

The Vaccines for Children (VFC) program relies on the dedicated providers who uphold the standard requirements for a successful program. Review the following topics for program compliance. See more details [here](#).

1. Vaccination Documentation

Records should contain all required [federal documentation elements \(pg. 23\)](#), including name and title of individual administering the vaccine, date VIS was given and VIS publication date.

2. Tennessee Specific Policies/Procedures

Clinics must reconcile VFC inventory in TennIIS every 30 days, print, review and sign DDL reports weekly, document on DDL Sign-Off sheets, defrost the freezer (>1 cm frost build-up), and correctly set DDL alarm parameters.

3. Storage and Handling: Temperature Monitoring Device Type

The continuous monitoring and recording device must be a Digital Data Logger (DDL) with probe properly placed in the center of the storage unit with vaccines and correctly set alarm parameters.

4. Eligibility Screening

VFC providers must screen for and document VFC eligibility at each immunization visit, up to 24 hours in advance.

5. Inventory: ACIP Recommended Vaccines and Non-Routine Vaccines

VFC providers must carry all ACIP routinely recommended vaccines, both VFC and private, for the patient population they serve. Providers must make accessible all non-routine ACIP-recommended vaccines for those VFC patients who meet the criteria.

6. VIS and VAERS

Vaccine Information Statements must be available and up to date for all vaccines. Clinically significant adverse events should be reported to the Vaccine Adverse Event Reporting System ([VAERS](#)).

7. Storage and Handling Temperature Documentation

Current temperatures should be reviewed and recorded on the Digital Data Logger Sign-Off sheet twice daily (morning and afternoon), with the minimum and maximum temperatures recorded each morning. Note “Yes” or “No” for any temperature excursions.

8. Certificate of Calibration Testing

All units storing VFC vaccines MUST have a calibrated Digital Data Logger with a current and valid certificate of calibration.

9. Borrowing Vaccine

VFC-enrolled providers are expected to manage and maintain an adequate vaccine inventory for VFC and non-VFC-eligible patients, getting prior approval from VPDIP to borrow vaccine. The practice of borrowing vaccine should not be a regular occurrence. Borrowed doses should be documented [here](#).

10. Expired Vaccines

Vaccines should be rotated weekly to use shorter dated vaccine first. Remove expired vaccine from storage unit immediately.