MnVFC Program

Date: September 30, 2019

To: MnVFC Providers

From: MnVFC Program

Re: Annual Re-enrollment due November 30 and New MnVFC Requirement

It’s time for all sites to do their annual re-enrollment for the MnVFC program. Please review the information below to see what you need to do and when. Note that there have been some changes from past years!

All re-enrollment materials are located on MnVFC Required Annual Reports and Trainings (www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html). Ordering privileges may be suspended if you do not submit these reports and forms.

Requirements due Nov. 30

All sites need to follow these three steps by Nov. 30 to re-enroll:

1. Have your immunization manager, vaccine coordinator, and their backups read the 2020 MnVFC Policies and Procedures Manual and sign the signature page (page 9), certifying that they have read the manual.

2. Complete the MnVFC Online Training. Staff in key MnVFC roles must print the certificate of training, keep with MnVFC paperwork, and have available for site visits.

3. Complete and submit the 2020 Annual Report of the Number of Immunized Pediatric Patients.
   - If you redistribute vaccine to satellite sites, the parent site may submit one annual report that includes data from those sites.

Replacement method sites also need to do this additional step by Nov. 30:

4. Complete the 2020 Replacement Method of Vaccine Management Agreement.

Requirements due at site visit – new!

The MnVFC Program Provider Agreement is now due every 24 months. It will be collected at the time of your next site visit. You will receive a reminder to complete the agreement when your site visit is scheduled.

New MnVFC requirement in 2020

Beginning Jan. 1, 2020, you cannot store vaccine in the freezer section of a combination household unit. Refer to the “How to Manage the MnVFC Program” section of your policies and procedures manual for more information.

Checklist for required action steps

Use this checklist on page 5 of your 2020 Policies and Procedures Manual to help you keep track of these important dates and timelines.

Questions?

Contact the MnVFC program staff at health.mnvfc@state.mn.us or 651-201-5522.

MnVFC Program
651-201-5522, 800-657-3970
www.health.state.mn.us/vfc