



Become a New Mexico Vaccines for Children Provider!

Provider Enrollment



What is the Vaccines for Children (VFC) Program?

The VFC program is a federally-funded program that provides vaccines at no cost for children who might not otherwise be vaccinated because of an inability to pay. The goal of the VFC program is to protect against vaccine-preventable diseases by removing or reducing cost barriers to vaccination. Through a combination of Federal and State funding, enrolled school providers receive all Advisory Committee on Immunization Practices (ACIP)-recommended vaccines at **no cost**.

How can my school become a VFC Provider?

Complete and submit a Provider Assessment

<https://redcap.nmhealth.org/surveys/?s=MPATRCDA7M7CDRR>

Complete and submit a new VFC Provider Application Packet

- ✓ VFC Provider Agreement
- ✓ Provider Profile Form
- ✓ Provider Population
- ✓ 2023 Provider Addendum
- ✓ List of Additional Providers
- ✓ Hours of Operation and Vaccine Delivery Hours
- ✓ New Mexico Statewide Immunization Information System (NMSIIS) User Agreement
- ✓ NMSIIS Organization Agreement
- ✓ CHIL-e Training Certificates
- ✓ Digital Data Logger (DDLs) Certificates of Calibration
- ✓ NMSIIS Training Course Certificates

Electronically submit the digitally signed packet to VFC Manager, Lynne Padilla, lynne.padilla-truji@doh.nm.gov

Submit a copy of one of the following licenses with your application:

- NM Board of Pharmacy clinic license (PHO, FQCH, Community Health Center, Rural Health Center, school site, hospital)
- NM Board of Medical Examiners license (if chief provider is MD)
- NM Board of Osteopathic medical Examiners license (if chief provider is DO)
- NM Board of Nurturing Nurse Practitioners license (if chief provider is NP)

Staff Training Requirements

- CHIL-e (with or without CE Credit)
- New Mexico Statewide Immunization Information System (NMSIIS)

Storage Requirements (see pages 2-4 for more details)

- VFC 400 brand digital data loggers
- DDL current and valid Certificate of Calibration
- Stand-alone pharmaceutical-grade refrigerator and freezer*

* Household-combo or dormitory-style units are **not** approved for vaccine storage

Prepare for an Initial Site Visit

Prepare for your initial provider compliance site visit to ensure that providers and office staff are educated on VFC program vaccine management practices and requirements for participation in the New Mexico VFC Program and have the appropriate resources to implement them.

For more information, FAQs, educational requirements:

<https://www.nmhealth.org/about/phd/idb/imp/vfc/provider/>

VFC contact email:

Vaccine.Orders@doh.nm.gov

Is your school interested in joining the New Mexico VFC Program?

See an overview of VFC Program requirements below:

Enrollment & Recertification

- Enroll and submit completed/signed VFC Provider Application Packet.
 - *Hours of Operation and Vaccine Delivery Hours* form must show that the enrolling provider and appropriate staff are on site and available to receive vaccine at least one day per week, other than Monday, and for at least four (4) consecutive business hours during that day.
- Annually submit *Provider Population*.
- Recertify enrollment in the New Mexico VFC program in April/May of odd years (regardless of when the initial application was submitted).

Staff Training & Site Visits

- Designate a VFC Primary and Back-up Vaccine Coordinator; Immediately notify the VFC Program of staff changes electronically via 'Clinic Tools' in NMSIIS.
- All Vaccine Coordinators must complete NMSIIS User Training and annual CHIL-e Training.
- Participate in scheduled compliance visits, unannounced storage & handling visits, and other educational opportunities associated with VFC program requirements.

Vaccine Storage & Handling Recommendations

- Use only New Mexico VFC-approved stand-alone refrigerator and freezer units, and transport coolers for outreach events, with features that comply with the [CDC Vaccine Storage and Handling Toolkit](#) (i.e., purpose-built pharmaceutical- or biologic-grade units). Household-combo or dormitory-style units are ***not*** approved for vaccine storage
- Carefully search the internet for stand-alone refrigerator and freezer units that meet the proper dimensions (see pages 3 and 4) for the maximum doses stored within the year based on the volume of your practice:

Practice Volume	Required Equipment
Very High-Volume Providers (10,000+ doses/year)	Pharmaceutical- or biologic-grade stand-alone refrigerator and stand-alone freezer unit
High Volume providers (2,001-10,000 doses/ year)	Pharmaceutical- or biologic grade stand-alone refrigerator (16.7 cubic feet minimum) and stand-alone freezer unit -or- Commercial-grade stand-alone refrigerator and stand-alone freezer
Medium Volume providers (500-2,000 doses/year)	Pharmaceutical- or biologic-grade stand-alone refrigerator and stand-alone freezer (required for units between 4.9-6.1 cubic feet)
Low Volume Providers (less than 500 doses/year)	-or- Commercial-grade stand-alone refrigerator and stand-alone freezer units

Vaccine Storage & Handling Recommendations (continued)

- Verify that the storage unit's specifications meet all requirements.
 - Required specifications for **stand-alone refrigerators**:
 - Maintain consistent required storage of temperatures between 36° F and 46° F (between 2° C and 8° C) year-round.
 - Provide enough space to store the largest number of doses expected at the busiest time of the year (typically flu season), allowing enough room for air to flow around all the doses/vials (see table below).
 - Be under 10 years old.
 - Have door(s) that seal tightly and close properly.

REFRIGERATORS Maximum Doses in Storage	Minimum Cubit Feet
2000+	May need more than one refrigerator
1001-2000	40 cu ft.
901-1000	36 cu ft.
801-900	21-23 cu ft.
701-800	17-19.5 cu ft.
400-700	16.7 cu ft.
100-399	4.9-6.1 cu ft. (must be pharmaceutical- or biologic-grade)

Example of approved stand-alone refrigerator vaccine storage unit:



Pharmaceutical-grade Stand-alone Refrigerator for refrigerated vaccine

10.5 Cu Ft Keyed Door Lock Sliding Glass Door 2 to 8C Cycle Defrost 6 Adjustable Shelves Compact 23.75x26.5x59" Powder Coated Steel White Leveling Legs With Magnetic Door Gasket For Positive Seal/Probe Access Port (3/8")/LED Interior Light/Back Wall Evaporator Cover/Forced Draft Circulation Audible/Visual Alarms/Remote Alarm Contacts C-UL/Energy Star/UL Listed Digital Temperature Display Right Hinge/Non-Reversible 2 Probes: 1 In Air/1 in Sample Bottle HF

Vaccine Storage & Handling Recommendations (continued)

- Verify that the storage unit's specifications meet all requirements.
 - Required specifications for **stand-alone freezers**:
 - Maintain consistent required storage temperatures between -56°F and 5°F (between -50°C and -15°C).
 - Provide enough space to store the largest number of vaccine doses expected at the busiest time of the year, with sufficient space for frozen water bottles (see table below).
 - Have door(s) that seal tightly and close properly.

FREEZERS Maximum Doses in Storage	Minimum Cubic Ft
501-600	7-14.8 cu. ft.
201-500	5-5.6 cu. ft.
0-200	3.5-4.9 cu ft

- NOTE: If a manual defrost freezer is used, it requires weekly monitoring and defrosting when frost is one (1) centimeter thick on the inside walls; an on-site VFC-approved backup freezer is required for the temporary storage of frozen vaccine during manual defrost of the primary unit.
- A frost-free unit with an automatic defrost cycle is preferred if regular manual defrosting cannot be assured, or there is no approved on-site backup freezer

Example of approved stand-alone freezer vaccine storage unit:



Stand-alone Freezer for frozen vaccine

Freezer Item Compact Upright Freezer /Freezer Capacity 4.3 cu ft/
Temperature Range (C) -25 Degrees to -12 Degrees C /Temperature Range
(F) -13 Degrees to 10 Degrees F /Control Type Adjustable Thermostat/ Color
White/Defrost Manual/ Cord Length 5 ft/Voltage 120/ Amps 15 A/ Door
Hinge Side /Door Style Solid, Swing/ Overall Height 36 1/8 in Overall Width
23 5/8 in Overall Depth 24 1/2 in /Refrigerant Type R600a / Includes 2
Quick Freeze Shelves, 3 Door Shelves, Manual Defrost Drain, Mechanical
Thermostat, Reversible Door Hinge/ Agency Compliance CSA, UL /Energy Star
Compliant Yes/Number of Doors 1/Type Upright/Green Certification or Other
Recognition ENERGY STAR(R) Certified

New Mexico VFC Program requirements

Vaccine Storage & Handling Recommendations (continued)

Examples of approved vaccine storage and equipment:



Transport Coolers for transfer of vaccine

Transport coolers are recommended for off-site vaccine outreach and emergency transfer of vaccine

See pack out specifications below



Frozen Solution (-20 C)

PX1L Refrigerant: PXC Coolant Packs	PX3L Refrigerant: PCM Belts (patent pending)	PX6L Refrigerant: PCM Belts (patent pending)	PX 12L Refrigerant: PCM Belts (patent pending)
Payload Temp: -20°C, -15°C, -10°C, 2-8°C	Payload Temp: -20°C	Payload Temp: -20°C	Payload Temp: -20°C
Performance: 12 hours or more,	Performance: 12 hours	Performance: 12 hours	Performance: 12 hours
Pack Out: Universal	Pack Out: Universal	Pack Out: Universal	Pack Out: Universal
Outer Dimensions LxWxH Inches: 13.7 x 7.9 x 11.5 (LxWxH mm): (348 x 201 x 292)	Outer Dimensions LxWxH Inches: 11.3 x 11.3 x 11.3 (LxWxH mm): (287 x 287 x 287)	Outer Dimensions LxWxH Inches: 13 x 13 x 11.3 (LxWxH mm): (330 x 330 x 287)	Outer Dimensions LxWxH Inches: 14.5 x 14.5 x 14.5 (LxWxH mm): (368 x 368 x 368)

Refrigerated Solution (2-8 C)

PX1L Refrigerant: PXC Coolant Packs	PX3L SUMMER Refrigerant: PCM Belts (patent pending)	PX3L UNIVERSAL Refrigerant: PCM Belts (patent pending)	PX6L Refrigerant: PCM Belts (patent pending)	PX12L Refrigerant: PCM Belts (patent pending)
Payload Temp: -20°C, -15°C, -10°C, 2-8°C	Payload Temp: 2-8°C	Payload Temp: 2-8°C	Payload Temp: 2-8°C	Payload Temp: 2-8°C
Performance: 12 hours or more	Performance: 12 hours	Performance: 12 hours	Performance: 12 hours	Performance: 12 hours
Pack Out: Universal	Pack Out: Seasonal Summer	Pack Out: UNIVERSAL	Pack Out: Seasonal Summer	Pack Out: UNIVERSAL
Outer Dimensions LxWxH Inches: 13.7 x 7.9 x 11.5 (LxWxH mm): (348 x 200 x 292)	Outer Dimensions LxWxH Inches: 11.3 x 11.3 x 11.3 (LxWxH mm): (287 x 287 x 287)	Outer Dimensions LxWxH Inches: 11.3 x 11.3 x 11.3 (LxWxH mm): (287 x 287 x 287)	Outer Dimensions LxWxH Inches: 13 x 13 x 11.3 (LxWxH mm): (330 x 330 x 287)	Outer Dimensions LxWxH Inches: 14.5 x 14.5 x 14.5 (LxWxH mm): (368 x 368 x 368)

New Mexico VFC Program requirements

Vaccine Storage & Handling Recommendations (continued)

- Use VFC 400 brand DDLs* to continuously monitor temperatures for all on-site storage units that store VFC vaccines.
 - Maintain current and valid certificates of calibration
 - Ensure a backup DDL is available for use
 - Submit DDL logs to NMSIIS on or before the first day of each month
 - Immediately report temperature excursions to VFC Regional Coordinator
- * **School clinics may request to use a DDL loaned from the New Mexico Immunization Program.**

VFC 400® Digital Data Logger for Refrigerated/Frozen Vaccine (required)



Calibrated accuracy of ± 0.3 Deg C from +40 to -40° C/ Audible and visual alarm for out-of-range temperatures/ Battery Life Typically 1 year of operation/ Certificate of Calibration NIST traceable, compliant to ISO 17025:2017/ Requires docking station/ Connectivity USB/ Displays low battery indicator, current temperature, minimum and maximum temperature, alarm, duration of alarm, time, recording, stopped, and summary of days collected/ Download Time typically less than 10 seconds/ User programmable logging rate from every 30 seconds to hourly/ Power source 3V CR2032 (LiMnO₂) coin cell battery, user replaceable/ Memory storage of 15,905 readings/ Removable remote probe mounted in a shatter proof bottle in glycol solution/ Sensor cable length: Standard 5' long (optional 10' length is available)

- Complete and maintain up-to-date Routine *and* Emergency Vaccine Management Plans annually or when staff changes occur; Ensure all staff are familiar with Emergency Plan.

Screening & Eligibility

- Screen patients and document eligibility status at each immunization visit for VFC eligibility (i.e., federally or state-vaccine eligible).
- Eligible patients are 0 to 18 years of age who meet one or more of the following criteria:
 - American Indian or Alaska Native
 - Enrolled in Medicaid or Medicaid eligible
 - Uninsured or Underinsured (i.e., has insurance but the coverage does not include vaccines).

Inventory Management

- Enter all VFC and state-supplied inventory into NMSIIS appropriately.
- Reconcile NMSIIS inventory each month (whether placing an order or not).
- Order vaccine within the monthly timeframe, or “window”, assigned to the site (ensuring new order is placed immediately after inventory reconciliation).

Vaccine Administration

- Administer VFC-purchased vaccine to only eligible patients, including any VFC-eligible child who presents requesting a vaccine, at no charge to the patient/parent/guardian.
- Report patient’s demographic and vaccination information to NMSIIS within 10 days of administering an immunization per state law (i.e., insurance status, vaccine manufacturer, lot number, vaccination date, funding source, VIS given, etc.)