

## CHECKLIST FOR VFC SITE VISIT PREPARATION

Depending on facility type and needs, visits may take 3-4 hours. Most providers also have a *Quality Improvement Visit* during site visits to review coverage rates and select improvement strategies. To prepare for the VFC portion, utilize this checklist. For more information, contact your Local Health Department or visit [www.michigan.gov/vfc](http://www.michigan.gov/vfc).

✓	AREA OF PREPARATION
	Key staff are available for the site visit (VFC Primary and Backup Coordinator at minimum).
	Annual training requirement is fulfilled and documented. For details, see <a href="#">Annual Training</a> .
	Review and bookmark/save the online VFC Resource Guide ( <a href="http://www.michigan.gov/vfc">www.michigan.gov/vfc</a> ) and the <b>NEW</b> <a href="#">VFC Provider Manual</a> .
<p><b>The following documents are available for review:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual training documentation: guidance is <a href="#">available here</a>.</li> <li><input type="checkbox"/> Vaccine Management Plan &amp; Emergency Plan: reviewed and signed annually. Its practices align with CDC, Michigan VFC, and LHD requirements, and are implemented appropriately.               <ul style="list-style-type: none"> <li>• Templates are <a href="#">available here</a>.</li> </ul> </li> <li><input type="checkbox"/> Up-to-date <a href="#">Vaccine Information Statements</a> (VIS). These must be Michigan versions.               <ul style="list-style-type: none"> <li>• A list of the most current is <a href="#">available here</a>.</li> </ul> </li> <li><input type="checkbox"/> “DO NOT DISCONNECT” signs are at outlets &amp; circuit breaker (breaker will be accessed at visit).               <ul style="list-style-type: none"> <li>• Signs are <a href="#">available here</a>.</li> </ul> </li> <li><input type="checkbox"/> 3 months of temperature logs for all units, and any excursion documentation if applicable.</li> <li><input type="checkbox"/> Borrowing Logs: all logs since date of last site visit (logs are <a href="#">available here</a>.)</li> <li><input type="checkbox"/> Certificates of calibration for all data loggers, including at least one backup data logger.</li> <li><input type="checkbox"/> Current versions are posted for: Vaccine <a href="#">Preparation &amp; Administration</a> and <a href="#">Storage &amp; Handling</a></li> </ul>	
	Staff can explain and define VFC eligibility categories and screening/documentation procedures. <ul style="list-style-type: none"> <li>• For specialty providers with modified screening requirements (Hepatitis B Provider, MI-AVP, etc.), ensure screening according to your program: See <a href="#">section 9 of Provider Manual</a></li> </ul>
	VFC staff can explain billing procedures for vaccine and administration fees. Our administration fee for non-Medicaid VFC-eligible patients is: \$ _____
	A random chart pull will allow review of at least 10 patient records and vaccine documentation.
	Immunization documentation includes: address of clinic, vaccine type, date given, manufacturer, lot number; publication date of VIS, date VIS provided; and the name and title of vaccinator
	All VFC documents are maintained for at least 3 years.
	Vaccine storage and handling aligns with CDC and MI VFC requirements (units, data loggers, vaccine placement, original packaging, etc.).
	Vaccine preparation, administration, and inventory practices align with CDC and MI VFC requirements (stock rotation and separation, vaccines offered, VAERs, etc.).
	Circuit breaker will be accessible. If additional power supply protection, this will be provided.
<p><b>Post-Checklist Provider Notes/To-Do's:</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	