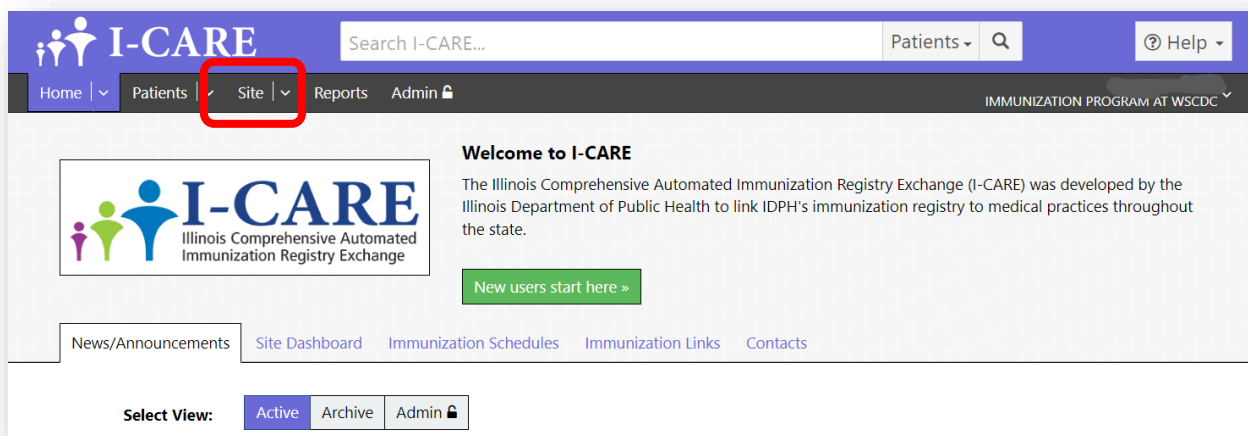


Instructions for Completing VFC Provider Enrollment in I-CARE

ACCESS THE COVID ENROLLMENT MATERIALS IN I-CARE

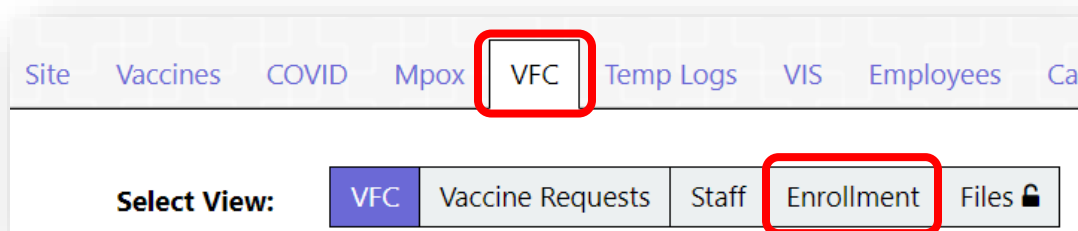
1. Log on to I-CARE

- Upon logging in, you will be on the Home News / Announcements section, then select the **Site** tab from the menu bar in the top left-hand corner

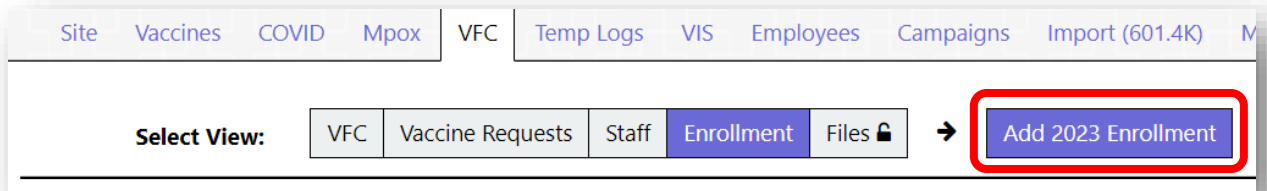


2. For VFC provider enrollment, choose the “VFC” tab, and then the “Enrollment” button

- From here, you will also be able to view all past enrollments



3. From there, click “Add 2023 Enrollment”



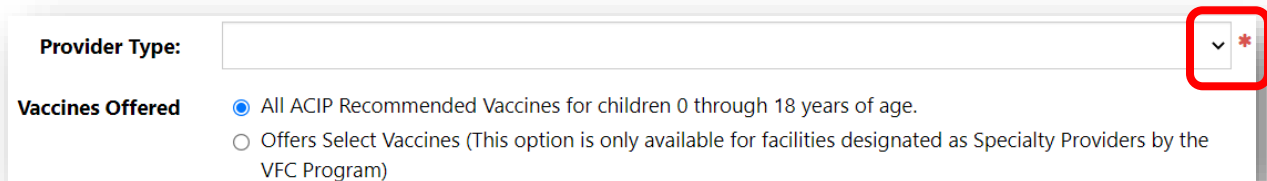
- Once you click this button, it will open up a draft of an enrollment (or re-enrollment) for participation in the VFC program for the year.

2023 Program Enrollment

Take care as some fields auto-populate with site-specific I-CARE data and may need to be changed manually to represent accurate, up-to-date information.

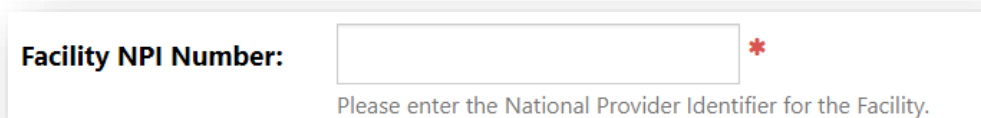
1. Designate provider type and confirm that you will be offering all ACIP-recommended vaccines for VFC-eligible patients of all ages

- Provider type can be selected by clicking on the dropdown menu (shown in red box below)
- A select few providers should choose “Offers Select Vaccines”, but that is only if they have already confirmed that they are deemed Specialty Providers for the VFC program



The screenshot shows a form with two sections. The first section is 'Provider Type:' with a dropdown menu that has a red box around it and a red asterisk. The second section is 'Vaccines Offered' with two radio button options: 'All ACIP Recommended Vaccines for children 0 through 18 years of age.' (which is selected) and 'Offers Select Vaccines (This option is only available for facilities designated as Specialty Providers by the VFC Program)'. A red asterisk is also present next to the second option.

2. List facility’s NPI (National Provider Identifier) number



The screenshot shows a form with a label 'Facility NPI Number:' followed by an empty input field and a red asterisk. Below the input field, there is a text prompt: 'Please enter the National Provider Identifier for the Facility.'

3. VFC Provider Agreement and VFC Policy Acknowledgement Certification Form

- To download a blank copy of these forms, click the links shown in red boxes below
- Print forms and fill them out manually
 - **Medical Director’s signature should be on both documents**
- Upload forms by clicking “Upload New Attachment” under respective document
- Click boxes to certify forms have been signed by all necessary parties and uploaded
- Medical Director should also read and certify that they understand the policies they agreed to read in the VFC Policy Acknowledgement Certification Form, shown in green box below

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
No data found				

[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 [VFC Loss and Replacement Policy](#). *

4. Report your patient population

- If data auto-populates here from prior enrollments, please double check to make sure patient population is still accurate
- CHIP patients should still be reported, regardless of the new blended inventory
- Be sure to also click the box for where you found the data used to report patient population

Patient Population: Current VFC provider's patient population data will be automatically populated from patient immunization records in I-CARE. If your patient population data does not appear accurate, click on "Contact Us" and select "VFC Illinois" to request assistance.

	< 1 Year Old	1-6 Years	7-18 Years	TOTAL
Enrolled in Medicaid:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
No Health Insurance:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
American Indian/Alaskan Native:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Underinsured (FQHC/RHC) (Disabled for non-FQHC/RHC Facility Type):	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
TOTAL VFC:	0	0	0	0
Insured (private pay/health insurance covers vaccines):	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Other Underinsured:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Children's Health Insurance Program (CHIP):	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
TOTAL NON-VFC:	0	0	0	0
TOTAL PATIENTS:	0	0	0	0

Underinsured: Children whose health insurance does not include vaccines, or only covers specific vaccine types. Underinsured children may only receive VFC vaccines, that are not covered by insurance, through 1) a Federally Qualified Health Center (FQHC), or 2) a Deputized Chicago Department of Public Health (CDPH) clinic.

CHIP – Children enrolled in the Illinois Children's Health Insurance Program (CHIP). These children are considered insured and are not eligible for vaccines through the VFC program.

Source of Data:

- Registry
- Benchmark
- Doses Administered
- Medicaid Claims Data
- Provider Encounter Data
- Other:

5. Inventory check

- Check your physical vaccine inventory against your I-CARE inventory; if they match up, you should click “Yes”. If they don’t, please click “No” and we will work with you to reconcile your I-CARE inventory

Patient Level Data for Accountability:

All Chicago VFC providers must provide patient-level data on a regular basis to show how each VFC vaccine was administered. This patient level data can either be manually entered directly into I-CARE or electronically transmitted to I-CARE from the provider's electronic medical record (EMR) system. VFC providers not in compliance will not be able to continue participating in the VFC program. If you need assistance setting up your EMR to transmit patient data, please click on "Contact Us" and select "HL7" as the category.

Does your physical VFC inventory count match the inventory listed in I-CARE?

Yes No *

6. Build / edit / confirm list of VFC staff

- Each site must have one designated Primary Vaccine Coordinator and at least one Backup Vaccine Coordinator in I-CARE
- If you are an existing provider, you should already see a list of your current VFC staff
 - To edit the existing list, click on the “Site/VFC/Staff view” link
- If you are a new provider, you should click on the “Site/VFC/Staff view” link to start adding employees
 - From there, you should click “Add VFC Staff” and enter all required information

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 Vaccine Coordinator - Primary		Active	VFC E-mail: Train Date:
VFC Vaccine Coordinator - Backup		Active	Train Date:
VFC Vaccine Coordinator - Backup		Active	Train Date:
VFC Vaccine Coordinator - Backup		Active	Train Date:
VFC Vaccine Coordinator - Backup		Active	Train Date:
VFC Vaccine Coordinator - Backup		Active	Train Date:
VFC Technical Support		Active	--

Showing 1 to 7 of 7 entries

- In order to gain vaccine ordering privileges, all vaccine coordinators must complete Module 10 and Module 16 of the CDC’s You Call the Shots trainings and complete the post course quiz and earn at least an 80%
 - These links can be found on the page when adding new VFC employees
- The certificate earned after completing the post course quiz should either be uploaded with the “Upload New Attachment” link, or by emailing it to ChicagoVFC@cityofchicago.org

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

Site Employee Login:

Coordinator Train Date:

Training Upload: Primary and secondary vaccine coordinators must receive training in vaccine storage and handling. Depending on the vaccine program, additional training may be required.

- [Vaccine Storage and Handling Training](#) (review required for all vaccine coordinators)
- [Vaccines for Children Program Training](#) (review required for all VFC vaccine coordinators)
- [IDPH Post Course Quiz](#) (required for all vaccine coordinators)

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

[Upload New Attachment...](#)

Coordinator Train E-mail Date: Date that the next VFC Coordinator Date expiration e-mail notification will be sent.

7. Upload appliance certifications

- All refrigerator or freezer units storing VFC vaccine need to have a digital data logger to read the temperatures of the unit, as well as a certificate of calibration from the data logger maintenance company certifying that the data logger is in proper working condition
- In this section of the enrollment, you should add / edit / confirm your list of refrigerators and/or freezers and upload the certificates of calibration you have for the digital data loggers on each unit, respectively

- To add a new appliance to this list, click on the “Site/Temp Logs/Appliances view” link in the red box below and then click “Add Appliance”

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

Appliance Name	Type	Scale	Status	Used For	Logger	Thermometer Status
KEVIN'S OFFICE FRIDGE - THERMO SCIENTIFIC	Freezer: Stand-alone refrigerator (pharmaceutical/medical grade)	Celsius	Active	VFC/Both	Yes	Certified 07/27/2023
VAX ROOM FREEZER - NORTHLAKE SCIENTIFIC	Freezer: Stand-alone freezer (household/commercial)	Celsius	Active	VFC/Both	Yes	Certified 07/27/2023
VAX ROOM GLASS FRIDGE - THERMO SCIENTIFIC	Refrigerator: Stand-alone refrigerator (pharmaceutical/medical grade)	Celsius	Active	VFC/Both	Yes	Certified 07/27/2023
VAX ROOM WHITE FRIDGE - NORLAKE SCIENTIFIC	Refrigerator: Stand-alone refrigerator (household/commercial)	Celsius	Active	VFC/Both	Yes	Certified 07/27/2023

Showing 1 to 4 of 4 entries

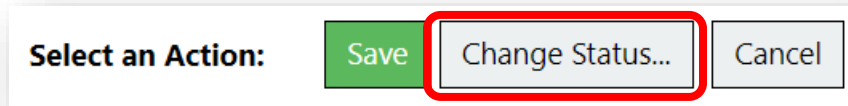
8. Opt in or out of IDPH VFC Provider Search

- IDPH provides a tool on their website for parents seeking VFC vaccine to be able to search on a map for providers near them
- Click the “Yes” bubble to show up on this search map tool, or “No” to be left off of this list

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?

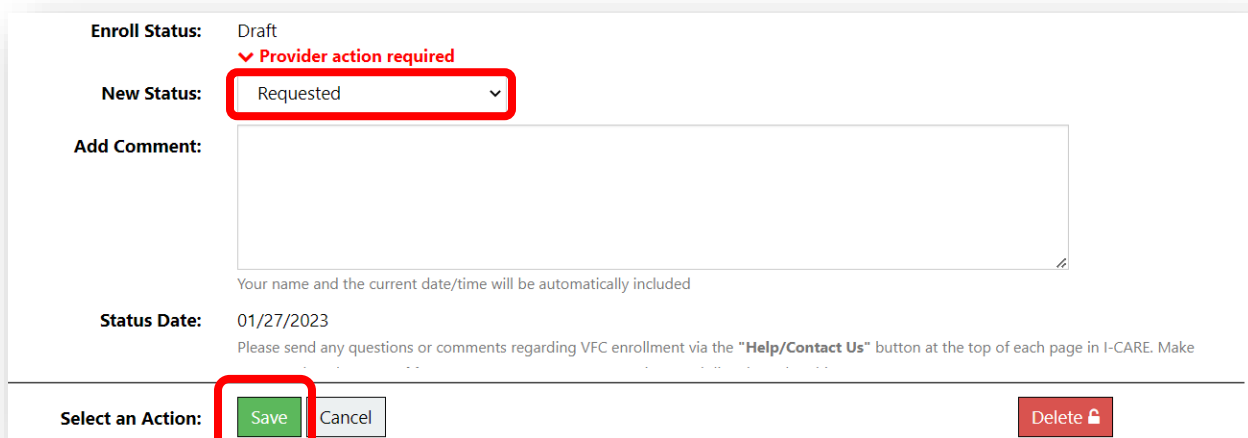
Yes No

9. Once the enrollment is complete, select **Change Status** at the bottom of the screen



Select an Action:

- Set New Status to **Requested** and add any comments you wish to include
 - Comments are seen by CDPH staff processing enrollment
 - Select **Save** at the bottom of the screen



Enroll Status: Draft
▼ **Provider action required**

New Status: Requested ▼

Add Comment:

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

Status Date: 01/27/2023
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

Select an Action:

CONTACT US

If you have any questions or need any assistance please do not hesitate to contact the CDPH Immunization Program at ChicagoVFC@cityofchicago.org