Re-Enrollment Check List – Do you have ...

1. Any new staff needing access to TennIIS
2. Complete online Provider Agreement in TennIIS
3. Proof of Annual training for Agreement Signatory (if new), Primary Coordinator and Backup Coordinator
4. VFC documents (Routine and Emergency and Vaccine Management Plan) and three-page Provider Agreement (PA)

If you answered YES to all – you are ready to Re-Enroll!
Web browsers

• TennIIS is compatible with most web browsers for PC/Mac desktops and Android/Apple mobile devices

• For best performance, use the most current version of a browser. Older versions typically have poor performance or errors.
  
  – Currently, the only supported browser is:
    • Google Chrome

If you use another browser, some functions may not work as expected. If you experience problems, please retry using the supported browser.

* Turn off Pop-Up Blockers for the TennIIS site by going to the Tools menu in Google Chrome.
Starting Enrollment

- [www.tennesseeiis.gov](http://www.tennesseeiis.gov)

Go to TennIIS home page and login to TennIIS account
1. Choose your “facility” from the drop-down box and click “continue”

2. You must click “Continue” before being able to start your provider agreement or nothing will be found in the “Orders/Transfers” menu.
Select Provider Agreement

Click on “Orders/Transfers” to open dropdown menu

Next, click “Provider Agreement”

* Contact VFC.Enrollment@tn.gov, if you don’t see Provider Agreement.
Current VFC providers will see their current and past agreements listed.
Click “Add” to open a new Provider Agreement.
For New VFC providers the history will be blank go ahead and proceed to click “Add” to start a Provider Agreement.
Review Information or Fill-in Blanks

- Provider Agreements will pre-populate using current or past data for returning providers.

- Items in **BOLD RED** are required elements.

- **Review all pre-populated for accuracy**

- **Edit** fields as needed to update information.
Agreement Signatory = Responsible Party

- The Practice’s Owner or Medical Director is usually the signatory.

Returning Providers select the last year enrolled. New Providers leave this blank.

Disregard “Information Sharing” – Do Not Check.

If you exit before saving or if TennIIS times out, information will be lost. You can return after saving or continue to add providers.

Current PIN will pre-populate field

This is the “responsible provider” who signs the VFC provider agreement and Routine and Emergency Vaccine Management Plan (REVMP) accepting responsibility for VFC participation.
Why is the vaccine delivery address needed?

- The correct vaccine delivery address is **critical**!
  - Errors cause undeliverable vaccine shipments and waste
- Double-check for accuracy

If delivery address is the same as facility address, checking the box will pre-populate address.

If delivery address is different from facility address, enter the address manually
  - The same process applies for the mailing address field
VFC Coordinators & Facility Contacts

- Required: Name/details for one of each type of contact

The VFC contacts must be unique to that facility and cannot be VFC contacts for another location:

Minimum of one each must be listed:
1. Agreement Signatory (medical Director)
2. Primary VFC Coordinator
3. Backup VFC Coordinator
4. Facility Contact

A total of four contacts must be entered in. “Facility contact” may be one of the VFC coordinators, an office staff member or central organization person.

- **Annual Training is mandatory** for Primary and Backup VFC Coordinators. Submit certificates of completion for CDC’s “You Call the Shots” (YCTS) modules 10 & 16 for the current calendar year.
- A new Agreement Signatory must also complete “YCTS” for an initial enrollment or for currently enrolled facilities with a change in the Signatory.
- Facility contacts are encouraged but not required to complete annual training. [http://www.cdc.gov/vaccines/ed/youcalltheshots.html](http://www.cdc.gov/vaccines/ed/youcalltheshots.html)
Phones and Email: Critical

- All contact emails are added to the VFC Listserv, the primary VFC Program communication tool
- Phone and email addresses are **required** for all coordinators and for the Agreement Signatory
  - Please provide direct phone numbers or extensions if available
  - Personal cell phones numbers are discouraged
- Use a work-related email address associated with the facility, not personal email (make sure to turn off pop up blockers)

- The VFC Program should be notified immediately of changes in contacts to avoid missing critical VFC Program communications!
  
  VFC.Enrollment@tn.gov
• VFC Providers are required to provide/offer **all child and adolescent ACIP Recommended Vaccines.**

– Exceptions include specialty providers approved by Tennessee Vaccine-Preventable Diseases and Immunization Program (VPDIP):
  • Hospitals giving only birth dose hepatitis B
  • Juvenile Detention Centers
  • Providers serving only adolescents
Shipping Days & Hours – Critical

• Check the boxes to indicate for the days and hours vaccine shipments can be accepted. Incorrect information can cause missed shipments and wasted vaccine.

• Using drop down lists, adjust times for each day to show hours open and able to receive shipments.
• Ensure the check box is marked for each day you are able to receive shipments.
• Lunch/mid-day closure:
  - If closed for lunch, or otherwise unable to receive shipments at any time during the day all 4 columns must be completed. (See Tuesday above)
  - If able to receive a shipment all day, put beginning and ending hours in the first 2 columns. In the 3rd and 4th columns have the word “select” showing. (See Wednesday above)
• Select facility type using the drop down list

Times are based on a 24-hour clock.

If all required fields on the first screen of the agreement are correct, click “Save and Add Provider.”

If you exit before saving or if TennIIS times out, information will be lost. You can return after saving or continue to add providers.
Returning to a Saved Agreement

- From the Provider Agreement Screen, edit or complete a saved application
- Click the arrow button under “Select” to re-enter an agreement to make changes

Shown above are saved, incomplete enrollment applications. Once saved, the Approval Status is “Pending Provider Submission.”
- Agreements reviewed by VFC staff that require corrections are marked “Returned”.
- Providers may edit agreements marked “Pending Provider Submission” or “Returned”.
- Once you have selected a saved or editable agreement, scroll down and click “Add Providers” to continue to the next section
Adding Providers

• For current VFC participants, provider information will pre-populate from previous agreement. Add or inactivate providers as needed.

One provider must be designated as Medical Director or equivalent. This person will be the agreement signatory and this field populates the agreement signatory page.

To add additional providers, click “Add New Provider”

Provider names must be entered **exactly as shown on provider’s license** and must be a valid Tennessee license. Licenses must be **10-digit numbers**. Add leading zeros “0” in front of the number until the total digits are 10. Do NOT put letters (like TN, DO, or MD) in the license number. It is assumed to be a TN license.

Agreements with errors in name or license will be returned for corrections and will delay approval.

Agreement Signatory’s can be a NP or PA. They will need a supervising physician on the Authorized Providers page.
Adding Authorized Providers

• “Providers” are those with responsibility for medical decisions and vaccine prescribing authority
  – Medical Doctors (MD, DO)
  – Advanced Practice Nurses (Nurse Practitioners)
  – Physician Assistants

The supervising physician for a listed APN or PA provider that is the Agreement Signatory must also be listed

• License Numbers
  – Enter names exactly as shown on the license
    • VPDIP cannot verify the license if the name is different
  – Use the highest level license number
    • If a person is licensed as an RN and APN, use the APN license #
  – Need to find a number? Look up healthcare license numbers at the TDH website: https://apps.health.tn.gov/Licensure/
• Once all required information is entered for all providers who will prescribe vaccines, click “Save and Add Provider/Practice Profile” to continue.
Provider/Practice Profile
The VFC Program judges the appropriateness of all VFC vaccine orders using the Provider/Practice Profile. Order patterns inconsistent with the profile are flagged for further investigation.

![Table: VFC Vaccine Eligibility Categories]

<table>
<thead>
<tr>
<th>VFC Vaccine Eligibility Categories</th>
<th># of children who received VFC Vaccine by Age Category</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>&lt; 1 Year</td>
</tr>
<tr>
<td>VFC &lt; 19 yrs Enrolled in Medicaid (TennCare)</td>
<td>35</td>
</tr>
<tr>
<td>VFC &lt; 19 yrs No Health Insurance (Uninsured)</td>
<td>9</td>
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<tr>
<td>VFC &lt; 19 yrs American Indian/Alaskan Native</td>
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<tr>
<td>VFC &lt; 19 yrs Underinsured (FQHC, RHC, Health Dept only)</td>
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<td>Private/Commercial Insurance (all ages)</td>
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<tr>
<td>State CHIP-CoverKids (VFC Ineligible)</td>
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<tr>
<td><strong>Total Non-VFC:</strong></td>
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**Total Patients** (must equal sum of Total VFC + Total Non-VFC):

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**Total Patients** (must equal sum of Total VFC + Total Non-VFC):

If you exit before saving or if TennIIS times out, information will be lost. You can return after saving or continue to add providers.
Complete, Accurate Profile Required

Below is a completed profile. Every category must be completed. Totals calculate automatically.

- Profiles will pre-populate from the most recent agreement
- **Update numbers before submission with current year-to-date or previous calendar year period**
- The profile will be reviewed at the VFC Compliance site visit and as a routine part of VFC fraud/abuse screening

* New Providers that haven’t received patients and report 0s must report an updated profile within the next 6 months.
Data Sources Used to Prepare Profile

- Indicate original source of the data provided to VFC
- Check as many options as apply
- Click “Save and Certify Frozen Vaccine” to proceed
Acceptable Storage Units

• The next section addresses the site's vaccine storage.
• You will need the storage unit types, data on temperature monitoring devices, serial numbers and calibration dates.
• Free-standing or purpose-built units for vaccine storage are recommended

RECOMMENDED ACCEPTABLE STORAGE UNIT TYPES
Refrigerators: *Pharmaceutical-grade or household-grade standalone unit. As of Jan. 1, 2018, household-grade combination units will not be allowed anymore for existing VFC providers.
Freezers: Standalone (counter height acceptable), auto-defrost commercial or pharmaceutical grade unit.

NO DORM-STYLE REFRIGERATORS or COMBINATION FRIDGE/FREEZER UNITS
Check Freezer Button

- If you have a freezer, you must check YES for the “certified for frozen vaccine” question. A location for freezer information will automatically be added.
  - For current VFC sites, freezer and refrigerator data will pre-populate from the most recent past agreement. Review and correct this information as needed.
  - During site visits, VFC representatives will confirm the accuracy of the information.
Required Questions

- Information is required for each unit storing VFC vaccine
- “Thermometer” must be digital data logger or a continuous temperature monitoring device (No Min/Max)
- Name for each unit must be unique

Answer “yes” to freezer questions to be certified for frozen vaccines. Add information for each unit. Use the “Add” button to add additional units.

**Required** - Serial Number and Calibration Expiration Date
Inactive units cannot have the same name as another unit. The system will not allow you to save if two units have the same name.

To inactivate a unit, click the “INACTIVE” button below that unit’s entry.
• If you need to add, change or correct information later: click the **“Save For Later”** button

• You’re nearly done. This is the time to catch errors. Errors found after submission will delay approval.
  - Review each section one last time for any mistakes before clicking **“Submit to State”**
  - After clicking **“Submit to State,”** the application will be locked and the VFC Program will be notified to begin a review
Reviewing or Printing Your Agreement

- To view saved agreement, return to “Provider Agreement”
- Click arrow under “Select” to review submitted agreement
- To print, click the PDF - Full link.
- The REVMP must reflect the online Provider Agreement

REMINDERS:
- Agreements may be edited if the Approval Status is “Pending” or “Returned.” “Submitted” agreements can only be viewed.
Final steps: Print/Submit Key Documents

• You have submitted your VFC online enrollment application, but you are not done with enrollment yet:
  • Enrollment cannot be completed until
    - Submit the online Provider Agreement on TennIIS
    - 3-page Provider Agreement is signed by the Agreement Signatory
    - Routine and Emergency Vaccine Management Plan (REVMP) all pages (1-15)
      - pages 2, 11, and 15 need to be signed
      - page 8 needs to be filled out for Manual Defrost Plan
    - Submit certificates of Annual Training for:
      - Agreement Signatory (new Agreement Signatories only)
      - Primary Vaccine Coordinator
      - Backup Vaccine Coordinator

• REQUIRED DOCUMENTS:
  1. Click “PDF-Full” to print and save a copy of the enrollment form for your files (pages 3-5 is the 3-page Provider Agreement that needs to be signed)
  2. Submit signed Provider Agreement to the VFC Program with the Routine and Emergency Vaccine Management Plan and proof of Agreement Signatory, VFC Primary Coordinator & Backup Coordinator annual training.
     - Scan & Email all documents to VFC.Enrollment@tn.gov or fax to 615-401-6831.
What Happens Next?

• Allow 7-10 business days for review process
• The Primary VFC Coordinator TennIIS will receive an automated message in TennIIS and an email notice when the online agreement is “returned” or “approved”
  – Agreement are “returned” when there is missing or incorrect information. Instructions are provided at the top of the online Provider Agreement in the Approver Comments.
• To view TennIIS messages, click “Messages” in the main menu. You will also see a red “New Messages to Read” sign at the top of the page to alert you to new messages when you log in
Thank you for being part of the VFC Program!

We hope you found this guide to be helpful.

Should you have any questions, please contact the VFC Enrollment Team at 
VFC.Enrollment@tn.gov or at 800-404-3006.

VFC Enrollment Team