MnVFC site visits
The Minnesota Vaccines for Children (MnVFC) program has started doing site visits for 2019. If your site has a visit this year, complete and email back the Pre-visit Checklist when a date for the site visit has been scheduled. If your site is not due for a site visit this year, we may still visit you. We are required to do a certain number of unannounced visits every year. These visits are shorter and focus on vaccine storage and handling.

What were the most common items that required follow-up after a MnVFC site visit in 2018?

- Changes to key staff (did not complete annual online training or notify our program with changes).
- Certificates of calibration (calibration date expired or could not locate certificates).
- Temperature documentation (not documenting min/max temperatures or writing in alarm settings).
- Vaccine management plan (not reviewed, updated, and/or signed).
- Back-up temperature monitoring device (did not have or was not currently calibrated).

Provider agreement
The MnVFC program is now collecting provider agreements every 2 years at the time of your site visit. Once your visit is scheduled, please complete the 2019-2021 MnVFC Program Provider Agreement for your site on the MnVFC Required Reports and Trainings (www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html) page. Even if you submitted the 2019 Provider Agreement last fall, you must do the 2019-2021 at the time of your visit.

Severe weather
Weather can be unpredictable this time of year. Follow these steps to prevent vaccine loss:

1. **Review** your emergency vaccine management plan making sure it is up-to-date.
2. **Train** new staff and those in key roles on your emergency vaccine management plan.
3. **Practice** your plan with staff to be sure everyone knows how to respond.
4. **Check** your equipment. It needs to be readily available and functional.

Power outages
Be prepared to act if your site has a power outage. CDC’s Vaccine Storage and Handling Toolkit (www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html) has helpful information on page 26.

Other helpful resources:

- **MnVFC Policies and Procedures Manuals** on MnVFC Required Annual Reports and Trainings (www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html).