

Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

Guide for Clinics Moving from COVID-19 to CVP Program:

Vaccine Ordering, Returns and Vaccine Choice:

- [Vaccine Ordering](#) – Facilities can order once a month in their assigned date range, either 1 through 15th or 16th through the end of month.
- Submit [Vaccine Returns](#) in the IIS to generate a return shipping label for expired/spoiled vaccines.
- [Vaccine choice](#) is the opportunity to select the brand and presentation of vaccine when there is more than one option for a vaccine type. It occurs when a provider first enrolls in the CVP and then twice a year thereafter. Vaccine Choice usually takes place in April and October and is open for a minimum of two weeks.

Reporting:

- Submit paper [Temperature Logs](#): Record daily minimum and maximum temperatures and twice daily vaccine storage unit temperatures and submit logs every month via your unique REDCap portal link.
- Review the [Inventory Guide](#): How to submit required monthly report.
- Vaccine loss of any kind should be recorded on the [Vaccine Loss Log](#). Post the log on your facility's vaccine storage unit(s) and email to WACHildhoodVaccines@doh.wa.gov if the loss is greater than \$2500.

Eligibility Screening, Vaccine Information Statements (VIS) and Billing:

- Review and use the program's [Eligibility Guide](#) to ensure accurate documentation of patient eligibility status and billing for all CVP vaccines administered to patients under 19.
- Sign up for CDC [Vaccine Information Statement \(VIS\) Alerts](#) & check to ensure all VIS are up to date. Federal law requires that healthcare staff [provide](#) a VIS to a patient, parent, or legal representative [before](#) every dose of childhood vaccine.
- Review the Washington Vaccine Association (WVA)'s [Billing Guide](#) to ensure the clinic correctly bills for commercially insured patients. This billing is a program requirement. For questions on the WVA billing guide, please email info@wavaccine.org or call 1-888-928-2224.

Provider Agreement and Training:

- [Provider Agreement Renewal](#) is completed yearly through the IIS. Keep contacts, vaccine storage units, and calibration dates updated in your Provider Agreement by emailing WACHildhoodVaccines@doh.wa.gov.
- Complete CDC You Call the Shots Annual Training: Primary and Back-up Coordinators are required to take the [Vaccines for Children \(VFC\)](#) and [Vaccine Storage and Handling](#) modules. Retain training certificates as proof of completion.
- Annually review and update the [Vaccine Management Plan](#): Note this is different from the COVID-19 Vaccine Management Plan and is CVP specific.

Policy:

- Borrowing between public and private vaccine supply is not allowed.
- Administering CVP vaccine to patients 19 and older is not authorized.
- Depots and redistribution of CVP vaccine are not allowed other than approved [transfers](#).
- Review the [Vaccine Loss Policy](#).

For a complete listing of all CVP requirements see the [Provider Agreement](#) (pages 9-14).