

# 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.

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

**VFC PIN:** CV0001  
**Site Name:** BCBS CDPH CARE VAN 1  
**VFC Program:** VFC Chicago  
**VFC Status:** Active  
**VFC Enrollment:** 2022

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**Address:** 2160 W OGDEN AVE  
RM 208  
CHICAGO, IL 60612-4219  
COOK COUNTY

**Jurisdiction County:** COOK COUNTY  
**Region:** Bellwood Region - 08  
**Phone:** 312-746-6381

# Step 1.5: Navigate to VFC 2023 Enrollment



- Select “Add 2023 Enrollment” to open and complete the 2023 Re-Enrollment requirements.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: Home | Patients | Site | Reports | Admin. On the right side of the navigation bar, the user's name 'ELICH, KRISTIN' and their role 'IMMUNIZATION PROGRAM AT WSCDC' are displayed. Below the navigation bar, the site information is shown: 'Site: BCBS CDPH CARE VAN 1 [VFC PIN: CV0001] 76273855'. A horizontal menu contains several options: Site, Vaccines, COVID, Mpox, VFC, Temp Logs, VIS, Employees, Campaigns, Import (42.5K), My Sites, and Registration. Below this menu, there is a 'Select View:' section with a row of buttons: VFC, Vaccine Requests, Staff, Enrollment, and Files. The 'Enrollment' button is circled in red. To the right of the 'Enrollment' button is a blue button labeled 'Add 2023 Enrollment', which is also circled in red.

## 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.

<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 "Help/Contact Us" link. Be sure to select the "VFC Chicago" category so your message is routed directly to the Chicago Department of Public Health.
<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

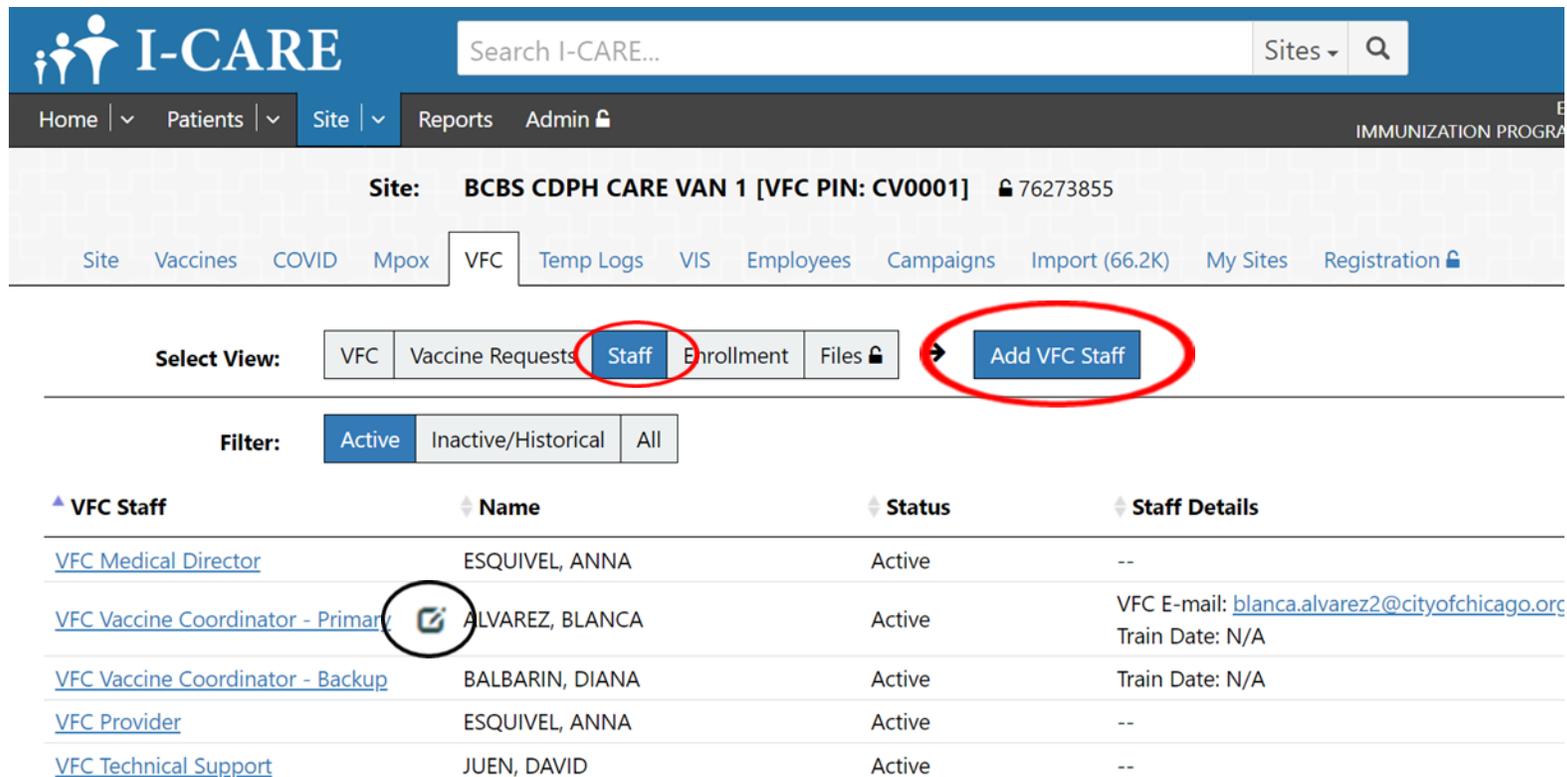
- Please ensure that your VFC Staff list (including any required documentation) is complete and up-to-date prior to submitting this enrollment. Current VFC staff can be viewed, changed, and added by clicking the Site/VFC/Staff view hyperlink.

**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 4.1: 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)



The screenshot shows the I-CARE system interface for managing VFC staff. The site is identified as "BCBS CDPH CARE VAN 1 [VFC PIN: CV0001]". The "VFC" tab is selected in the navigation menu. Under "Select View", the "Staff" view is active, and the "Add VFC Staff" button is highlighted with a red circle. The "Filter" section shows "Active" is selected. The table below lists the current VFC staff members.

^ 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 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.

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	--

Select an Action:

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Site: [BCBS\\_CDPH\\_CARE VAN 1](#)  
VFC PIN: [CV0001](#)

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VFC Staff: VFC Vaccine Coordinator - Primary  
Name: ALVAREZ, BLANCA  
VFC Staff Status: Active

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Title: PUBLIC HEALTH NURSE I  
Phone: 312-746-6247  
E-mail: [blanca.alvarez2@cityofchicago.org](mailto:blanca.alvarez2@cityofchicago.org)

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Medical License Number: --  
NPI Number: --

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VFC Vaccine Coordinator: Additional information is required for a VFC Vaccine Coordinator.  
Site Employee Login: [BLANCA.ALVAREZ4](#)  
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 vaccine coordinators)
- [IDPH Post Course Quiz](#) (required for all vaccine coordinators)

File Name	File Code	Description	File Status	Last Upload
<a href="#">CNE_JACertificate.pdf</a>		Vaccine Coordinator Training Documentation (Chicago)	Approved	04/25/2022 02:52 PM

# Step 5.1: VFC Coordinator Training



- Click hyperlink to access training info and link to the training
- Select the TCEO hyperlink at top of page to navigate to the 'Continue Education' site.

- [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)



**CE Instructions for  
WB4626: Immunization: You Call the Shots-Module Ten-Storage and Handling—2023  
(Credit expires 12/31/2023)**

**To receive continuing education (CE)**

In order to receive continuing education (CE) for WB4626: *Immunization: You Call the Shots-Module Ten-Storage and Handling—2023*, please visit [TCEO](#) at [www.cdc.gov/getCE](http://www.cdc.gov/getCE) and follow the [9 Simple Steps](#) by 12/31/2023.

**NOTE—You must pass the posttest at 80%. There are only 2 attempts allowed.**

If you have any questions or problems, contact CDC/ATSDR Training and Continuing Education Online via email at [ce@cdc.gov](mailto:ce@cdc.gov). You may also contact the CE Coordinator at NCIRD, Melissa Barnett at [MBarnett2@cdc.gov](mailto:MBarnett2@cdc.gov)

**PROGRAM DESCRIPTION:** You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination providers, or seasoned health care providers seeking a review. You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary. This module is the 10th in the series and focuses on vaccine storage and handling requirements.

**OBJECTIVES:** At the conclusion of the session, the participant will be able to:

- Define and explain cold chain management.
- Describe the components of routine procedures for vaccine storage and handling.
- Describe the components of emergency procedures for vaccine storage and handling.
- Identify proper vaccine storage equipment.
- Describe correct vaccine storage and handling for routinely recommended vaccine.
- Identify actions that should be taken if vaccines have not been stored properly.
- Describe each team member's role in the storage and handling of vaccines (including primary and alternate coordinators and other staff).
- Implement disease detection and prevention health care services (e.g., smoking cessation, weight reduction, diabetes screening, blood pressure screening, immunization services) to prevent health problems and maintain health.

**FACULTY/CREDENTIALS:**

M. Suzanne Johnson-DeLeon, MPH, Health Education and Information Specialist, CDC/NCIRD  
Andrew Kroger, MD, MPH, Medical Officer, CDC, NCIRD  
Sean Trimble, MPH, MLS (ASCP), CDC/NCIRD

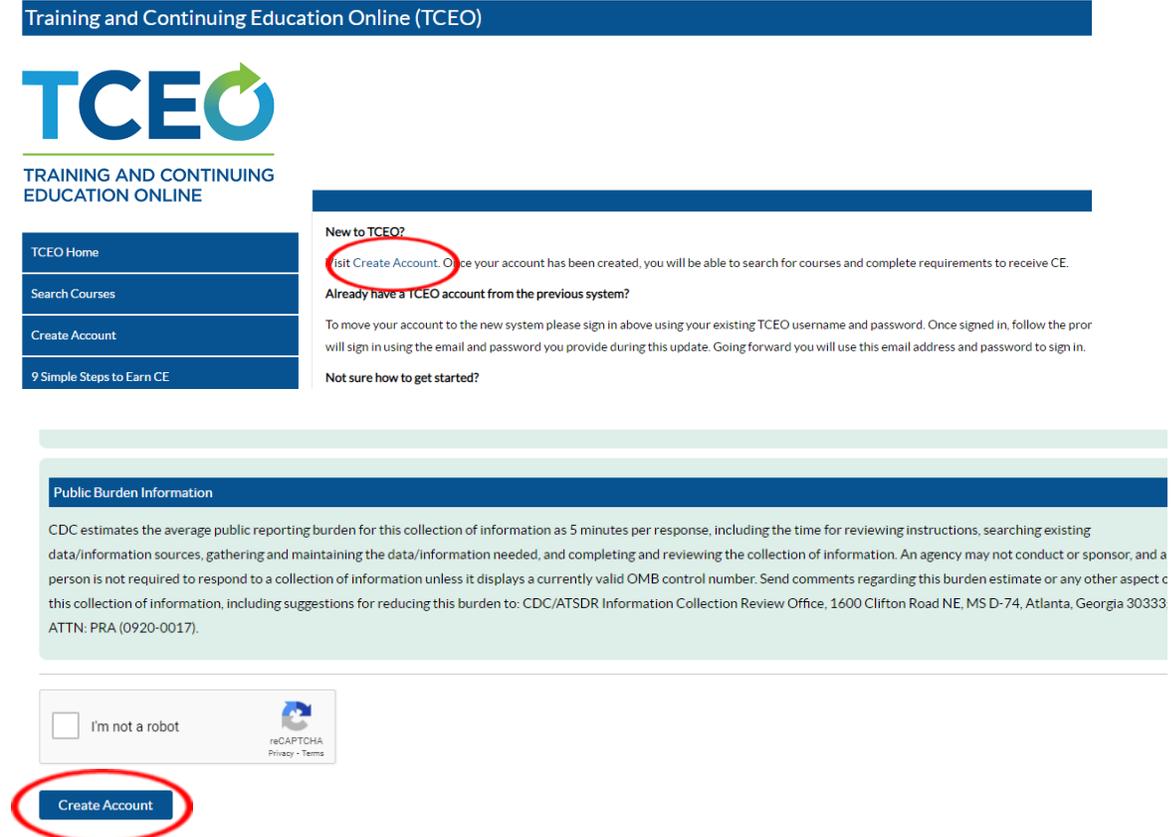
**ORIGINATION DATE:** 1/1/2023

**EXPIRATION DATE:** 12/31/2023

[Continue](#)

# Step 6: Creating TCEO Account

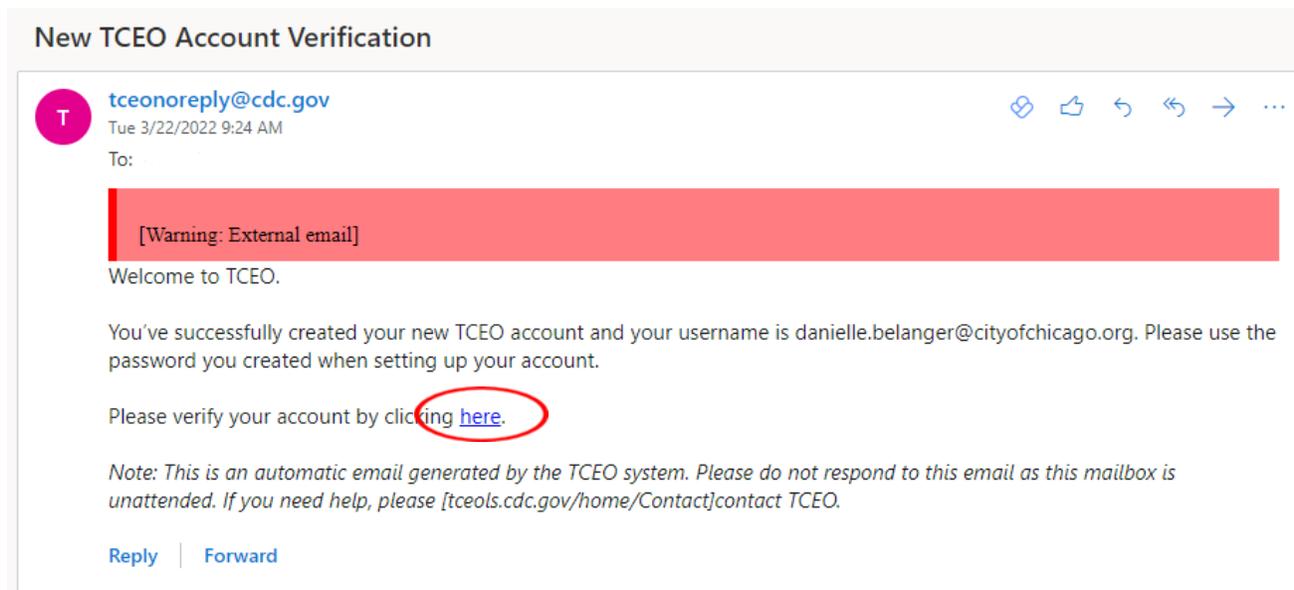
- Once on the Training and Continuing Education Online (TCEO) webpage, click the “create account” hyperlink to set up an account. Fill out the required fields (marked by a red asterisk) and click the “create account” button at the bottom of the page to finalize your registration.



The screenshot shows the TCEO (Training and Continuing Education Online) website. At the top, there is a blue header with the text "Training and Continuing Education Online (TCEO)". Below this is the TCEO logo, which consists of the letters "TCEO" in blue with a green circular arrow icon to the right, and the text "TRAINING AND CONTINUING EDUCATION ONLINE" underneath. A navigation menu on the left contains four items: "TCEO Home", "Search Courses", "Create Account", and "9 Simple Steps to Earn CE". The "Create Account" link is circled in red. The main content area has a section titled "New to TCEO?" with a sub-link "Visit Create Account." also circled in red. Below this, there is a section for "Already have a TCEO account from the previous system?" and a "Not sure how to get started?" link. A "Public Burden Information" section follows, containing text about CDC estimates and contact information. At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "Create Account" button, both of which are circled in red.

## 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](mailto: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

Training and Continuing Education Online (TCEO)

**TCEO**  
TRAINING AND CONTINUING EDUCATION ONLINE

**My Activities**  
Welcome Danielle Belanger.  
This page is where you can track your CE activities in progress, under Pending CE, and review those that are completed, under Completed CE.

To earn CE for courses:

- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
- Return to the Completed CE section of the My Activities page to download your certificate.

To earn CE for conferences:

- Complete the evaluation for each session you attended and the Entire Conference evaluation.
- Return to the Completed CE section of the My Activities page to download your certificate.

If you completed all requirements to earn CE, you can select the course again to change your enrollment.

**Pending CE**

**Completed CE** *Search courses to sign up for CE.*



**TCEO**  
TRAINING AND CONTINUING EDUCATION ONLINE

**Search Courses**

Search Browse

Use at least one of the following search options. **Scroll down for search results.**

Topic/keyword/course number:  
Vaccine Storage and Handling

CE type:  
-Any-

Date of conference/live event:  
-Any-

Meets CDC Quality Training Standards:

**Search**

## 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.

 Immunization: You Call the Shots-Module Ten-Storage and Handling-2023 (Web Based)

### Course Summary

Course: WB4626

UAN #: 0387-0000-20-010-H06-P

CE Expiration: 12/31/2023, 11:59 PM (ET)

Available CE: CME, PA, CNE, CEU, CPH, CHES, MCHES, CPE

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination providers, or seasoned health care providers seeking a review.

You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary.

This module is the 10th in the series and focuses on vaccine storage and handling requirements.

[Course Link](#)

Note: Clicking *Course Link* will take you to course content or to a landing page for the course outside of the TCEO system. After taking the course you will need to return to this page and click *Continue* to complete steps to receive continuing education for the course.

+ More Information

+ Continuing Education Accreditation Statements

Adjust Enrollment

# 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.

#### FACULTY/CREDENTIALS:

Michelle Banks, RN, MS, MBA, Lead Public Health Advisor, Vaccines for Children Compliance and Quality Improvement Team Lead, CDC/NCIRD  
M. Suzanne Johnson-DeLeon, MPH, Health Education and Information Specialist, CDC/NCIRD  
Kroger, Andrew MD, MPH, Medical Officer, CDC, NCIRD

ORIGINATION DATE: 01/01/23

URL: <https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>

EXPIRATION DATE: 12/31/2023

HARDWARE/SOFTWARE: Computer Hardware; Internet connection; Browser; MATERIALS: Internet connection and computer

TARGET AUDIENCE: Administrators, CHES certified health educators, Physicians, Epidemiologists, LPNs, LVNs, Medical assistants, medical students, NPs, nurse technicians, other health educators, Pharmacists, PAs, program managers RNS

PREREQUISITES: Participants should have a basic educational background in science including general knowledge in the subject areas of biology, immunization, and vaccine-preventable diseases.

FORMAT: This course is Enduring material.



JOINTLY ACCREDITED PROVIDER

In support of improving patient care, The Centers for Disease Control and Prevention is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

**CME:** The Centers for Disease Control and Prevention designates this Enduring activity for a maximum of 1 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**AAPA CME:** The Centers for Disease Control and Prevention has been authorized by the American Academy of PAs (AAPA) to award AAPA Category 1 CME credit for activities planned in accordance with AAPA CME Criteria. This activity is designated for 1 AAPA Category 1 CME credits. Approval is valid until 12/31/2023. PAs should only claim credit commensurate with the extent of their participation.

**CNE:** The Centers for Disease Control and Prevention designates this activity for 1 nursing contact hours.

**CPE:** The Centers for Disease Control and Prevention designated this knowledge-based event for pharmacists to receive .1 CEUs (1 contact hours) in pharmacy education. The Universal Activity Number is JA4008229-0000-23-002-H06-P.

Once credit is claimed, an unofficial statement of credit is immediately available on TCEOnline. Official credit will be uploaded within 60 days on the NABP/CPE Monitor.

**CEU:** The Centers for Disease Control and Prevention is authorized by IACET to offer .1 CEU's for this program.

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

#### For Certified Public Health Professionals (CPH)

The Centers for Disease Control and Prevention is a pre-approved provider of Certified in Public Health (CPH) recertification credits and is authorized to offer 0.1 CPH recertification credits for this program.

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

CDC, our planners, and content experts wish to disclose they have no financial relationship(s) with ineligible companies whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients.

Content will not include any discussion of the unlabeled use of a product or a product under investigational use.

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

**FEES:** No fees are charged for CDC's CE activities.

Continue

# 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.



TRAINING AND CONTINUING  
EDUCATION ONLINE

- TCEO Home
- Search Courses
- My Activities
- Manage Account
- Transcripts & Certificates
- 9 Simple Steps to Earn CE
- Frequently Asked Questions
- Contact TCEO

< Go Back to Search Results



Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

### Course Summary

Course: WB4500

UAN #: 0387-0000-20-010-H06-P

CE Expiration: 12/31/2022, 11:59 PM (ET)

Available CE: CME, PA, CNE, CEU, CPH, CHES, MCHES, CPE

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination providers, or seasoned health care providers seeking a review.

You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary.

This module is the 10th in the series and focuses on vaccine storage and handling requirements.

### Course Link

Note: Clicking *Course Link* will take you to course content the course outside of the TCEO system. After taking the course return to this page and click *Continue* to complete steps to education for the course.

+ More Information

+ Continuing Education Accreditation Statements



WB4500 - Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

### Select CE for Your Course

Select your continuing education type. You may select more than one. Depending on the type of CE you select, you may be prompted to provide additional information.

- 1 CME (physicians)
- 1 PA (physician assistants)
- 1 CNE (nurses)
- 0.1 CEU (other professionals)
- 1 CPH (public health professionals)
- 1 CHES (certified health education specialists)
- 1 MCHES (master certified health education specialists)
- 0.1 CPE (pharmacists)

Continue

Save and Continue

## 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.

Pending CE

Adjust Enrollment  
Cancel CE

(WB4500)  
Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

[Evaluation](#)  
Posttest

Required by 12/31/2022, 11:59 PM (ET)  
Required. Available after evaluation is complete.

Pending CE

Adjust Enrollment  
Cancel CE

(WB4500)  
Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

[Evaluation](#) ✓ Complete  
[Posttest](#) Required by 12/31/2022, 11:59 PM (ET)

## 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.

Completed CE

(WB4500)

Immunization: You Call the Shots-Module Ten-Storage and Handling - 2022 (Web Based)

[Download Certificate](#)

## 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.

**VFC Vaccine Coordinator:** Additional information is required for a VFC Vaccine Coordinator.  
**Site Employee Login:** [DANIELLE.BELANGER](#)  
**Coordinator Train Date:** 03/21/2022  
**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
<a href="#">CEUCertificate.pdf</a>	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: C05000 DANIELLE.BELANGER	Approved	03/22/2022 11:01 AM

[Upload New Attachment...](#)

**IDPH**  
**Vaccine Program Program and Management Training Post Course Quiz**

**Provider Training Requirements**

Key staff at all facilities participating in publicly funded vaccine programs must complete comprehensive training as part of the initial enrollment process and annually thereafter.

All staff involved in the receipt, management, administration, or transport of vaccines must complete training on proper storage and handling procedures by following the link below and reviewing each slide.  
[You Call the Shots-Module Ten-Storage and Handling-2022](#)

If you are the primary coordinator or backup for a Vaccines for Children Program provider, you must complete additional training by following the link below and reviewing each slide.  
[You Call the Shots-Module Sixteen-Vaccines for Children Program 2022](#)

What is your full name? \*

What is your email address? \*

What is your PIN number? \*  
If you work for a provider that does not yet have a PIN, select a new provider.  
Select or enter value

Which vaccine program is your site enrolled in? \*  
Please select all that apply

Vaccines for Children Program (VFC)  
 COVID-19 Vaccines Program (COVID-19)  
 Monkeypox Vaccines Program (MPX)  
 317 Vaccines Program (317)

Submit

## 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.



Success! We've captured your response.

If you pass, you will receive a certificate of completion via DocuSign. If you fail, you will receive a notification asking you to retake this test.

Thanks for your help and for all you do to help protect our loved ones from vaccine preventable disease.

-IDPH Vaccine Program

What is your full name? \*

What is your email address? \*

What is your PIN number? \*

If you work for a provider that does not yet have a PIN, select new provider.

Which vaccine program is your site enrolled in? \*

Please select all that apply

Vaccines for Children Program (VFC)

COVID-19 Vaccines Program (COVID-19)

Monkeypox Vaccines Program (MPX)

317 Vaccines Program (317)

Submit

# 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.

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

**Site Employee Login:** [KEVIN.HANSEN](#)

**Coordinator Train Date:** 03/14/2022

**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...](#)

# 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.

Search for Employee Search by name, region, e-mail, etc. Contact your area VFC staff employee for more info.

**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
<a href="#">2023 Training Certificate Vaccine Storage and Handling.pdf</a>	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: C05000 KRISTIN.ELICH	Approved	01/13/2023 02:55 PM
<a href="#">CEUCertificate.pdf</a>	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: C05000 ELICH, KRISTIN [KRISTIN.ELICH]	Inactive/Historical	03/25/2022 02:17 PM
<a href="#">IDPH Training Certificate 2023.pdf</a>	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: C05000 KRISTIN.ELICH	Approved	02/07/2023 01:49 PM
<a href="#">Module 16 Certificate.pdf</a>	Vaccine Coordinator Training Documentation (Chicago)	Vaccine Coordinator Training: C05000 KRISTIN.ELICH	Approved	01/22/2023 01:38 PM

[Upload New Attachment...](#)

**Coordinator Train E-mail Date:**

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

Select an Action:

# 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](#).

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="#">07/27/2023</a> ✓
<a href="#">CAREVAN FREEZER</a>	Freezer: Pharmaceutical/medical grade refrigerator/freezer	Celsius	Active	VFC/Both	Yes	Certified <a href="#">07/27/2023</a> ✓

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)

The screenshot shows the I-CARE system interface for site management. At the top, there is a navigation bar with 'Home', 'Patients', 'Site', 'Reports', and 'Admin'. Below this, the current site is identified as 'BCBS CDPH CARE VAN 1 [VFC PIN: CV0001]'. A secondary navigation bar includes 'Site', 'Vaccines', 'COVID', 'Mpox', 'VFC', 'Temp Logs', 'VIS', 'Employees', 'Campaigns', 'Import (66.2K)', 'My Sites', and 'Registration'. Under the 'Select View' section, 'Temperature Logs' and 'Appliances' are visible, with 'Add Appliance' circled in red. A 'Filter' section shows 'Active' selected. Below is a table of appliances:

Appliance Name	Type	Scale	Status	Used For	Logger	Therm Statu
<a href="#">CARE VAN 1</a>	Refrigerator: Pharmaceutical/medical grade refrigerator/freezer	Celsius	Active	VFC/Both	Yes	Certifie <a href="#">07/27/2</a>
<a href="#">CAREVAN FREEZER</a>	Freezer: Pharmaceutical/medical grade refrigerator/freezer	Celsius	Active	VFC/Both	Yes	Certifie <a href="#">07/27/2</a>

# 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.

Appliance: R°C CARE VAN 1 517771605

Appliance

Select an Action: [Edit Appliance](#) [Return](#)

---

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

---

Appliance Name: CARE VAN 1

Appliance Type: Refrigerator  
Appliance Unit: Pharmaceutical/medical grade refrigerator/freezer  
Temperature Scale: Celsius

---

Status: Active  
Used For: VFC/Both

---

Data Logger: Yes  
Thermometer Status: Certified  
**Certification Expire Date:** 7/27/2023  
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="#">REFRG_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 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

Select an Action: **Edit 2023 VFC Enrollment** | Print 2023 VFC Enrollment... | Return

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

Enroll Status: Draft  
**Providers 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 sure to select the "VFC Chicago" category so your message is routed directly to the Chicago VFC Program.

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