



# 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.

The screenshot displays the I-CARE web application interface. At the top, there is a search bar labeled "Search I-CARE..." and a "Sites" dropdown menu. Below this is a navigation menu with options: Home, Patients, Site (circled in red), Reports, and Admin. The "Site" dropdown is open, showing a list of tabs: Site, Vaccines, COVID, Mpox, VFC (circled in red), Temp Logs, VIS, Employees, Campaigns, Import (66.2K), My Sites, and Registration. Below the navigation menu, the current site is identified as "BCBS CDPH CARE VAN 1 [VFC PIN: CV0001]". A "Select View:" section contains buttons for VFC (selected), Vaccine Requests, Staff, Enrollment, and Files. To the right of these buttons are "Edit Site VFC" and "Print VFC..." buttons. The main content area displays the following information:

<b>VFC PIN:</b>	CV0001
<b>Site Name:</b>	BCBS CDPH CARE VAN 1
<b>VFC Program:</b>	VFC Chicago
<b>VFC Status:</b>	Active
<b>VFC Enrollment:</b>	2022
<hr/>	
<b>Address:</b>	2160 W OGDEN AVE RM 208 CHICAGO, IL 60612-4219 COOK COUNTY
<b>Jurisdiction County:</b>	COOK COUNTY
<b>Region:</b>	Bellwood Region - 08
<b>Phone:</b>	312-746-6381

# ★ Step 1: Navigate to VFC 2024 Enrollment

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

The screenshot displays the user interface for the immunization program. At the top, a dark navigation bar contains links for Home, Patients, Site, Reports, and Admin. The user's name, Elich, Kristin, and their role, Immunization Program at WSCDC, are shown in the top right. Below this, the current site is identified as BCBS CDPH CARE VAN 1 with VFC PIN CV0001 and ID 76273855. A secondary navigation bar includes Site, Vaccines, COVID, Mpox, VFC, Temp Logs, VIS, Employees, Campaigns, Import (42.5K), My Sites, and Registration. The 'VFC' menu is expanded, showing options for VFC, Vaccine Requests, Staff, Enrollment, and Files. The 'Enrollment' option is highlighted with a red circle, and an arrow points to the 'Add 2024 Enrollment' button, which is also circled in red.

Home | Patients | Site | Reports Admin ELICH, KRISTIN  
IMMUNIZATION PROGRAM AT WSCDC

Site: **BCBS CDPH CARE VAN 1 [VFC PIN: CV0001]** 76273855

Site Vaccines COVID Mpox VFC Temp Logs VIS Employees Campaigns Import (42.5K) My Sites Registration

Select View: VFC Vaccine Requests Staff **Enrollment** Files **Add 2024 Enrollment**

# ★ 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.

<b>Enrollment Year:</b>	2023
<b>VFC PIN:</b>	<a href="#">CV0001</a>
<b>Site:</b>	<a href="#">BCBS CDPH CARE VAN 1</a>
<b>Address:</b>	2160 W OGDEN AVE RM 208 CHICAGO, IL 60612-4219
<b>County:</b>	COOK
<b>Region:</b>	Bellwood Region - 08
<b>Phone Number:</b>	312-746-6381
<b>Fax Number:</b>	312-746-6220
<b>Enroll Status:</b>	Draft <b>&gt; Provider action required</b>
<b>Status Date:</b>	01/27/2023 Please send any questions or comments regarding VFC enrollment via the " <b>Help/Contact I</b> sure to select the " <b>VFC Chicago</b> " category so your message is routed directly to the Chicago
<b>Provider Type:</b>	Public Health Department Clinic (state/local)
<b>Vaccines Offered:</b>	All ACIP Recommended Vaccines for children 0 through 18 years of age.
<b>Facility NPI Number:</b>	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
<a href="#">VFC Provider Agreement.pdf</a>	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
<a href="#">VFC Medical Director</a>	ESQUIVEL, ANNA	Active	--
<a href="#">VFC Vaccine Coordinator - Primary</a>	ALVAREZ, BLANCA	Active	VFC E-mail: <a href="mailto:blanca.alvarez2@cityofchicago.org">blanca.alvarez2@cityofchicago.org</a> Train Date: N/A
<a href="#">VFC Vaccine Coordinator - Backup</a>	BALBARIN, DIANA	Active	Train Date: N/A
<a href="#">VFC Provider</a>	ESQUIVEL, ANNA	Active	--
<a href="#">VFC Technical Support</a>	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)

The screenshot shows the I-CARE system interface for managing VFC staff. The top navigation bar includes 'Home', 'Patients', 'Site', 'Reports', 'Quick Assist', and 'Admin'. The current site is 'BCBS CDPH CARE VAN 1 [VFC PIN: CV0001]' with ID 76273855. The 'VFC' tab is selected in the main navigation. The 'Select View' section shows 'VFC', 'Vaccine Requests', 'Staff', 'Enrollment', and 'Files'. The 'Add VFC Staff' button is circled in red. The 'Filter' section shows 'Active', 'Inactive/Historical', and 'All'. The table below lists VFC staff members with columns for Name, Status, and Staff Details.

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

# ★ 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
<a href="#">VFC Medical Director</a>	ESQUIVEL, ANNA	Active	--
<a href="#">VFC Vaccine Coordinator - Primary</a>	BEAN, JACQUELYN	Active	VFC E-mail: <a href="mailto:jacquelyn.bean@cityofchicago.org">jacquelyn.bean@cityofchicago.org</a> Training:  09/11/2023  09/11/2023  09/11/2023
<a href="#">VFC Vaccine Coordinator - Backup</a>	PARSONS, ALYSSA	Active	VFC E-mail: <a href="mailto:alyssa.parsons@cityofchicago.org">alyssa.parsons@cityofchicago.org</a> Training:  11/17/2023  11/17/2023  11/17/2023
<a href="#">VFC Vaccine Coordinator - Backup</a>	BELLIDO, WHITNEY	Ordering On Hold	VFC E-mail: <a href="mailto:whitney.bellido@cityofchicago.org">whitney.bellido@cityofchicago.org</a> Training:  02/27/2023  02/27/2023  02/27/2023
<a href="#">VFC Provider</a>	ESQUIVEL, ANNA	Active	--
<a href="#">VFC Technical Support</a>	JUEN, DAVID	Active	--



Select an Action: [Edit Program Staff](#) [Return](#)

Site: [BCBS CDPH CARE VAN 1](#)  
Program PIN: [CV0001](#)

Staff Type: VFC Vaccine Coordinator - Backup  
Name: BELLIDO, WHITNEY  
Staff Status: Ordering On Hold

Title: PUBLIC HEALTH NURSE II  
Phone: 555-555-5555  
E-mail: [whitney.bellido@cityofchicago.org](mailto:whitney.bellido@cityofchicago.org)

Medical License Number: 041.479682  
NPI Number: --  
EIN Number: --

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](mailto:TRAIN@cdc.gov). If you have any questions or need assistance uploading your certificates, please contact IDPH VFC at [dph.vaccines@illinois.gov](mailto:dph.vaccines@illinois.gov).

Click for a [Step-by-Step Guide](#) on completing Illinois VFC Required Training.

# ★ 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.

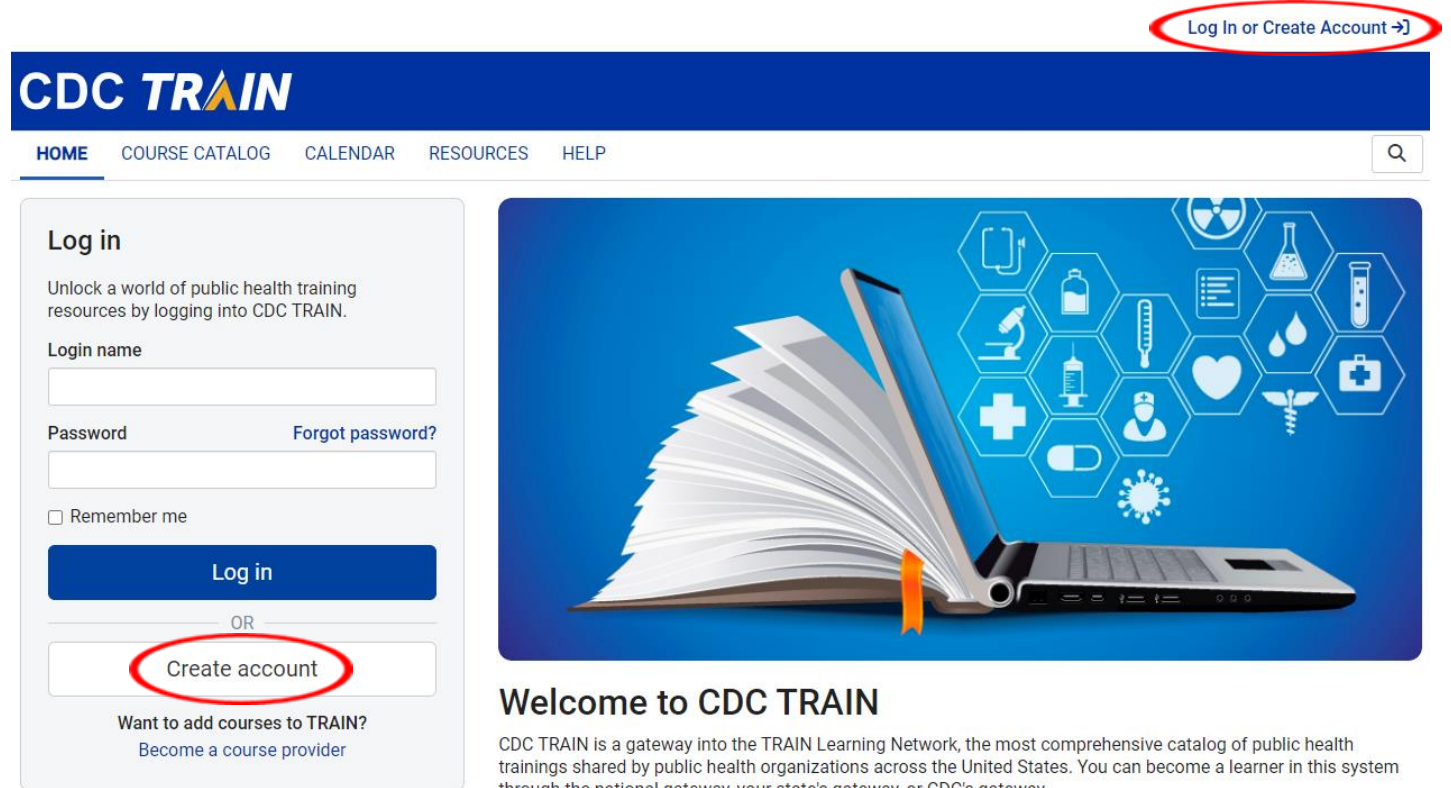
**This course cannot be audited.**

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](mailto:TRAIN@cdc.gov). If you have any questions or need assistance uploading your certificates, please contact IDPH VFC at [dph.vaccines@illinois.gov](mailto:dph.vaccines@illinois.gov).

📌 Click for a [Step-by-Step Guide](#) on completing Illinois VFC Required Training.

# ★ Step 6: Creating CDC Train Account

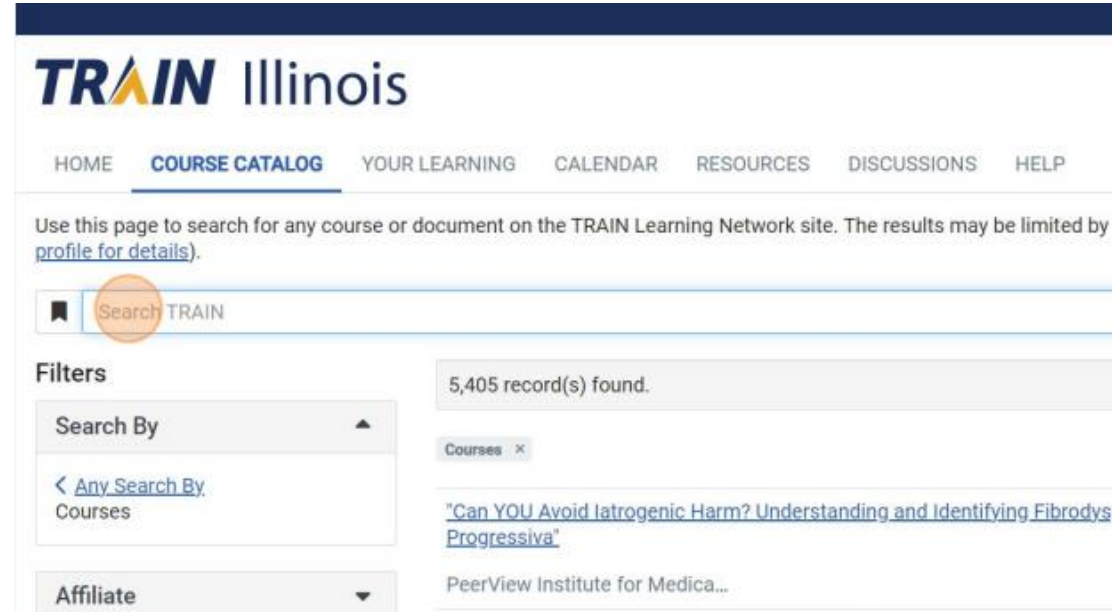
- If your Train profile has you linked with Illinois, then you may be redirected to Illinois TRAIN site.
- If your Train profile does NOT have you associated with Illinois, then you will be redirected to the CDC Train site.
- You can complete the required courses on either sites.



The screenshot shows the CDC TRAIN website interface. At the top right, a red circle highlights the link "Log In or Create Account →". The main navigation bar includes "HOME", "COURSE CATALOG", "CALENDAR", "RESOURCES", and "HELP". A search bar is located on the right. The central content area is divided into two main sections. On the left is a "Log in" form with the following elements: a sub-header "Log in", a description "Unlock a world of public health training resources by logging into CDC TRAIN.", input fields for "Login name" and "Password", a "Forgot password?" link, a "Remember me" checkbox, a blue "Log in" button, and an "OR" separator. Below the separator is a button labeled "Create account" which is circled in red. Underneath this button is the text "Want to add courses to TRAIN? Become a course provider". On the right is a large blue banner featuring an open book and a laptop, surrounded by various medical and scientific icons. Below the banner is the heading "Welcome to CDC TRAIN" and a paragraph of introductory text.

# ★ 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*




The screenshot shows the TRAIN Illinois website interface. At the top, the logo "TRAIN Illinois" is displayed. Below the logo is a navigation menu with links for HOME, COURSE CATALOG (which is highlighted), YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, and HELP. A search bar is present with the text "Search TRAIN" and a magnifying glass icon. Below the search bar, there are filter options for "Search By" (set to "Courses") and "Affiliate" (set to "PeerView Institute for Medica..."). The search results section shows "5,405 record(s) found." and a list of results, with the first one being "Can YOU Avoid Iatrogenic Harm? Understanding and Identifying Fibrodysplasia Progressiva".

# ★ Step 7: Search for Required Courses

- Select the Course
- Click “Register”

1 record(s) found.

Courses x

 [Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2024 \(Web Based\) - WB4724](#)

CDC Continuing Education



CALENDAR RESOURCES DISCUSSIONS HELP

## Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program - 2024 (Web Based) - WB4724

[Register](#) [Save For Later](#)

Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

📅 Publish date Dec 31, 2023 11:00 PM CST 📅 Expiration Date Dec 31, 2024 10:59 PM CST

★★★★★ (6452)

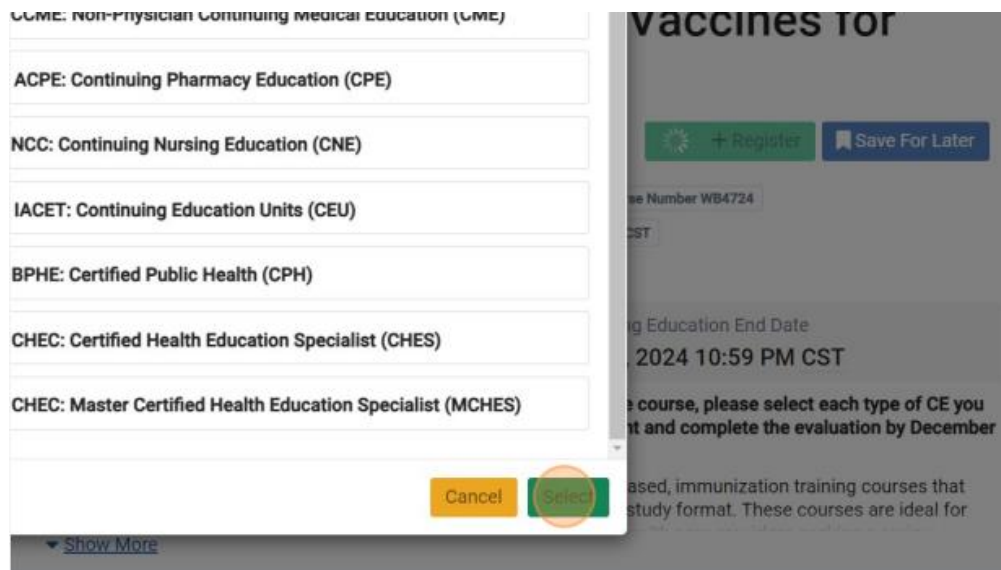
Continuing Education Start Date  
Dec 31, 2023 11:00 PM CST

Continuing Education End Date  
Dec 31, 2024 10:59 PM CST

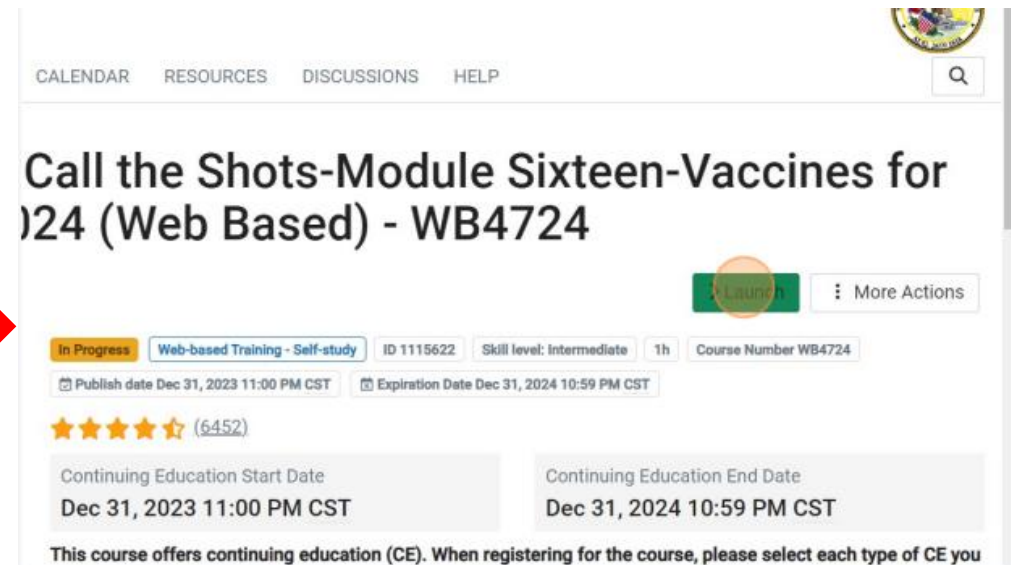
This course offers continuing education (CE). When registering for the course, please select each type of CE you

# ★ 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"



A screenshot of a course selection modal. On the left, there is a list of CE categories: CME: Non-Physician Continuing Medical Education (CME), ACPE: Continuing Pharmacy Education (CPE), NCC: Continuing Nursing Education (CNE), IACET: Continuing Education Units (CEU), BPHE: Certified Public Health (CPH), CHEC: Certified Health Education Specialist (CHES), and CHEC: Master Certified Health Education Specialist (MCHES). At the bottom of this list are 'Cancel' and 'Select' buttons. On the right, a course card for 'Vaccines for...' is partially visible, showing a '+ Register' button and 'Save For Later' button. A red arrow points from the 'Select' button to the right.



A screenshot of a course detail page for 'Call the Shots-Module Sixteen-Vaccines for 2024 (Web Based) - WB4724'. The page includes a search bar, navigation links (CALENDAR, RESOURCES, DISCUSSIONS, HELP), and a 'Launch' button. Below the title, there is a 'More Actions' menu. The course is marked as 'In Progress' and 'Web-based Training - Self-study'. It has an ID of 1115622, a skill level of 'Intermediate', and a duration of '1h'. The course number is WB4724. The publish date is Dec 31, 2023 11:00 PM CST, and the expiration date is Dec 31, 2024 10:59 PM CST. The course has a 5-star rating with 6452 reviews. The continuing education start date is Dec 31, 2023 11:00 PM CST, and the end date is Dec 31, 2024 10:59 PM CST. A note at the bottom states: 'This course offers continuing education (CE). When registering for the course, please select each type of CE you'.



# ★ 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

er is JA4008229-0000-24-003-H06-P.

Official statement of credit is immediately available on CDC TRAIN. Official credit will be uploaded within 60 days on the National Center for Disease Control and Prevention is authorized by IACET to offer .1 CEU's for this program.

Centers for Disease Control and Prevention, a designated provider of continuing education contact hours (CECH) in health education Credentialing, Inc. This program is designated for Certified Health Education Specialists (CHES®) and/or Master Certified Health Education Specialists (MCHES®). This program provides up to 1 total Category I continuing education contact hours. Maximum advanced level continuing education contact hours available are 1. CDC provider number 98614.

#### 1 Professionals (CPH)

Centers for Disease Control and Prevention is a preapproved provider of Certified in Public Health (CPH) recertification credits and is authorized to offer this program.

In compliance with continuing education requirements, all planners and presenters must disclose all financial relationships, in any amount, during the 24 months as well as any use of unlabeled product(s) or products under investigational use.

If you or your organization's experts wish to disclose they have no financial relationship(s) with ineligible companies whose primary business is producing healthcare products used by or on patients.

Do not discuss the unlabeled use of a product or a product under investigational use.

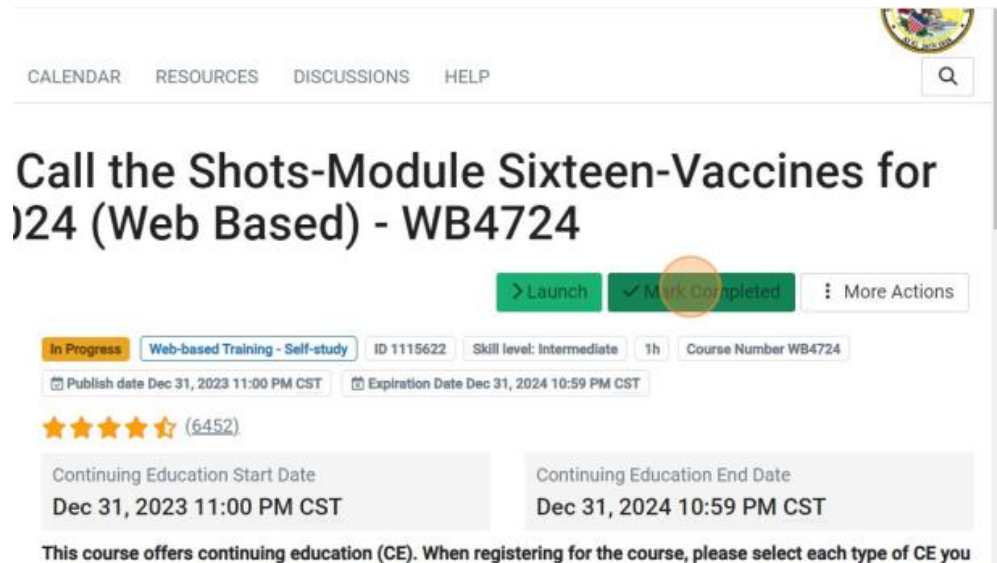
Do not accept or in-kind support from ineligible companies for this continuing education activity.

Do not discuss CDC's CE activities.

[Continue](#)

# ★ 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”



CALENDAR RESOURCES DISCUSSIONS HELP

## Call the Shots-Module Sixteen-Vaccines for ID24 (Web Based) - WB4724

> Launch **✓ Mark Completed** More Actions

In Progress Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

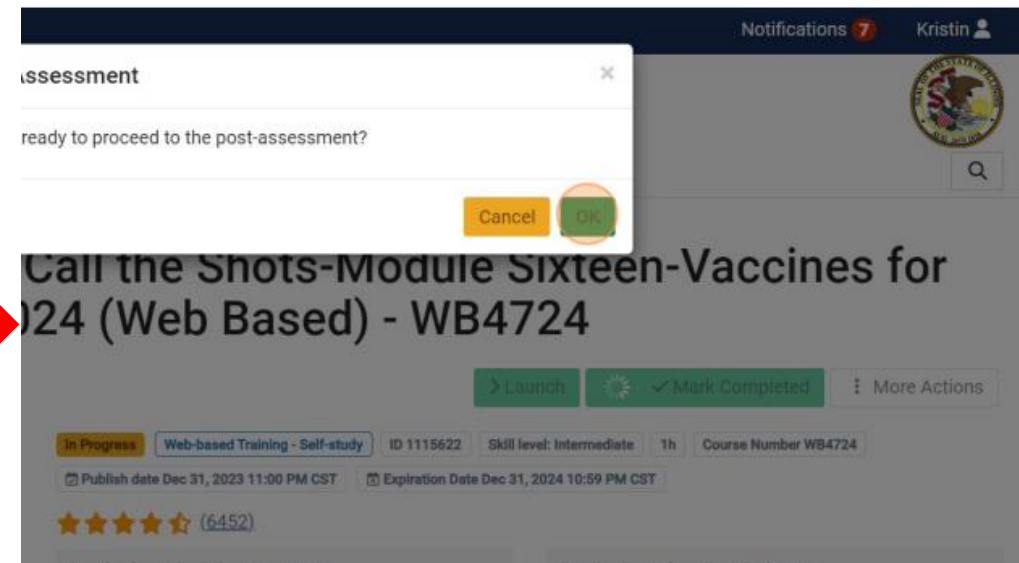
📅 Publish date Dec 31, 2023 11:00 PM CST 📅 Expiration Date Dec 31, 2024 10:59 PM CST

★★★★★ (6452)

Continuing Education Start Date  
Dec 31, 2023 11:00 PM CST

Continuing Education End Date  
Dec 31, 2024 10:59 PM CST

This course offers continuing education (CE). When registering for the course, please select each type of CE you



assessment

Are you ready to proceed to the post-assessment?

Cancel **OK**

## Call the Shots-Module Sixteen-Vaccines for ID24 (Web Based) - WB4724

> Launch **✓ Mark Completed** More Actions

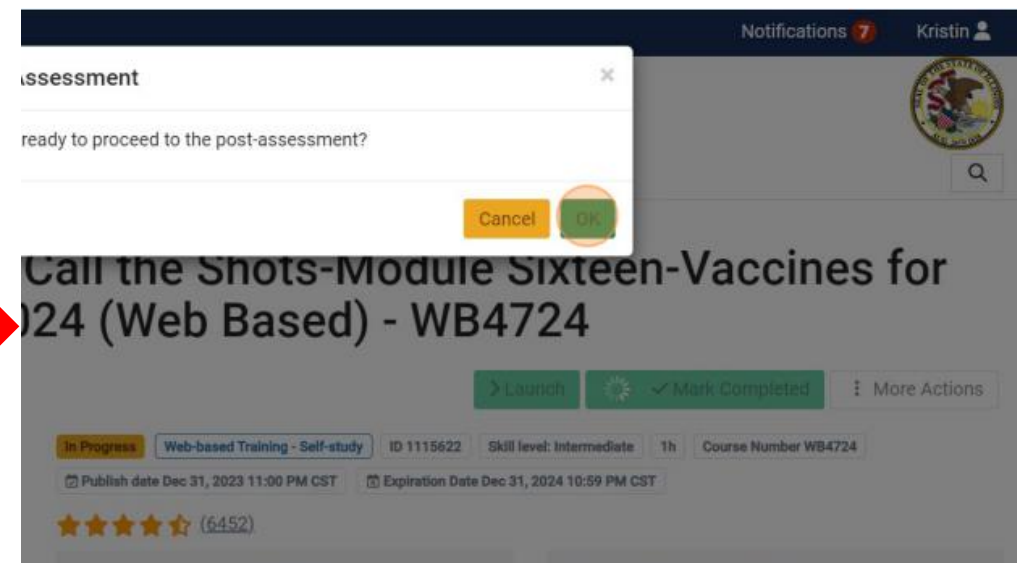
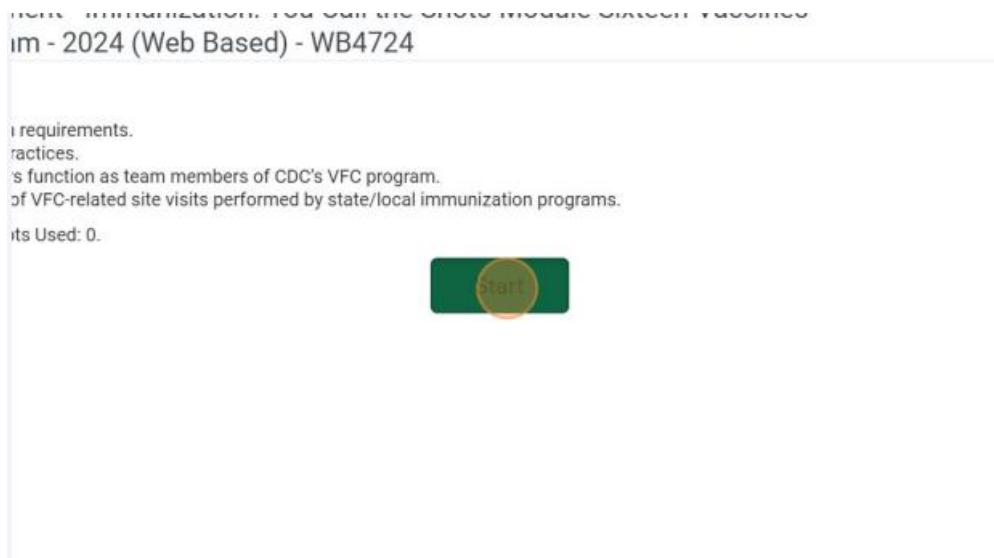
In Progress Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

📅 Publish date Dec 31, 2023 11:00 PM CST 📅 Expiration Date Dec 31, 2024 10:59 PM CST

★★★★★ (6452)

# ★ 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

ots-Module Sixteen-Vaccines for Children Program - 2024 (Web Based) - WB4724

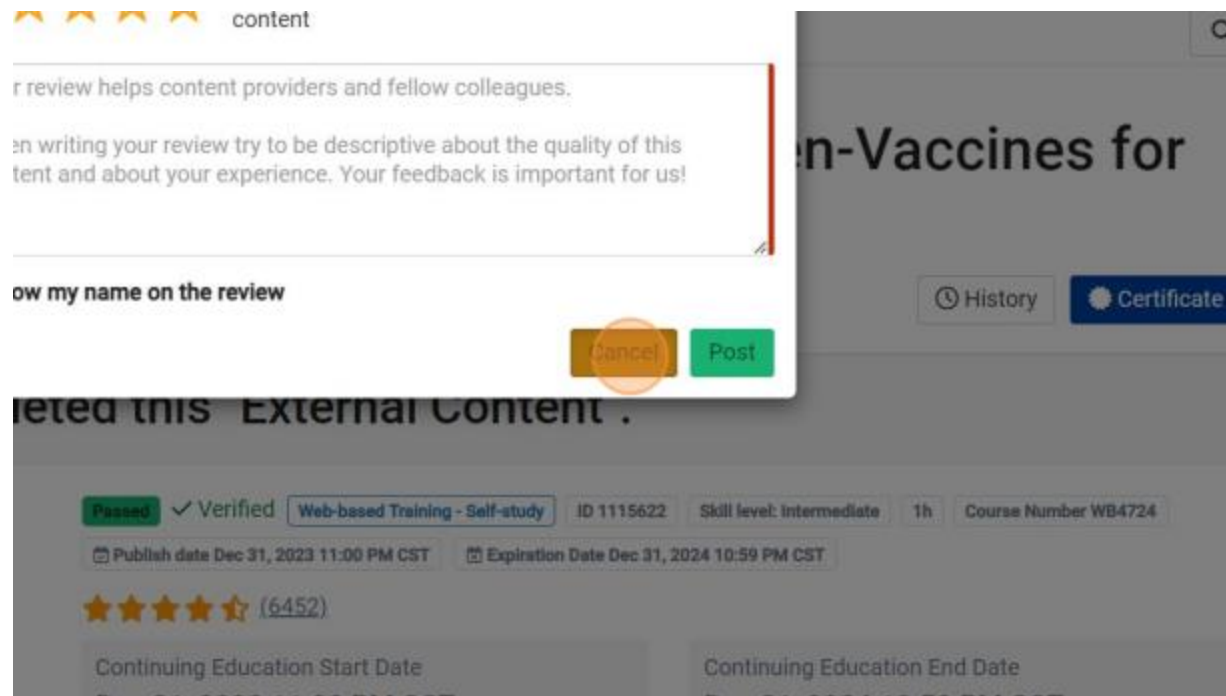
on - Immunization: You Call the Shots-Module Sixteen-Vaccines for  
2024 (Web Based) - WB4724(Web Based) - WB4724

Please use your honest feedback about this course. Your comments will help us improve future educational activities.



# ★ 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”



The screenshot shows a review submission interface. At the top, there are five star icons and the text 'content'. Below this is a text area with the prompt: 'Your review helps content providers and fellow colleagues. When writing your review try to be descriptive about the quality of this content and about your experience. Your feedback is important for us!'. At the bottom of the form, there is a checkbox labeled 'Show my name on the review' and two buttons: 'Cancel' (orange) and 'Post' (green). The background shows a course page for 'External Content' with a search icon, 'History' and 'Certificate' buttons, and course details including 'Passed', 'Verified', 'Web-based Training - Self-study', 'ID 1115622', 'Skill level: Intermediate', '1h', 'Course Number WB4724', 'Publish date Dec 31, 2023 11:00 PM CST', 'Expiration Date Dec 31, 2024 10:59 PM CST', and a star rating of 4.5 (6452 reviews). Below the course details are fields for 'Continuing Education Start Date' and 'Continuing Education End Date'.

# ★ Step 12: Retrieving your Certificates

- Navigate to YOUR CERTIFICATES. Choose the specific course and click “Certificate”
- Select “Download” and save to your desktop



AR RESOURCES DISCUSSIONS HELP

## the Shots-Module Sixteen-Vaccines for (Web Based) - WB4724

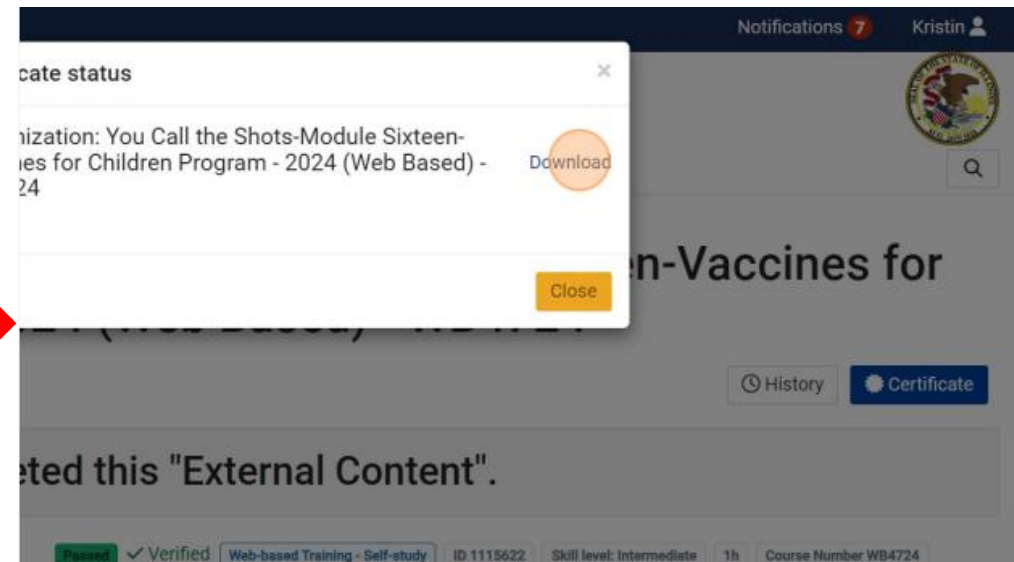
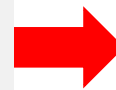
History Certificate

his "External Content".

✓ Verified Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724

sh date Dec 31, 2023 11:00 PM CST Expiration Date Dec 31, 2024 10:59 PM CST

☆☆☆ (6452)



Notifications 7 Kristin

### ate status

Organization: You Call the Shots-Module Sixteen-  
es for Children Program - 2024 (Web Based) -  
24

Download

Close

History Certificate

ted this "External Content".

Passed ✓ Verified Web-based Training - Self-study ID 1115622 Skill level: Intermediate 1h Course Number WB4724



# ★ 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
<a href="#">VFC_Training_Certificate[1].pdf</a>	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: CV0001 WHITNEY.BELLIDO	Approved	03/23/2023 02:58 PM
<a href="#">VFC-Training.pdf</a>	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: CV0001 BELLIDO, WHITNEY [WHITNEY.BELLIDO]	Approved	02/28/2023 01:16 PM
<a href="#">Storage-Handling.pdf</a>	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)

The screenshot displays the I-CARE system interface. At the top, there is a navigation bar with tabs for Site, Vaccines, COVID, Mpox, VFC, Temp Logs, VIS, Employees, Campaigns, Import (78.2K), My Sites, and Registration. Below this, the 'Select View' section has three buttons: 'Temperature Logs', 'Appliances' (highlighted in orange), and 'Add Appliance' (circled in red). The 'Filter' section shows 'Active' selected. The main content is a table with the following columns: Appliance Name, Type, Scale, Status, Used For, Logger, and Thermometer Status.

Appliance Name	Type	Scale	Status	Used For	Logger	Thermometer Status
<a href="#">CARE VAN 1</a>	 Refrigerator: Pharmaceutical/medical grade refrigerator/freezer	Celsius	Active	VFC/Both	Yes	Certified <a href="#">07/27/2025</a> ✓
<a href="#">CAREVAN FREEZER</a>	Freezer: Pharmaceutical/medical grade refrigerator/freezer	Celsius	Active	VFC/Both	Yes	Certified <a href="#">07/27/2025</a> ✓



# ★ 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.

Appliance: R°C CARE VAN 1 517771605

Appliance Edit

Site: [BCBS\\_CDPH CARE VAN 1](#)

Appliance Name: CARE VAN 1 \*

Appliance Type: Refrigerator

Appliance Unit: Household refrigerator/freezer

Temperature Scale: Celsius

Status:  Active  Inactive

Used For:  Non-VFC Only  VFC/Both

Data Logger:  No  Yes

Thermometer Status:  Certified  Not Certified

Certification Expire Date: 07/27/2025 \*

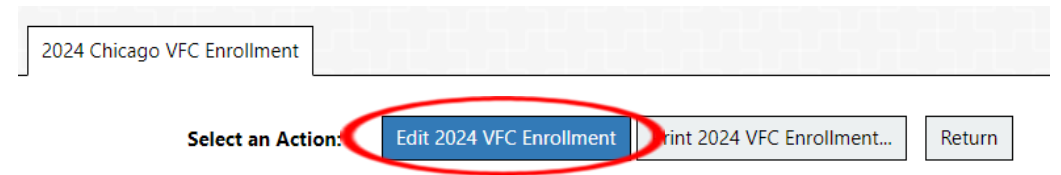
Certification Upload: Upload a scan of the current Certificate of Calibration for this data logger. Be sure to note the appliance name on the certificate as you have listed in I-CARE.

File Name	File Code	Description	File Status	Last Upload
<a href="#">REFRIG_CV.jpg</a>	Data Logger Certificate of Calibration (Chicago)	Appliance: CV0001 R°C CARE VAN 1	Approved	05/17/2022 02:32 PM

[Upload New Attachment...](#)

# ★ 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

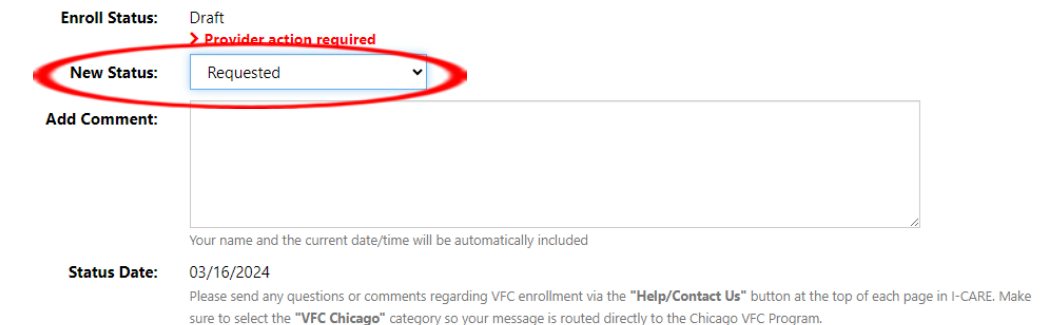


2024 Chicago VFC Enrollment

Select an Action: **Edit 2024 VFC Enrollment** Print 2024 VFC Enrollment... Return



Select an Action: Save **Change Status...** Cancel



Enroll Status: Draft  
> Provider action required

New Status: Requested

Add Comment:

Your name and the current date/time will be automatically included

Status Date: 03/16/2024

Please send any questions or comments regarding VFC enrollment via the "Help/Contact Us" button at the top of each page in I-CARE. Make sure to select the "VFC Chicago" category so your message is routed directly to the Chicago VFC Program.



# 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](mailto:ChicagoVFC@cityofchicago.org) with any questions.**



# Thank You!



[Chicago.gov/Health](https://Chicago.gov/Health)



[HealthyChicago@cityofchicago.org](mailto:HealthyChicago@cityofchicago.org)



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