VFC Re-Enrollment Training 2023
Re-Enrollment Step Overview

1) Navigate to VFC tab in I-CARE and click Enrollment tab.
2) Click “Add 2023 Re-Enrollment”
3) Update Provider Type, Vaccines Offered and Facility NPI.
4) Sign and upload Provider Agreement and Policy Acknowledgement Forms and check all boxes.
5) Update Staff Information
   1) The following are required:
      1) Medical Director
      2) VFC Primary Coordinator
      3) VFC Back-Up Coordinator
      4) Technical Support
      5) Site may list additional contacts for VFC Providers
Re-Enrollment Step Overview

6) The All VFC Coordinators must have I-CARE Access and upload training.
   1) Vaccine Storage and Handling Training (WB4626)
   2) Vaccines for Children Program Training (WB4627)
7) Upload Certificate of Calibrations for both Fridge and Freezer.
8) Mark application as “Requested” to be reviewed by VFC team. Await further instructions.
Have Info Before Enrolling in I-CARE

- 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 2022. 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: Navigate to VFC 2023 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 1.5: Navigate to VFC 2023 Enrollment

- Select “Add 2023 Enrollment” to open and complete the 2023 Re-Enrollment requirements.
Step 2: Update Site Information

- Once the re-enrollment application is 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.

**Table:**

<table>
<thead>
<tr>
<th>Enrollment Year:</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC PIN:</td>
<td>CV0001</td>
</tr>
<tr>
<td>Site:</td>
<td>BCBS CDPH CARE VAN 1</td>
</tr>
<tr>
<td>Address:</td>
<td>2160 W OGDEN AVE RM 208 CHICAGO, IL 60612-4219</td>
</tr>
<tr>
<td>County:</td>
<td>COOK</td>
</tr>
<tr>
<td>Region:</td>
<td>Bellwood Region - 08</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>312-746-6381</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>312-746-6220</td>
</tr>
<tr>
<td>Enroll Status:</td>
<td>Draft Provider action required</td>
</tr>
<tr>
<td>Status Date:</td>
<td>01/27/2023</td>
</tr>
</tbody>
</table>

Please send any questions or comments regarding VFC enrollment via the "Help/Contact" page sure to select the "VFC Chicago" category so your message is routed directly to the Chicago Public Health Department Clinic (state/local)

- **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.
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.

<table>
<thead>
<tr>
<th>VFC Staff</th>
<th>Name</th>
<th>Status</th>
<th>Staff Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFC Medical Director</td>
<td>ESQUIVEL, ANNA</td>
<td>Active</td>
<td>VFC E-mail: <a href="mailto:blanca.alvarez2@cityofchicago.org">blanca.alvarez2@cityofchicago.org</a> Train Date: N/A</td>
</tr>
<tr>
<td>VFC Vaccine Coordinator - Primary</td>
<td>ALVAREZ, BLANCA</td>
<td>Active</td>
<td>Train Date: N/A</td>
</tr>
<tr>
<td>VFC Vaccine Coordinator - Backup</td>
<td>BALBARIN, DIANA</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>VFC Provider</td>
<td>ESQUIVEL, ANNA</td>
<td>Active</td>
<td>--</td>
</tr>
<tr>
<td>VFC Technical Support</td>
<td>JUEN, DAVID</td>
<td>Active</td>
<td>--</td>
</tr>
</tbody>
</table>
Step 4.1: 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 2023 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.
Step 5.1: VFC Coordinator Training

- Click hyperlink to access training info and link to the training
- Select the TCEO hyperlink at top if page to navigate to the ‘Continue Education’ site.
Step 6: Creating TCEO Account

- Once on the Training and Continuing Education Online (TCEO) webpage, click the “create account” hyperlink to set up an account. Fill out the required fields (marked by a red asterisk) and click the “create account” button at the bottom of the page to finalize your registration.
Step 6.1: Creating TCEO Account

• You will be asked to verify your email to finalize your account. Please navigate to your email and locate the email from tceonoreply@cdc.gov. Click on the hyperlink to verify your account.
Step 7: Search for Required Courses

- Once you click the hyperlink to confirm your account, you will be sent back to the TCEO webpage. Once here, navigate to the “Search Courses” section. Type in the one of the two required courses for 2023 in the search bar and click “Search”:
  - Course number “WB4627” for “Module 16 - Vaccines for Children Program”
  - Course number “WB4626” for “Module 10 - Storage and Handling”
- Scroll down to the search results and click on the course title
Step 8: Start Training

- After selecting the course, Click on the “Course Link” button to launch the course. Follow the instructions on the training portal to navigate through the course to completion.
Step 8.1: Start Training

- Select “Continue” at the bottom of the page to connect to the training slideshow. Answer all review questions throughout the lecture.
- This will apply to both training courses.
- You may pause the training and return to complete the course.
Step 9: Start Quizzes

- After you finish the training module, navigate back to the TCEO course page (this should still be open in the previous window or you can click the link at the end of the module). Once on this page, click the “continue” button. Select “0.1 CEU (other professionals)” for the type of continuing education, and then click the “save and continue” button at the bottom of the page.
Step 9.1: Start Quizzes

- Select the “Evaluation” hyperlink to take the course evaluation. Complete and submit the course evaluation.
- Once the evaluation is complete, you will be able to take the course posttest. Click on the “Posttest” hyperlink to launch the assessment. Take the course posttest—you must receive a minimum score of 80% to pass.
Step 9.2: Download Certificate

- Once successfully completing the course posttest, you will be able to download your certificate by clicking the “Download Certificate” hyperlink.
- Download Certificate for both courses.
Step 9.3: Start IDPH Post Course Quiz

- Upon completing the two lectures, click “IDPH Post Course Quiz”.

- On the right page, enter your name, email and site PIN number. Select all 4 site enrollment programs and the quiz questions will appear.
Step 9.4:

- Answer all quiz questions and click ‘Submit’. Upon Completion, instructions will explain that if you passed, you will receive a certificate of completion via DocuSign and if you fail you will be asked to retake the test.
Step 10: Uploading Certificates

- Once you have downloaded your 3 certificates, navigate back to your staff profile in I-CARE using the steps outlined previously.
- In this section, update the “Coordinator Train Date” to the date the training was completed.
- Next, click the “Upload New Attachment” hyperlink to add your certificate.
Step 11: Save I-CARE

• Once the training date has been updated and the certificates have been uploaded, save the staff profile using the green “Save” button at the bottom of the page.
Step 12: Add Active VFC Appliance

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

### 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.

<table>
<thead>
<tr>
<th>Appliance Name</th>
<th>Type</th>
<th>Scale</th>
<th>Status</th>
<th>Used For</th>
<th>Logger</th>
<th>Thermometer Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARE VAN 1</td>
<td>Refrigerator: Pharmaceutical/medical grade refrigerator/freezer</td>
<td>Celsius</td>
<td>Active</td>
<td>VFC/Both</td>
<td>Yes</td>
<td>Certified 07/27/2023</td>
</tr>
<tr>
<td>CAREVAN FREEZER</td>
<td>Freezer: Pharmaceutical/medical grade refrigerator/freezer</td>
<td>Celsius</td>
<td>Active</td>
<td>VFC/Both</td>
<td>Yes</td>
<td>Certified 07/27/2023</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries
Step 12.1: Add Active VFC Appliance

- 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 13: 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 14: Submitting Re-Enrollment

- Once all fields are completed, click on “Edit 2023 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.
2023 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.