

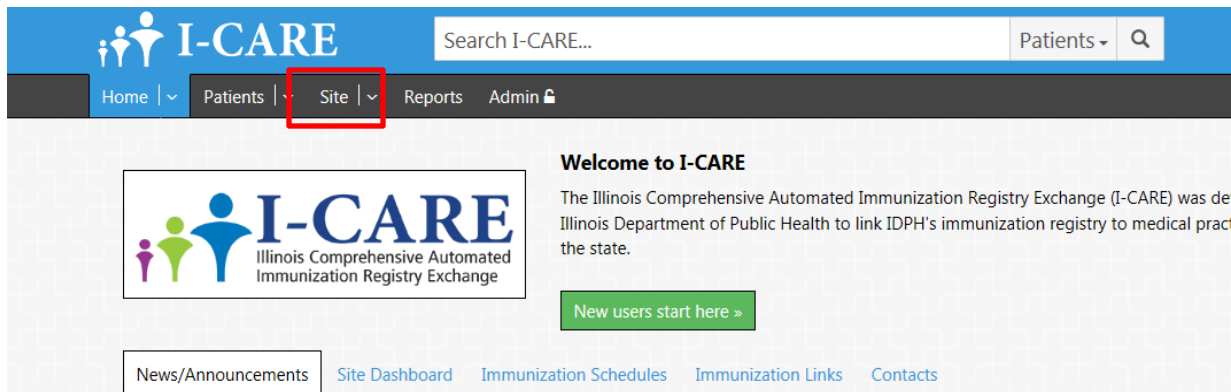
Instruction for Completing 2020 VFC Re-enrollment

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.

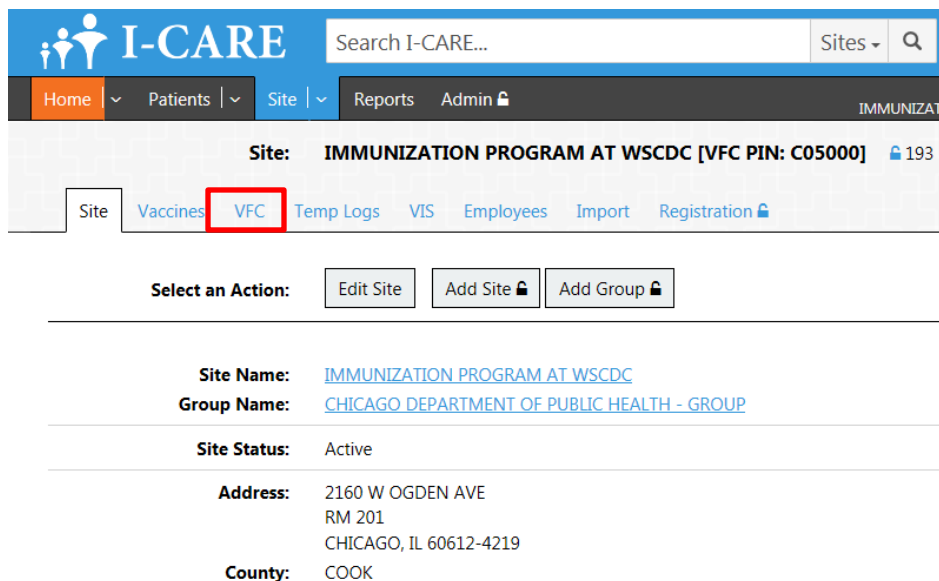
Step 1: Log into I-CARE.

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 with the I-CARE logo and a search bar. Below the header is a dark navigation bar with menu items: Home, Patients, Site (highlighted with a red box), Reports, and Admin. The main content area features a 'Welcome to I-CARE' message, a logo for the Illinois Comprehensive Automated Immunization Registry Exchange, and a green button that says 'New users start here >'. At the bottom, there is a navigation bar with links for 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 I-CARE site management page. The top navigation bar is similar to the previous screenshot, but the 'Site' menu is expanded, and the 'VFC' option is highlighted with a red box. Below the navigation bar, the site name is displayed as 'IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000]' with a lock icon and the number '193'. Below this, there is a row of menu items: Site, Vaccines, VFC (highlighted with a red box), Temp Logs, VIS, Employees, Import, and Registration. Below the menu items, there is a 'Select an Action:' section with three buttons: Edit Site, Add Site (with a lock icon), and Add Group (with a lock icon). Below this, there is a table of site information:

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
County:	COOK

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

The screenshot shows the I-CARE interface for the site "IMMUNIZATION PROGRAM AT WSCDC [VFC PIN: C05000]". The top navigation bar includes "Home", "Patients", "Site", "Reports", and "Admin". The site name and VFC PIN are displayed. Below the navigation, there are tabs for "Site", "Vaccines", "VFC", "Temp Logs", "VIS", "Employees", "Import", and "Registration". The "VFC" tab is selected. In the "Select View:" section, the "Enrollment" button is highlighted with a red box. Other buttons include "VFC", "Vaccine Requests", "Edit Site VFC", and "Print VFC...".

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 interface for the site "BCBS CDPH CARE VAN 1 [VFC PIN: CV0001]". The top navigation bar includes "Home", "Patients", "Site", "Reports", and "Admin". The site name and VFC PIN are displayed. Below the navigation, there are tabs for "Site", "Vaccines", "VFC", "Temp Logs", "VIS", "Employees", "Import (3,351)", and "Registration". The "VFC" tab is selected. In the "Select View:" section, the "Add 2020 Enrollment" button is highlighted with a red box. Other buttons include "VFC", "Vaccine Requests", and "Enrollment".

▼ Enrollment Year ⚡ Status ⚡ Status Date ⚡ Site ⚡ VFC PIN

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 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](#). *

- 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](#). *

- 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

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.

2020 VFC Enrollment
Chicago:

CV0001 BCBS CDPH CARE VAN 1 1288894501

2020 VFC Enrollment Edit

Enrollment Year: 2020
VFC PIN: [CV0001](#)
Site: [BCBS CDPH CARE VAN 1](#)

Address: 2160 W OGDEN AVE
RM 208
CHICAGO, IL 60612-4219
County: COOK
Phone Number: 312-746-6381
Fax Number: 312-746-6220

Please email Chicagovfc@cityofchicago.org to request any facility name, address, or phone/fax number changes.

Enroll Status: Draft

New Status: Requested

Add Comment:

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

Status Date: 01/13/2020

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.

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.