

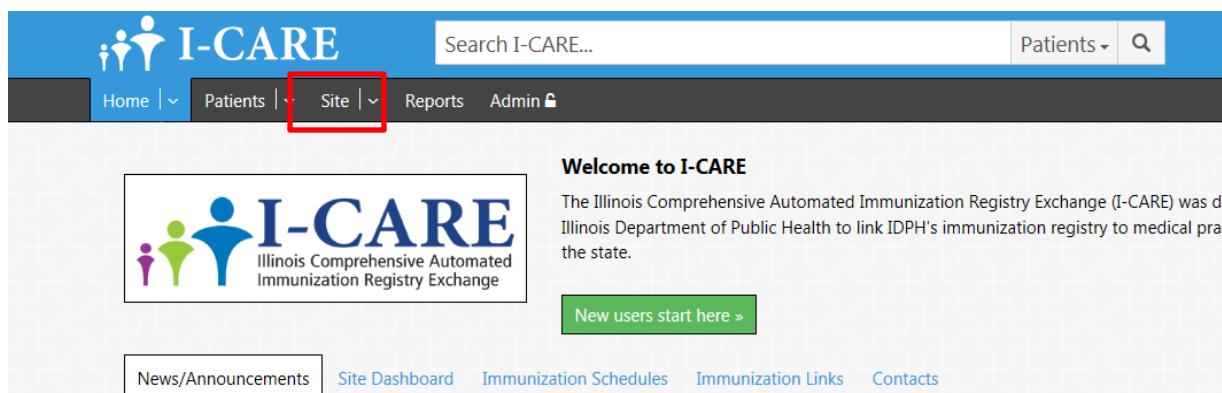
## Instruction for Completing 2020 VFC Re-enrollment

Before you load the enrollment form in I-CARE, it will be helpful for you to have the following information available:

- The National Provider Identifier (NPI) for the facility/clinic
- The number of providers (MD, DO, NP, PA and Pharmacist) who prescribe VFC vaccine
- The medical license number and National Provider Identifier (NPI) for each provider (MD, DO, NP, PA and Pharmacist) who prescribes VFC vaccine
- The number of children who received vaccinations, by age group (<1, 1-6, and 7-18) and eligibility status in 2019. 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 update as needed.

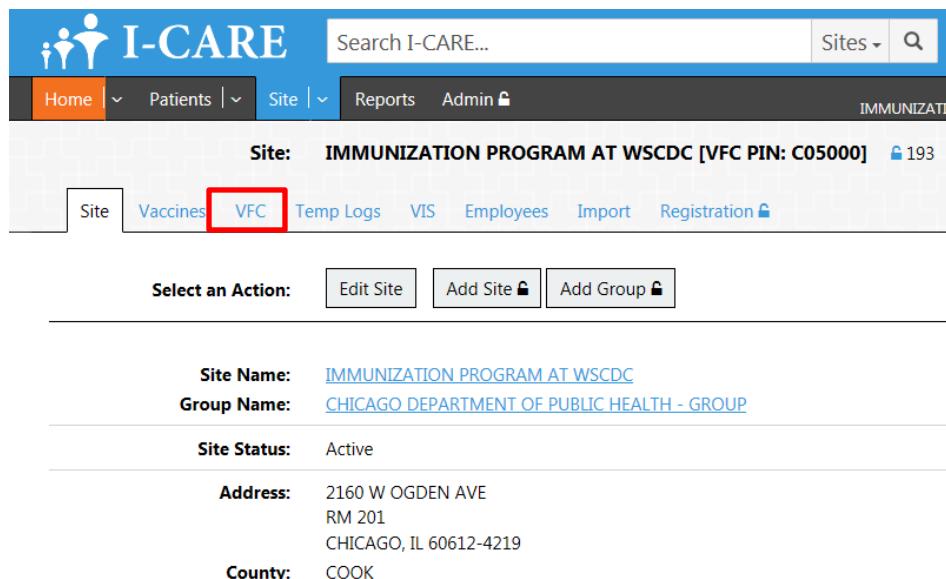
**Step 1: Log into I-CARE.**

**Step 2: Click on “Site” from the menu at the top of your screen.**



The screenshot shows the I-CARE homepage. At the top, there is a blue header bar with the I-CARE logo, a search bar, and a 'Patients' dropdown. Below the header is a dark grey navigation bar with links for 'Home', 'Patients', 'Site' (which is highlighted with a red box), 'Reports', and 'Admin'. The main content area has a light grey background. It features the I-CARE logo again, followed by the text 'Welcome to I-CARE'. Below this, there is a paragraph about the system and a green button labeled 'New users start here >'. At the bottom of the page, there are several links: 'News/Announcements', 'Site Dashboard', 'Immunization Schedules', 'Immunization Links', and 'Contacts'.

**Step 3: Click “VFC” from the menu under your site name.**



The screenshot shows the 'IMMUNIZATION PROGRAM AT WSCDC' site details page. The top navigation bar is identical to the previous screenshot, with 'Site' selected. Below the navigation, the site name is displayed as 'Site: IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000]'. A link to '193' items is shown. The main menu below the site name includes 'Site', 'Vaccines', 'VFC' (which is highlighted with a red box), 'Temp Logs', 'VIS', 'Employees', 'Import', and 'Registration'. At the bottom of the page, there is a section titled 'Select an Action:' with buttons for 'Edit Site', 'Add Site', and 'Add Group'. Below this, there are several input fields: 'Site Name' (IMMUNIZATION PROGRAM AT WSCDC), 'Group Name' (CHICAGO DEPARTMENT OF PUBLIC HEALTH - GROUP), 'Site Status' (Active), 'Address' (2160 W OGDEN AVE, RM 201, CHICAGO, IL 60612-4219), and 'County' (COOK).

**Step 4: Click “Enrollment” from the “Select View:” options then select “Add 2020 Enrollment”**

The screenshot shows the I-CARE software interface. At the top, there is a blue header bar with the I-CARE logo, a search bar, and a 'Sites' dropdown. Below the header is a navigation bar with 'Home', 'Patients', 'Site' (selected), 'Reports', and 'Admin' buttons. To the right of the navigation bar is the text 'IMMUNIZATION PRO'. Under the 'Site' dropdown, it says 'Site: IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000] 193'. Below this, there is a horizontal menu with 'Site', 'Vaccines', 'VFC' (selected), 'Temp Logs', 'VIS', 'Employees', 'Import', and 'Registration'. Underneath the menu, there is a 'Select View:' dropdown with 'VFC' (selected), 'Vaccine Requests', and 'Enrollment' buttons. The 'Enrollment' button is highlighted with a red box. To the right of the dropdown are 'Edit Site VFC' and 'Print VFC...' buttons.

**VFC PIN:** C05000  
**Site Name:** IMMUNIZATION PROGRAM AT WSCDC  
**VFC Program:** VFC Chicago  
**VFC Status:** Active  
**VFC Enrollment:** 2019

The screenshot shows the I-CARE software interface. At the top, there is a blue header bar with the I-CARE logo, a search bar, and a 'Sites' dropdown. Below the header is a navigation bar with 'Home', 'Patients', 'Site' (selected), 'Reports', and 'Admin' buttons. To the right of the navigation bar is the text 'IMMUNIZATION PRO'. Under the 'Site' dropdown, it says 'Site: BCBS CDPH CARE VAN 1 [VFC PIN: CV0001] 76273855'. Below this, there is a horizontal menu with 'Site', 'Vaccines', 'VFC' (selected), 'Temp Logs', 'VIS', 'Employees', 'Import (3,351)', and 'Registration'. Underneath the menu, there is a 'Select View:' dropdown with 'VFC' (selected), 'Vaccine Requests', and 'Enrollment' buttons. The 'Enrollment' button is highlighted with a red box. To the right of the dropdown is a blue button labeled 'Add 2020 Enrollment' which is also highlighted with a red box. Below the dropdown, there are filter options: 'Enrollment Year', 'Status', 'Status Date', 'Site', and 'VFC PII'.

**Step 5: Once the VFC enrollment form has loaded, complete all required fields indicated by a red asterisk.**

**Step 6: Complete and submit the Provider Agreement.** To open the Provider Agreement, click on the VFC Provider Agreement hyperlink. Once opened, you can download and print the Provider Agreement. Next, the Medical Director or equivalent must review, date, and sign the Provider Agreement.

The completed Provider Agreement can be scanned and emailed to [ChicagoVFC@cityofchicago.org](mailto:ChicagoVFC@cityofchicago.org) or faxed to the Vaccine Management Unit at 312-746-6220. On I-CARE, indicate the Provider Agreement has been completed and returned by checking off the corresponding box. This is the only form that must be printed and returned directly to the VFC Program. All additional information is captured directly in I-CARE.

**Requirements:**

The Medical Director or equivalent has printed, signed, and returned the [VFC Provider Agreement](#).\*

Provider has read and understands the [2020 VFC Provider Eligibility Policy](#).\*

Provider has read and understands the [Medicaid Fraud and Abuse Policy](#).\*

Provider has read and understands the [Vaccine Loss and Replacement Policy](#).\*

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**Optional:**

May we list your clinic on the IDPH VFC Provider Search website at <http://vfc.illinois.gov/search/> as a resource for parents needing immunizations?

Yes  No

May we list your clinic on the IDPH website as a resource for parents needing CHIP (Title 21) vaccinations?

Yes  No

**Step 7: Review the VFC Eligibility Policy, Medicaid Fraud and Abuse Policy, and Vaccine Loss and Replacement Policy by clicking on the hyperlinks. Indicate each policy has been read and is understood by checking off the corresponding box.**

**Requirements:**

The Medical Director or equivalent has printed, signed, and returned the [VFC Provider Agreement](#).\*

Provider has read and understands the [2020 VFC Provider Eligibility Policy](#).\*

Provider has read and understands the [Medicaid Fraud and Abuse Policy](#).\*

Provider has read and understands the [Vaccine Loss and Replacement Policy](#).\*

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**Optional:**

May we list your clinic on the IDPH VFC Provider Search website at <http://vfc.illinois.gov/search/> as a resource for parents needing immunizations?

Yes  No

May we list your clinic on the IDPH website as a resource for parents needing CHIP (Title 21) vaccinations?

Yes  No

**Step 8: Once all fields are completed, click on “Change Status...” button at the bottom of the enrollment form.**

 **Updated:** n/a

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

**Step 9: Scroll to the top of the 2020 VFC Enrollment Edit next to “New Status:” select “requested” from the drop-down menu, then click “Save” at the bottom of the enrollment form. 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.**

<b>2020 VFC Enrollment</b>	<b>CV0001 BCBS CDPH CARE VAN 1</b>	1288894501
<b>Chicago:</b>		
2020 VFC Enrollment Edit		
<b>Enrollment Year:</b>	2020	
<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>Phone Number:</b>	312-746-6381	
<b>Fax Number:</b>	312-746-6220	
Please email <a href="mailto:Chicagovfc@cityofchicago.org">Chicagovfc@cityofchicago.org</a> to request any facility name, address, or phone/fax number changes.		
<b>Enroll Status:</b>	Draft	
<b>New Status:</b>	<input style="border: 1px solid red; padding: 2px; width: 150px; height: 20px;" type="button" value="Requested"/>	
<b>Add Comment:</b>	<p>Your name and the current date/time will be automatically included</p>	
<b>Status Date:</b>	01/13/2020	
<p>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.</p>		

**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.**