MnVFC Replacement Method of Vaccine Management Checklist

This checklist is an overview of required activities for clinics using the replacement method of vaccine management. If you are unsure if your clinic can meet the requirements below, contact the Minnesota Vaccines for Children (MnVFC) program for assistance. Replacement sites that cannot meet these requirements will need to transition to the separate stock method of vaccine management.

1. **Complete the following activities from** [Required Annual Reports and Trainings](www.health.state.mn.us/divs/idepc/immunize/mnvfc/required.html) **each year by Nov. 30.**
   - [ ] Read and implement the requirements in the *MnVFC Replacement Method Sites: Policies and Procedures Manual*.
   - [ ] Watch the MnVFC Replacement Method Sites Online Training.
   - [ ] Complete and sign the MnVFC Program Provider Agreement.
   - [ ] Complete and sign the MnVFC Program Replacement Method Agreement.
   - [ ] Complete and sign the Annual Report of the Number of Immunized Pediatric Patients.

2. **Submit dose-level eligibility information to the Minnesota Immunization Information Connection (MIIC) for all vaccines administered to patients 18 years of age or younger.**
   - If your site plans to manually enter dose-level eligibility into MIIC:
     - [ ] Train your staff to enter dose-level eligibility into MIIC.
   - If your site electronically uploads vaccine administration data into MIIC:
     - [ ] Meet with your electronic health record (EHR) staff and discuss how your site will be able to submit this information to MIIC. For technical information about dose-level eligibility specifications, see [Reporting Dose-Level Eligibility to MIIC](www.health.state.mn.us/divs/idepc/immunize/registry/hp/reportdose.pdf).

3. **Confirm that your site has written policies that describe:**
   - [ ] Your process for identifying and documenting the patient’s MnVFC eligibility status.
   - [ ] Vaccine ordering procedures that include how to determine the number of doses to order.

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*To obtain this information in a different format, call: 651-201-5414.*