

Vaccines for Children Provider Updates - April 30, 2015

Vaccine Updates

HPV - Gardasil® 9:

Providers may select HPV 9 as their preference during the week of April 27. As a reminder, preferences must be updated PRIOR to submitting your end of the month inventory counts. Only items selected as an ordering preference will be available from the manage orders screen.

Single Dose Vaccines Available:

Providers may order the following vaccines in increments of 1 dose as needed – TD, MenHibrix, and Pneumovax 23. Order requests are subject to approval by VFC staff.

Additional Vaccine

Requests: Requests that exceed 30 doses above the amount presumed needed require a written justification explaining the increased need and approval by the Deputy Director or VFC Coordinator.

Program Updates

Annual Re-Certification

VFC will send annual re-certification forms to private provider offices enrolled in VFC starting on Monday, May 4. Public Health sites have already begun their re-certification with a due date of May 26. Private providers will have until June 1 to complete and submit the re-certification packet which includes the following:

- (1) VFC Provider Agreement
- (2) VFC Provider Profile
- (3) Accountability Policy
- (4) Loss Policy
- (5) Fraud & Abuse Policy

Items (1) and (2) must be returned to the VFC program preferably via email to DPH-gavfc@dph.ga.gov or via fax to 800-372-3627. Send documents ATTN: Ria Clarke and include your VFC PIN# in the subject line.

HPV 9 Shipments

In our last update, providers were notified of the availability of HPV 9. Many providers have already selected this vaccine as their HPV preference and orders for the new vaccine will begin to be approved tomorrow, Friday, May 1 for delivery next week. As a reminder, VFC strongly suggests that providers select the new vaccine as their preference while spending down current supply of HPV 4 doses. Be sure to check your preferences prior to submitting your inventory counts to ensure the new vaccine is available on your order screen.

Flu Season Pre-Book 2015-2016

The deadline for the 2015 VFC Influenza Pre-Book has passed. If you missed the deadline, you may submit your wait list request via the following link: <https://www.surveymonkey.com/r/2015VFCFLUWL>

The flu survey should only be completed by providers who did not submit a request prior to the February 16th deadline but wish to receive influenza vaccines for this upcoming season. Submissions to this survey will be added to our 2015-2016 VFC Influenza Vaccine Wait List.

Fulfillment of wait listed requests will begin after all pre-booked requests have been satisfied or supply for 100% of pre-booked requests has been secured. Wait Listed requests will be fulfilled according to vaccine availability. VFC cannot guarantee 100% fulfillment of all wait listed requests. Please be sure to use previous year's doses administered and billing data to determine vaccine estimates you will need to vaccinate your VFC and PeachCare eligible children 0 through 18 years of age during the upcoming flu season.

Beginning this year, each VFC Update features a VFC Provider Requirements and Guidelines Spotlight created to highlight sections of the VFC Provider Agreement, Vaccine Loss Policy, Accountability Policy and the Fraud & Abuse policy. The intent of the spotlight is to remind busy clinic staff of program requirements and to help staff better understand policies and protocols in place to ensure vaccine safety and accountability. Feel free to submit questions you would like to see addressed in this special spotlight. Send requests to DPH-gavfc@dph.ga.gov.

VFC Provider Requirements & Guidelines Spotlight:

GRITS - Electronically Update Your Inventory Counts by accepting inbound VFC transfers

Thanks to the new manage orders function in GRITS, reporters utilizing GRITS to manage their inventory no longer have to manually enter shipment data when VFC vaccine orders are received.

In the past, GRITS providers would receive their VFC shipment, check contents against packing slip and then manually enter the lot number, expiration date, and etc. into GRITS as a receipt of shipment. Now GRITS providers only need to do the following to update their inventory counts:

- (1) Log into GRITS using your standard login, do not use your manage orders login.
- (2) Click on the 'manage transfers' menu option in the blue menu panel to the left under 'Inbound Pending Transfers' you will find a list of vaccines shipped from 'VTrckS Organization/Georgia Vaccines for Children.
- (3) Providers will see one transfer line for each item included in the vaccine order. Review each line for accuracy including type of vaccine, number of doses shipped, lot number and NDC number. If all data matches what you actually received, accept the transfer.

When transfer data is accepted, inventory counts are automatically adjusted to reflect the inbound transfer and doses are available for administering immediately following. In some cases, providers may receive a partial shipment of direct ship items shipped from Merck (Varicella and Proquad) prior to receiving the balance of your order. In the event that items ordered are missing, review the order to see exactly what was approved for shipping and what may have been denied and therefore will not ship. If discrepancies remain, contact VFC by calling 404-657-5013 for assistance with resolving the issue.

Frequently Asked Questions related to accepting transfers to update inventory counts:

Question: *What if we forget to accept the transfer and shipments are manually entered?*

Answer: VFC strongly suggest that you accept the pending transfers and error subtract the doses from inventory. This option will result in negative doses listed in column J of the Vaccine Accountability Statement. When submitting your end of the month report, just send an email to DPH-gavfc@dph.ga.gov reminding VFC that your site used error subtract due to manual entry of the shipment instead of accepting the transfers.

Question: *What if the lot numbers in the inbound transfer is different from the lot number we actually received?*

Answer: Accept the transfers and then follow the instructions below to edit the lot number.

- Click the Manage Inventory menu item; click the Show Inventory button.
- Select the affected lot(s) by clicking the Trade Name\Presentation hyperlink, the Edit Vaccine Inventory Information screen is displayed.
- Scroll down and edit/update the Lot Number field.
- Click the Save button.

Question: *What if I received my shipment but the inbound transfer is not listed for me to accept?*

Answer: Technical issues with data uploads may often delay inbound transfer data. If the doses are needed for administering immediately, then manually enter the doses and then accept the transfers when they appear and error subtract those doses. Submit an account of the event to VFC with your end of the month report to explain negatives listed on the Accountability Report.

Question: *What if the transfer is missing items from the order we placed online?*

Answer: There are a few scenarios that can cause this

- (a)** Your order has been partially shipped, most likely you have received your direct ship items from Merck before the rest of your order. (Varicella and Proquad) The rest of your order will populate once the order has actually shipped from McKesson.
- (b)** Your order was altered from the original request. Log into GRITS using your manage orders login to review the order. Check for approved quantities and lines that were denied. You will only receive shipment transfers for quantities approved by VFC.
- (c)** Part of your order was manually entered due to vaccine unavailability during the time your order was placed. Orders entered manually into VTrckS by VFC staff will not appear in your transfer list. These orders must be manually entered as a receipt of shipment just as you have done in the past.

GRITS Online Manage Orders Updates

VFC is planning for the final phase of our transition to online vaccine ordering via the new manage orders function. All providers were required to request logins by December 2014, with an extended deadline of February 13. To move into Phase 6, all providers must have a login created by May 1 to avoid suspension of vaccine orders.

In Phase 6, VFC will work with GRITS to move the manage orders function to the standard GRITS login. In this final phase, separate manage orders logins will go away and providers will be able to use their standard GRITS login to access the manage orders function to place orders online.

Providers who have not received manage orders logins prior to May 1 will be suspended and orders will be held until the site has contacted VFC to update the contact information and have the suspension lifted.

Providers who have not received a login must immediately complete the online training and contact VFC for login credentials by calling (404) 657-5013 prior to May 1.

Link to online training: https://www.gritstest.state.ga.us/docs/ManageOrders_20FEB_2014_Final_Copy.htm

Tips and Reminders:

- **All providers must submit vaccine orders online including providers submitting monthly reports using the Excel form.**
- When placing orders online, be sure to order enough vaccine to restore your stock to a 3 month supply
- After shipments are received, remember to accept the vaccine transfers which will automatically update your inventory counts. Do not manually enter your inventory into GRITS (for GRITS reporters only).
- Check your order status frequently and contact VFC if a status remains stuck in one phase longer than the time frames listed below.
- Breakdown of order statuses:
 - Pending = needs review and approval by VFC. Order can be changed by the site. Orders should be in this pending state for no more than 3 days.
 - In Progress = Order is being reviewed by VFC and no changes can be made by the site. If an order is 'In Progress' for more than 1 day, follow up with VFC to determine the issue.
 - Denied = Entire order denied by VFC, contact the program to resolve the issue preventing approval of the order.
 - Approved = Order reviewed and approved by VFC, should transition to the next phase in 1 day or less
 - Sent to CDC/Distributor = Order data uploaded to VFC's vaccine management database VTrckS for processing and fulfillment by McKesson. Orders should remain in this status for approximately 4-5 days while orders is packed and shipped from McKesson.
 - Partially Fulfilled = a portion of the order has delivered and transfer data is pending acceptance
 - Fulfilled = The complete order has been delivered and transfer data is pending acceptance
 - Accepted = Order complete, shipment received, transfers accepted and doses have been added to the provider's current inventory count (accepting transfers to update inventory counts is only available to providers using GRITS to manage their inventory and submit monthly reports).

VFC Basics – Important Reminders

STORE VFC vaccines according to current CDC guidelines. VFC strongly recommends that frozen vaccines be stored in a pharmaceutical grade, commercial grade, or stand-alone unit. GA VFC will require providers currently using combination units to store frozen vaccines to adhere to this guideline as of **January 1, 2016**. More information on recommended frozen vaccine storage can be found in the CDC's Storage and Handling Toolkit by clicking on the following link <http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>

RECORD temperatures a minimum of twice per day using an NIST or ASTM certified thermometer with a current certificate of calibration. Refrigerator temperatures should remain between 35- 46° Fahrenheit and 2°-8° Celsius. Freezer temperatures should remain between 5° or colder Fahrenheit and -15° or colder Celsius. Temperature excursions outside of the required range should be reported to VFC immediately!

VERIFY AND DOCUMENT eligibility status for each patient during each immunization encounter. Be sure to differentiate between Medicaid and PeachCare CMO (Amerigroup, Peach State and WellCare). The two should be reported separately on the GRITS and the manual Excel reporting form.

REPORT doses administered to Medicaid patients separately from doses administered to PeachCare for Kids® patients. Doses administered to PeachCare for Kids® patients should be reported in the PeachCare column of the manual report.

REPORT usage, inventory, and wastage monthly via GRITS. Monthly reports are used to replenish vaccine shipments based on usage and inventory totals. Replenishment totals are based on a 3 month storage cushion and is calculated as follows:

Usage x 3 months – Inventory = # of doses to ship/doses presumed needed

~~NEW FOR 2015~~ **SUBMIT** orders online using the new GRITS Manage Orders function. Contact VFC to receive log in credentials if access has not been granted.

REVIEW GRITS monthly reports for errors presented as doses listed in the “Insured/Ineligible” column and doses listed as (-) or (over) on the Vaccine Accountability Statement. Submit a copy of the report and a written explanation of errors by fax or email to avoid shipping delays.

REPORT short dated vaccines 90 days prior to expiration. Per the VFC Loss Policy, providers are required to report expiring vaccines 90 days prior to expiration.

Contact Us

Georgia Vaccines for Children Program

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Atlanta, GA 30303-3142

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(404) 657-5736 fax

(800) 372-3627 toll free fax

DPH-gavfc@dph.ga.gov

<http://dph.georgia.gov/vaccines-children-program>

RETURN wasted and/or expired doses to McKesson within 6 months of expiration. VFC vaccine should not be discarded. Exemptions to this rule include expired/wasted multi-dose vials or expired/wasted syringes. Both however must be reported monthly.

RECORD date, vaccine manufacturer, trade name, lot number and VIS publication date in the patient records for every vaccine administered.

MAINTAIN a completed Vaccine Emergency/Disaster Recovery Plan in an accessible location in the event of refrigerator/freezer malfunctions, natural disasters, etc.

NOTIFY VFC of changes in staff, vacation, power outages, address change, etc. Physicians and nursing staff signed to the provider agreement are responsible for notifying VFC of any changes that may affect vaccine shipments.

REVIEW CDC guidelines for Storage and Handling and set protocols in place to ensure effectiveness of vaccine administered to patients.