

To: All Local Health Departments (LHD), East TN Region, Knox Co. Metro, and Mid-Cumberland Region

From: Missy Brown, VFC Operations Manager, TN Immunization Program

Date: December 3, 2018

Subject: **2019 VFC Annual Phased Re-Enrollment Schedule – SCHEDULE CHANGES!**

The attached *2019 VFC Phased Re-Enrollment Schedule* is now available in the *TennIS Document Center*.

*Please be advised that annual re-enrollment for the first three regional groups in the Phased Re-Enrollment Schedule will be deferred one month. Only *Local Health Departments (LHD)*, and private providers located in the *East TN Region, Knox County Metro*, and the *Mid-Cumberland Region* will be affected. This change will result in the following shift in Provider Agreement (PA) expiration dates for 2019:

- All **LOCAL HEALTH DEPARTMENTS (LHD)** – PA expiration date will shift to **March 4th**
- **EAST TN** Region and **KNOX CO.** Metro – PA expiration date will shift to **April 1st**
- **MID-CUMBERLAND** Region – PA expiration date will shift to **May 6th**

All other regional groups in the phased schedule remain unaffected and the process unchanged.

As always, VFC providers have 60 days prior to the expiration of their current Agreement to complete annual re-enrollment. Those who do not re-enroll by their PA expiration date are considered voluntary withdraw and dis-enrolled from the Program. Documentation for VFC Enrollment can be scanned to VFC.Enrollment@tn.gov or faxed to 615-401-6831. After submission of the online Provider Agreement in *TennIS* and all required documentation, please allow 7-10 business days for processing.

IMPORTANT NOTES:

- **VFC Enrollment Walk-Through Guide** – This step-by-step guide is posted in the *TennIS Document Center* along with other enrollment documents and will aid you in completing the re-enrollment process.
- **Routine & Emergency Vaccine Management Plan (REVMVP)** – Providers must submit the entire document complete with a manual defrost plan on page 8 and signatures on pages 2 and 14.
- **Annual Training** – Primary and Back-Up Vaccine Coordinators must complete the required annual training outlined in the [VFC Provider Handbook](#).
 - a. Participation in an Educational or Compliance Site Visit within the last 12 months.
 - b. **OR** submit certificates for the two CDC “You Call The Shots” training modules: Vaccine Storage and Handling (module 10) and Vaccines for Children (module 16) for the current enrollment year.

For additional assistance please contact the **VFC Enrollment Team** at 800-404-3006. To report facility / contact changes in the interim, please notify the **VFC Enrollment Team** in writing at VFC.Enrollment@tn.gov. We are happy to assist you in any way possible!

Thank you all for your continued support and participation in the Vaccines for Children (VFC) Program!