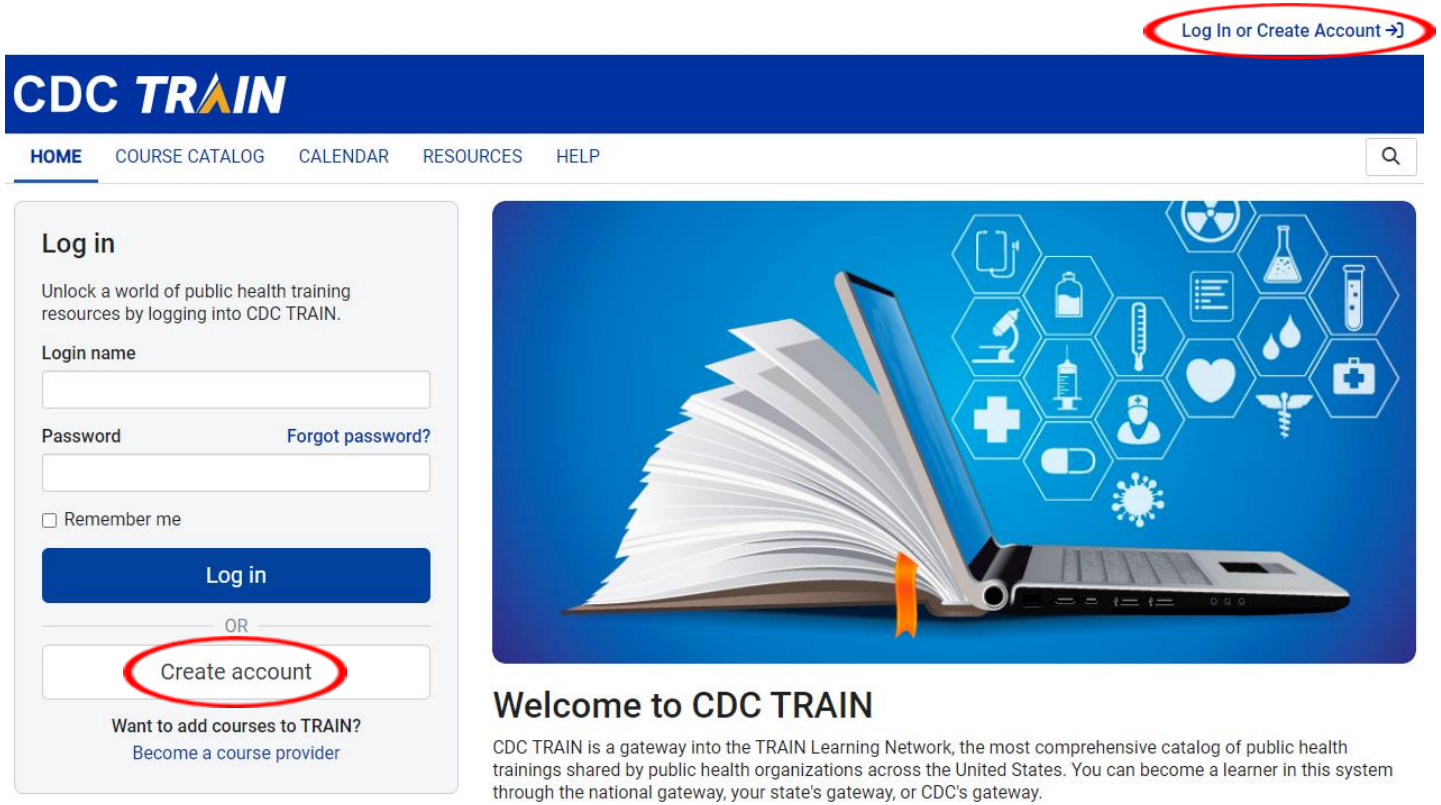
This course cannot be audited.

You must pass the posttest at 80%. There are only 2 attempts allowed. If you have any questions or need assistance searching for, registering, and completing these courses, please contact CDC TRAIN via email at TRAIN@cdc.gov. If you have any questions or need assistance uploading your certificates, please contact IDPH VFC at dph.vaccines@illinois.gov.

Click for a Step-by-Step Guide on completing Illinois VFC Required Training.

Step 6: Creating CDC Train Account

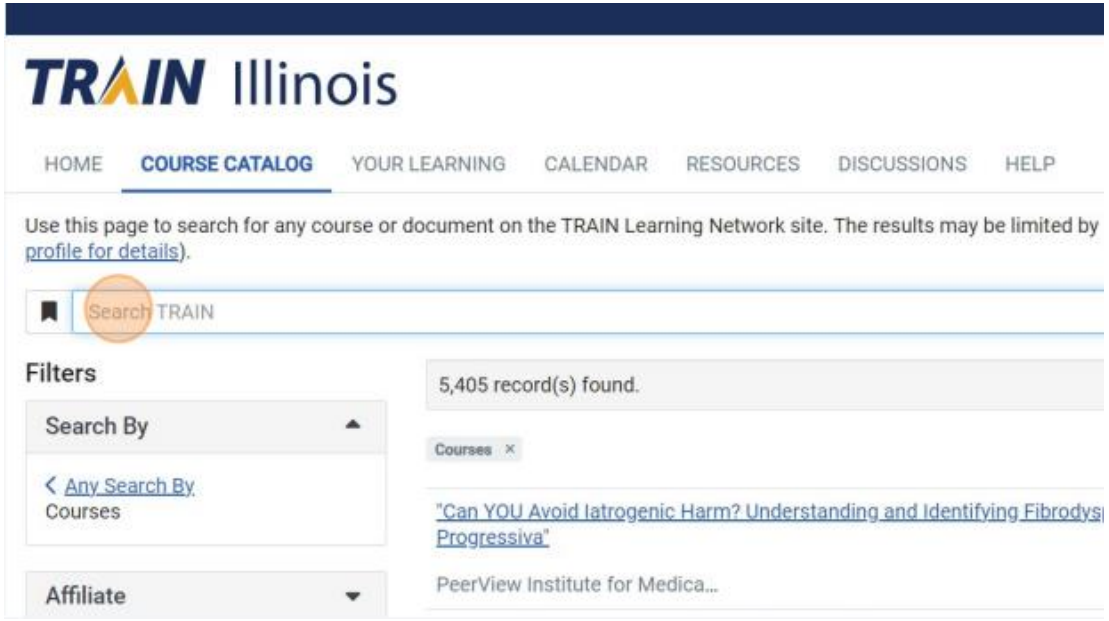
- If your Train profile has you linked with Illinois, then you may be redirected to Illinois TRAIN site.
- If your Train profile does NOT have you associated with Illinois, then you will be redirected to the CDC Train site.
- You can complete the required courses on either sites.



Step 7: Search for Required Courses

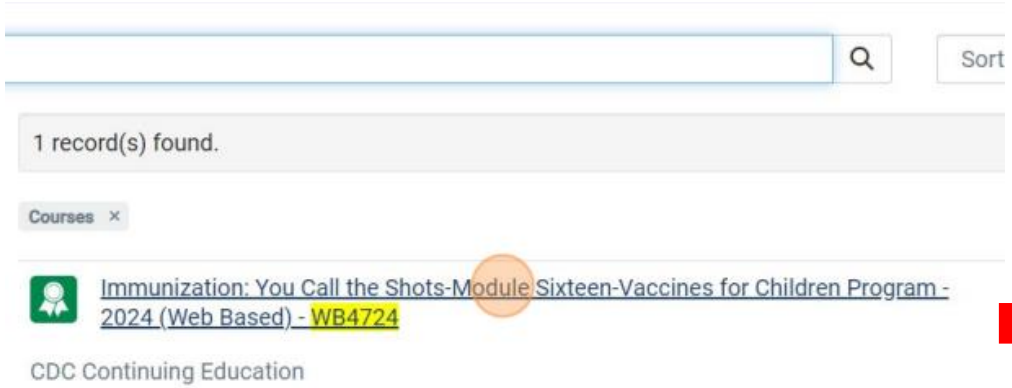
- Once you have logged in, search for the trainings in the “COURSE CATALOG”
  - WB4723 (Vaccine Storage and Handling training)
  - WB4724 (Vaccines for Children Program training)

    ****Note: Auditing of the courses is not permitted*



Step 7: Search for Required Courses

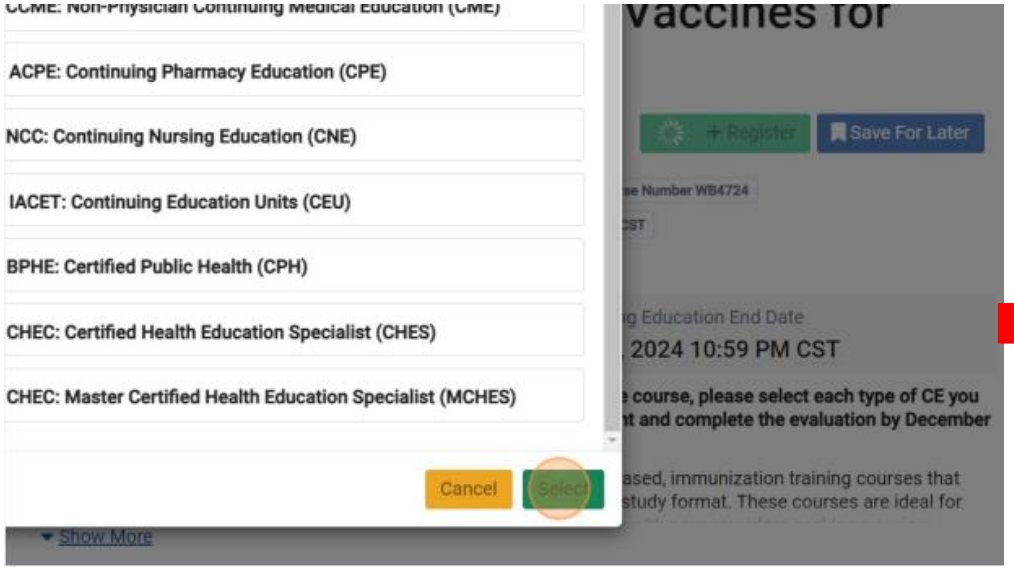
- Select the Course

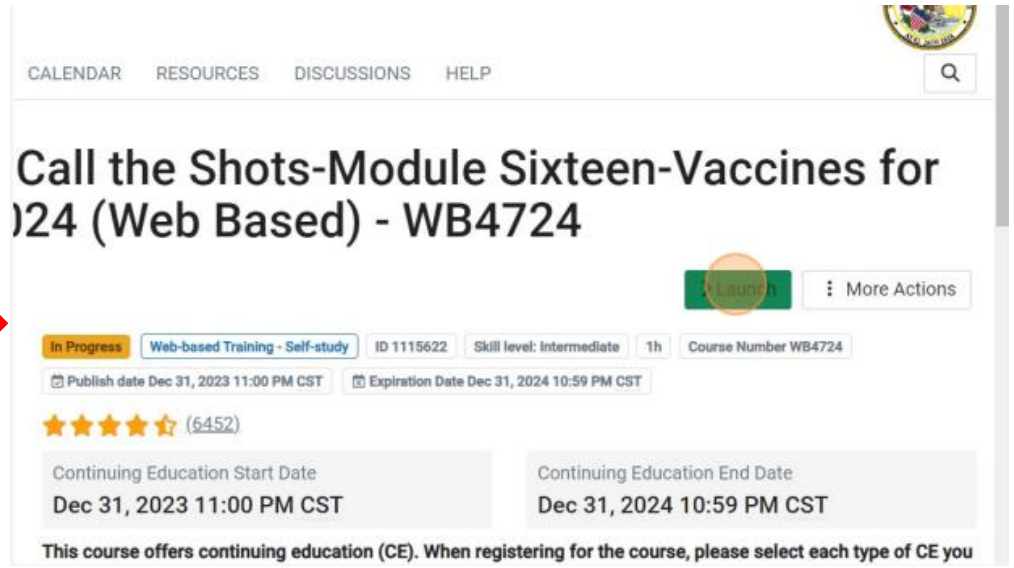


- Click “Register”

Step 7: Search for Required Courses

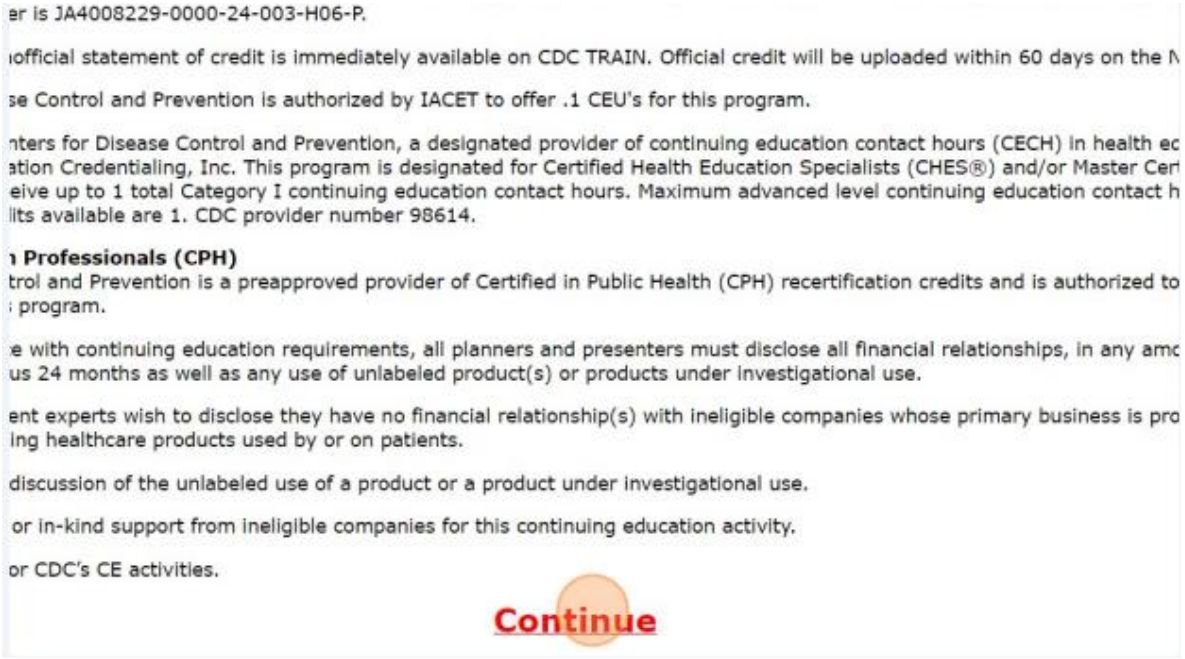
- Choose your continuing education (CE), or do not select any options if you choose not to receive CE then click "Select". Click “Register”
- Select “Launch”





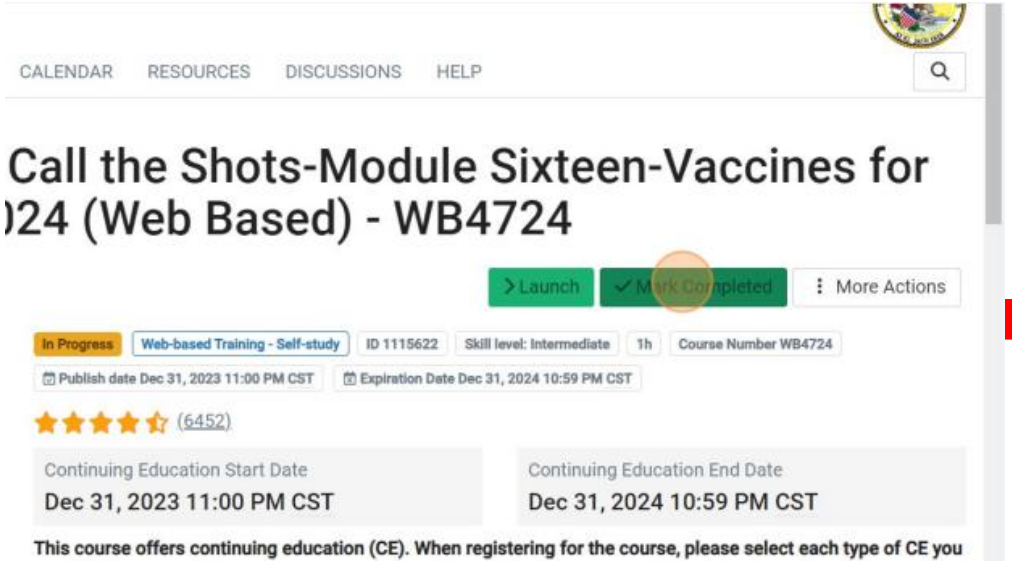
Step 7: Search for Required Courses

- This will take you to the CE Instructions for the module. Review and click “Continue”
- You will be directed to the web-based training. Follow the directions to complete the course

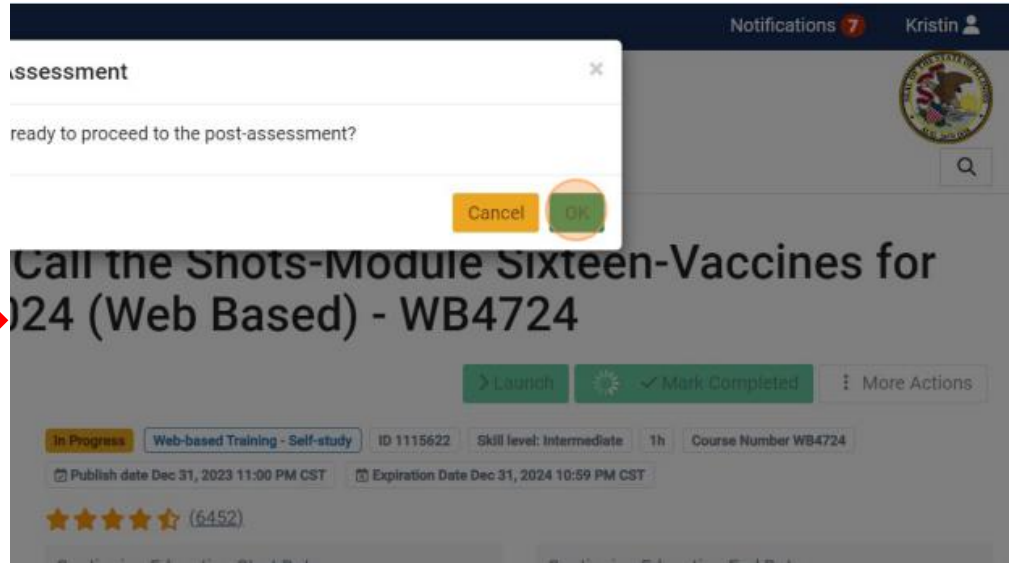


Step 8: Finishing the Course

- After finishing the course, return to the Train page. Select “Mark Completed”



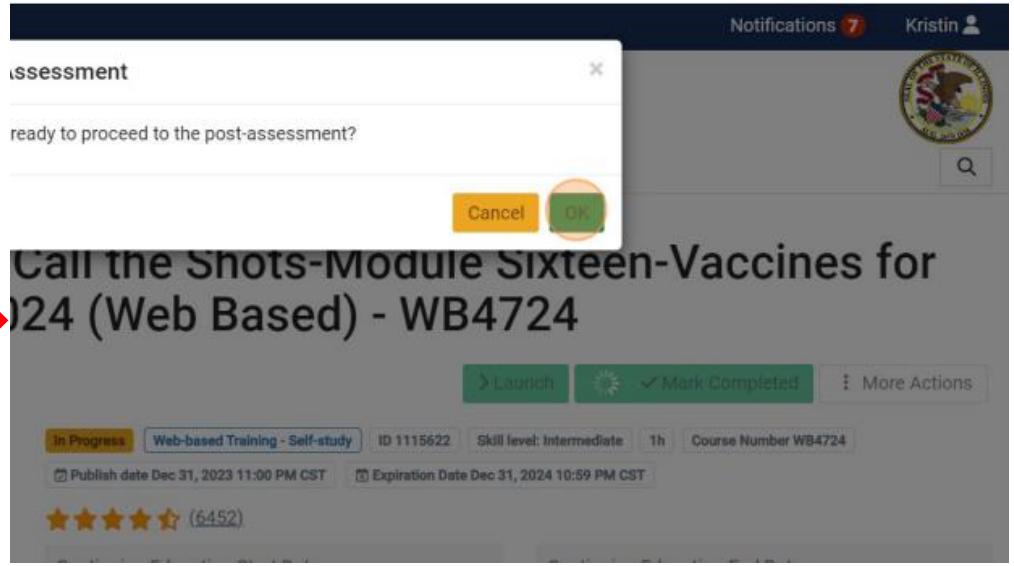
- This takes you to the post assessment by selecting “OK”



Step 9: Post Assessment

- Click “Start” to begin. You are allowed two attempts to successfully pass.

- Once you pass with a score of 80% or higher, click “Continue”

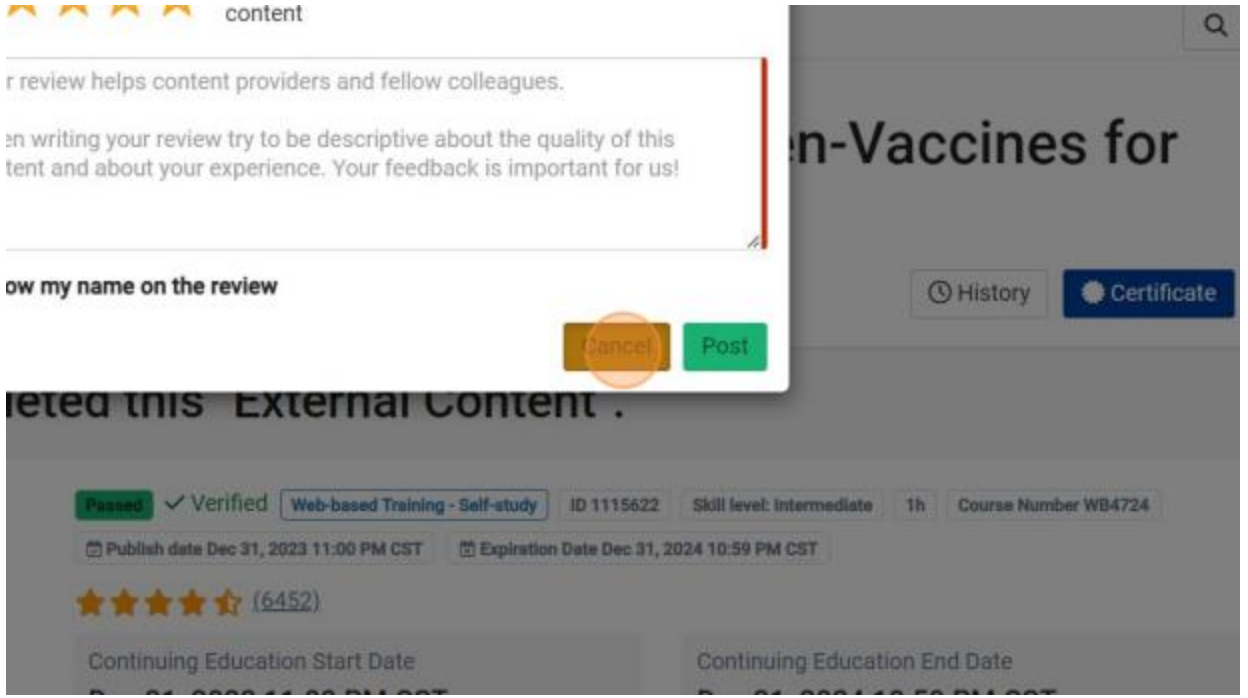


Step 10: Training Evaluation

- You will be directed to complete an evaluation of the training. (27-30 questions)
  - You must complete the evaluation to receive your certificate.
  - You can also reach the evaluation through YOUR LEARNING. Next to the course title, it will display "Evaluation Pending". Click the three dots on the right and choose "TAKE EVALUATION".
- Click "Start" to begin the evaluation

Step 11: Submit a Review (Optional)

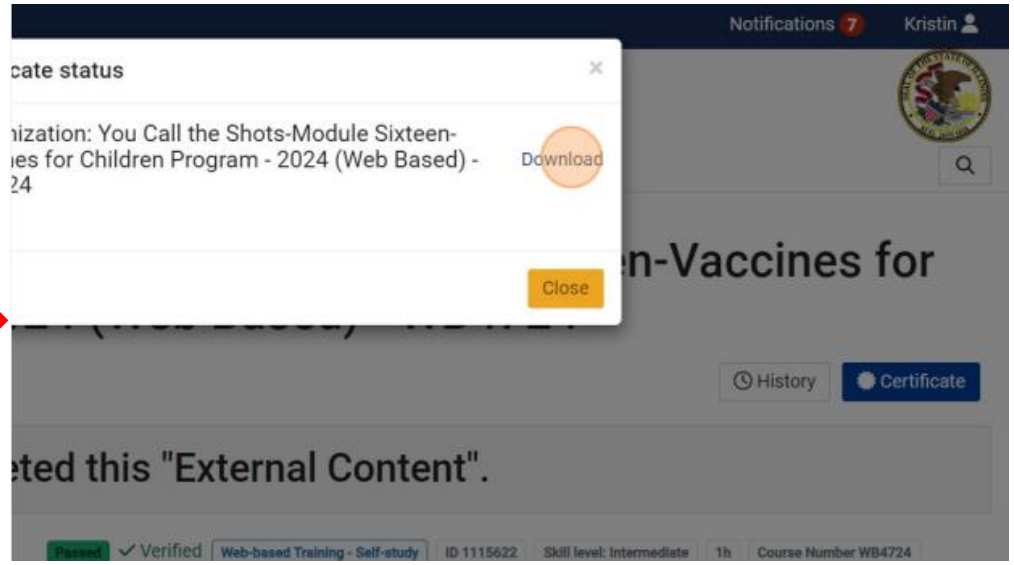
- You will be prompted to submit a review. You can either write a review and post it or choose “Cancel”



Step 12: Retrieving your Certificates

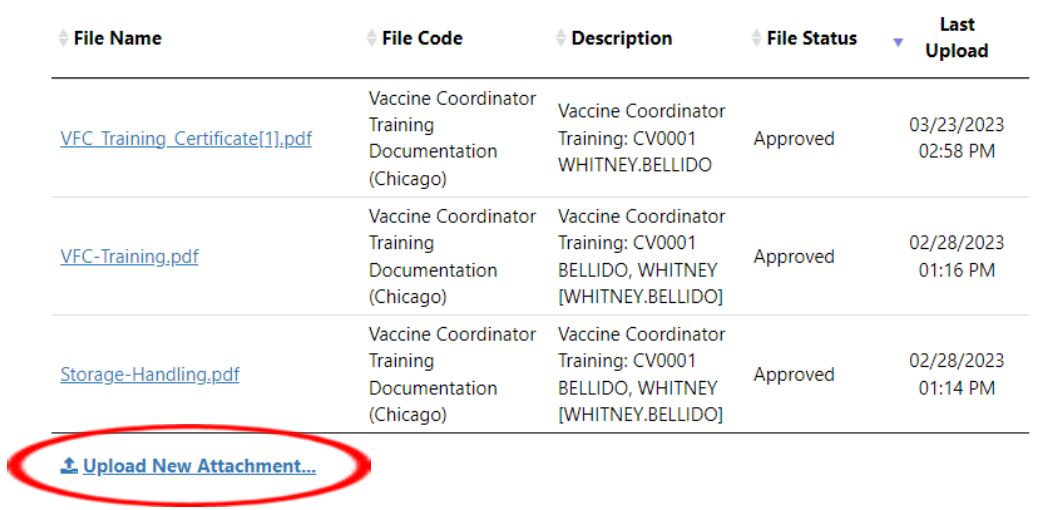
- Navigate to YOUR CERTIFICATES. Choose the specific course and click “Certificate”

- Select “Download” and save to your desktop



Step 13: Upload Your Certificates to I-CARE

- Navigate back to your Program Staff landing page where you opened up CDC Train
- Upload your certificates for both courses (WB4723 and WB4724)
- The VFC Team will review and approve the uploaded certificates
- Should you have any inquiries or require assistance in searching for, registering, and completing these courses, feel free to reach out to CDC TRAIN via email at TRAIN@cdc.gov
- If you have any questions or need assistance with uploading your certificates, please contact IDPH VFC at dph.vaccines@illinois.gov

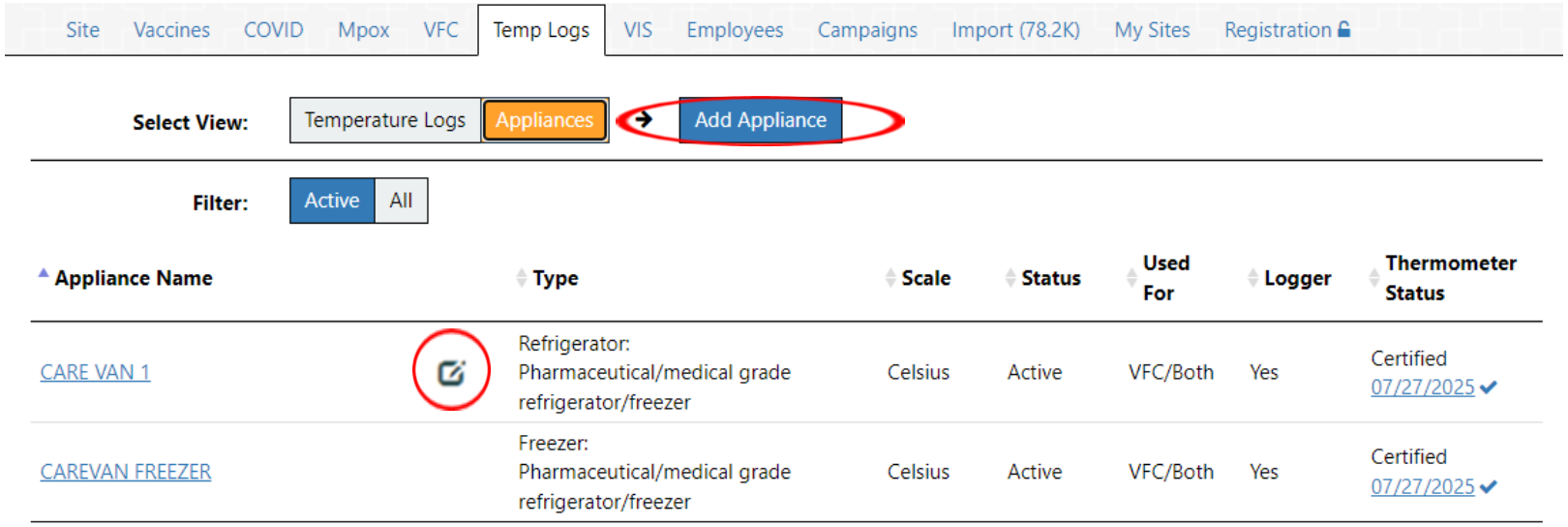


File Name	File Code	Description	File Status	Last Upload
VFC_Training_Certificate[1].pdf	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: CV0001 WHITNEY.BELLIDO	Approved	03/23/2023 02:58 PM
VFC-Training.pdf	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: CV0001 BELLIDO, WHITNEY [WHITNEY.BELLIDO]	Approved	02/28/2023 01:16 PM
Storage-Handling.pdf	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: CV0001 BELLIDO, WHITNEY [WHITNEY.BELLIDO]	Approved	02/28/2023 01:14 PM

Upload New Attachment...

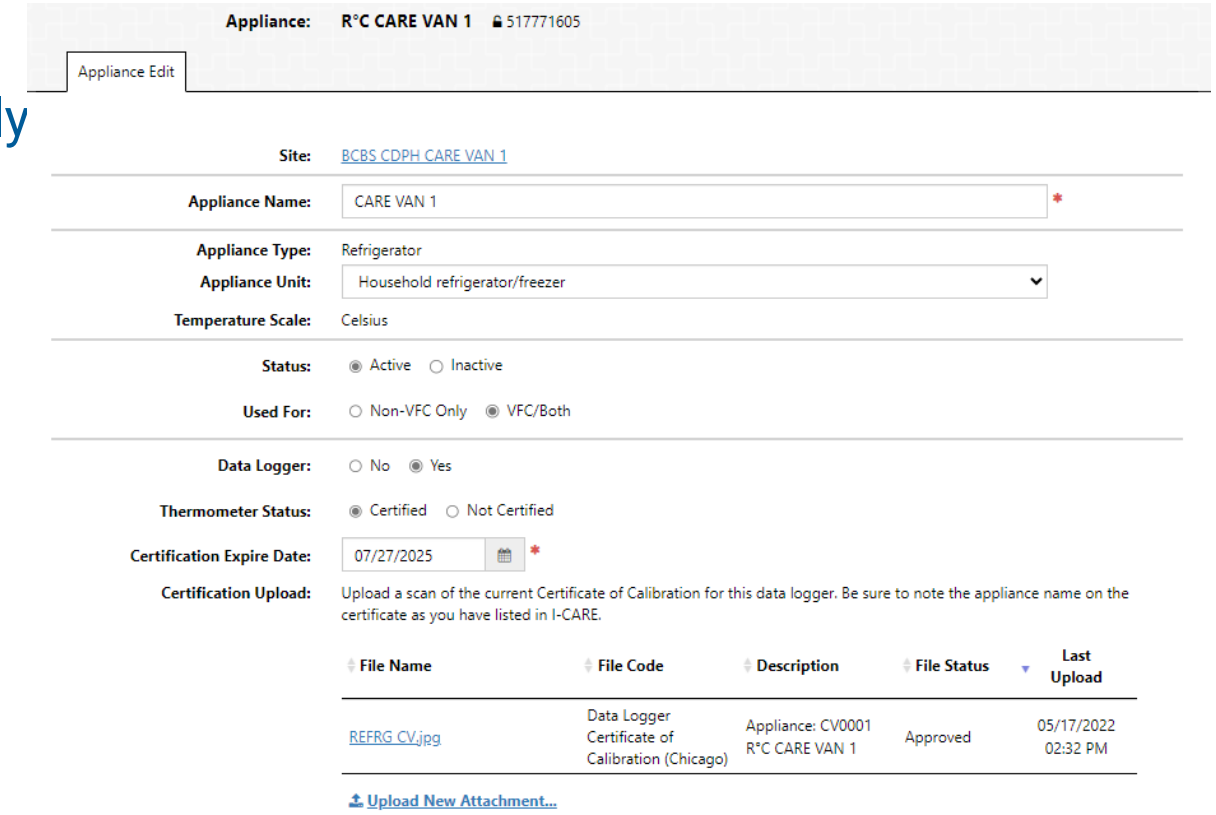
Step 14: Add Active VFC Appliances

- Please ensure that your VFC Appliance list (including any required documentation) is complete and up-to-date prior to submitting this enrollment.
- Click “Add Appliance” and enter the required information to add appliance to your I-CARE. (Red Circles)
- To edit current appliances, click the box to the left of the name of the appliance. (Black Circle)



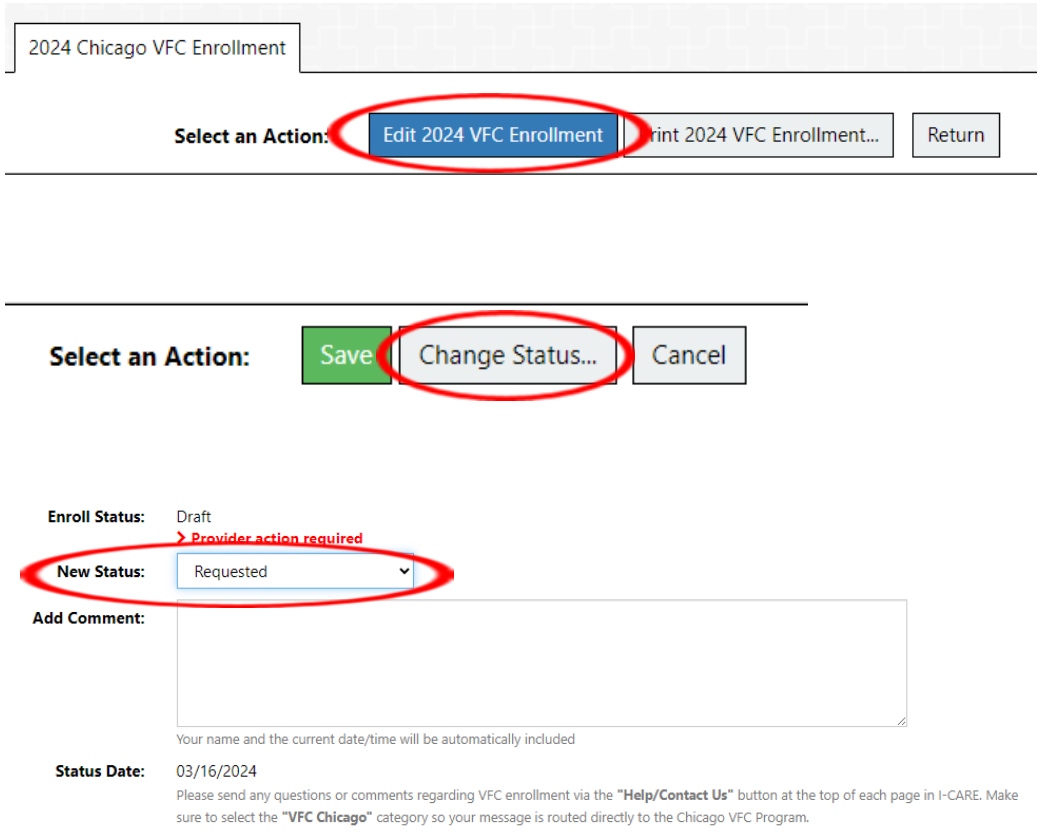
Step 15: Uploading Appliance Calibrations

- Receive calibration from company calibrating your equipment. (typically ‘Control Solutions’)
- Select “Upload New Attachment” to upload certification calibration for fridge and freezer.
- Update “Certificate Expire Date” so system registers your completion.



Step 16: Submitting Re-Enrollment

- Once all fields are completed, click on “Edit 2024 VFC Enrollment” button at the top of the enrollment form.
- Scroll down to the bottom of the enrollment form and click on “Change Status…”
- At the new top of the enrollment, edit next to “New Status” and select “Requested” from the drop down menu.
  - Click save and wait for the VFC team to review your enrollment



2024 VFC Re-Enrollment

Note: You can save your work at any time by clicking the "Save" button at the bottom of the enrollment form. If you leave your enrollment form in "Draft" status, it will not be reviewed. If you are ready to submit, please place it in "Requested" status.

* Once the enrollment form has been set to the "Requested" status and saved, the Chicago VFC Program will assess for completeness and change the status to "Review" or "Complete." If marked as "Review", VFC Program staff will describe what additional information or edits are needed. If this occurs, please make appropriate changes and re-submit the form by selecting, "Requested."

* Re-enrollment is finished when the VFC Program staff change the status to "Complete." Notifications of status changes are emailed to the clinic's VFC contact(s) in I-CARE and to the I-CARE user who submitted the status change.

Contact the Vaccine Management Unit at 312-746-5385 or ChicagoVFC@cityofchicago.org with any questions.

CDPH
Chicago Department of Public Health

Thank You!

Chicago.gov/Health

HealthyChicago@cityofchicago.org

@ChicagoPublicHealth

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