



State of New Jersey

DEPARTMENT OF HEALTH

DIVISION OF EPIDEMIOLOGY, ENVIRONMENTAL AND OCCUPATIONAL HEALTH
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To: New Jersey Vaccines for Children (VFC) and 317-Funded Adult (317) Program Providers

Date: October 30, 2015

Re: 2016 Provider Re-enrollment

In order to remain an active participant with the New Jersey Vaccines for Children (VFC) and/or the 317-Funded Adult (317) Program in 2016, every provider must re-enroll between November 2, 2015 and December 12, 2015. All providers must re-enroll during this period, regardless of any recent enrollment activities. **Faxed enrollment forms are no longer accepted.**

ANNUAL EDUCATION REQUIREMENT FOR PRIMARY AND BACKUP VACCINE COORDINATORS

1. The Primary Vaccine Coordinator and Backup Vaccine Coordinator are required to have annual education as required by the Centers for Disease Control and Prevention (CDC). The education requirement must be completed during this calendar year (2015). Any education taken prior to January 1, 2015 cannot be used for this year's re-enrollment. If both vaccine coordinators have not completed the education requirement then your office's re-enrollment will **not be approved**.
2. The Primary and Backup Vaccine Coordinator are required to have completed one of the following, to meet the annual educational requirement, after January 1, 2015:
 - a. **New Jersey Immunization Conference** – attending the 2015 New Jersey Immunization Conference Storage & Handling Breakout Session. Attendance at the 2014 VFC Conference does not count towards meeting the education requirement. The conference will be held on November 12, 2015 at The Renaissance Woodbridge Hotel. For more information, please visit <http://www.aapnj.org/showcontent.aspx?MenuID=1053>
 - b. **Understanding VFC and 317: Annual Provider Education Webinar** – Register for this webinar at <https://attendee.gotowebinar.com/rt/4448216494727924993>
 - c. **You Call the Shots: Vaccines for Children (VFC) 2015 & Vaccine Storage and Handling 2015 Modules** – You must take both modules to satisfy the education requirement. Fax **certificates of participation** to the VFC Program (609-826-4868) to receive credit for taking these trainings. Be sure to put your provider PIN number on each certificate.

Annual education requirements are located on the VFC documents page online
<https://njiis.nj.gov/njiis/html/vfc.html>

Guidance for obtaining CE certificate for the You Call the Shots modules can be found online at
<http://www.cdc.gov/vaccines/ed/ce-credit-how-to.htm>

VFC AND 317 RE-ENROLLMENT WILL BE ONLINE, ELIMINATING PAPER DOCUMENTS AND STREAMLINING THE RE-ENROLLMENT PROCESS

1. Sign into NJIS or IMODS (Online re-enrollment works with Internet Explorer Version 8 or higher, other browser types are not fully supported)
 - a. In NJIS, click on NJIMODS on the left, then VFC Reenrollment
 - b. In NJIMODS, on the left, click on VFC Re-enrollment
2. The 2015 re-enrollment form will appear
 - a. The information you see on the form is pre-populated for you based on your last enrollment.
 - b. Read each box to ensure it contains correct and current information.
 - c. All information on the re-enrollment form will be validated by VFC staff. Enter any additional comments in the comment box provided at the bottom of the form.
 - d. Any inaccurate or falsified information will cause your application to be **rejected**.
 - e. One Licensed Medical Provider/physician; must be indicated as the Medical Director.
 - f. The physician indicated as the Medical Director must be the same person who signs as the Lead Physician at the bottom of the form.
 - i. Ensure that the Lead Physician reads the Provider Enrollment Agreement. The Lead Physician is responsible for ensuring that all VFC or 317 program policies and procedures are carried out in the office.
 - g. Vaccine Delivery Hours should be listed in **military time** from 00:00 hours to 24:00 hours. Monday delivery hours are not an option. The office must be open to receive vaccine at least one half day between Tuesday and Friday.
 - h. All provider offices are required to have National Institute of Standards and Technology Thermometers (NIST). Select the Type, enter the Certification Number (serial number), and Date of Expiration for each thermometer in your office. Also, all offices are now **required** to have a backup NIST thermometer.
 - i. Read the Provider Enrollment Agreement by clicking on "Click Here" in the Agreement section located near the bottom of the page. You will not be able to submit the re-enrollment until you read the agreement.
3. A pop-up will appear if the form is incomplete or incorrect information was entered. Correct all items and click Continue to submit the form.
4. Print a copy of the form once it is submitted.
5. VFC will send an automated email confirming the form was submitted successfully.
6. If your re-enrollment is **rejected**, an email will be sent indicating which corrections are necessary to complete the re-enrollment process. You must **re-submit** a new re-enrollment form with the necessary corrections.
7. All approved provider re-enrollment forms will be activated on January 4, 2016. Once your application has been activated, you will see that your current Enrollment Expiration Date has been changed and will expire January 2017.

The NJVFC Program is very pleased to offer this enhanced re-enrollment process to our providers this year and has taken many steps to ease and simplify this requirement. However, should you have any questions or issues in completing the online re-enrollment process, please contact the program at (609) 826-4862 and a customer service representative will assist you.