



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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May 30, 2023

MEMORANDUM

TO: North Carolina Immunization Program (NCIP) Providers

FROM: Amanda Fuller Moore, PharmD, Deputy Epidemiology Section Chief 

SUBJECT: Vaccines for Children (VFC) Provider Profile Update Needed

This memo is to notify Vaccines for Children (VFC) providers of the need to update your VFC Program Provider Profile. All VFC providers must update their profile annually, or more frequently if the number of children served by your organization changes during the calendar year.

Steps to take:

1. All VFC-enrolled providers are responsible for training of all their staff involved in the receipt, management, administration, or transport of vaccines. The primary and back-up coordinators are also required to participate in designated annual training. The primary and back-up coordinators, must complete one of the following approved training options:
 - a. Participation in a VFC Compliance Site Visit
 - b. Attended the 2023 North Carolina Immunization Program Virtual Training
 - c. Taking **both** of the CDC web-based trainings below:
 - i. [Vaccines For Children \(VFC\) Jan 2023](#)
 - ii. [Vaccine Storage and Handling Jan 2023](#)

There is still time for your vaccine coordinators to complete the required training if they have not already done so before you complete the provider profile survey. Please keep in mind that failure to complete the survey by the deadline may possibly suspend vaccine delivery to your organization. When completing the provider profile survey, please indicate the type of training the primary and back-up coordinators completed for 2023.

2. Review this link [Provider Profile Update Survey](#) and update your Enrollment Profile forms in detail. If you need assistance with completing any of the information on the

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profile form, your last VFC agreement and profile may be used as a reference. You will need your VFC PIN number to complete the survey form.

- a. Your enrollment numbers should represent the number of children being served by age group and eligibility category **who received a vaccine between May 1, 2022 and April 30, 2023**. Count a child only once based on the age/eligibility categories at the last immunization visit, regardless of the number of visits made. Accuracy in reporting these numbers is a critical part of determining the correct vaccine supply for your VFC-eligible patients. Detailed definitions of the provider types and specialties are included for your reference. Complete all portions of the survey **no later than June 15, 2023**. Retain a copy for your records.
3. In addition, please sign your annual [NCIR confidentiality form](#) and keep a copy on file. These do not need to be submitted to the North Carolina Immunization Program.

We have included feedback questions within the provider profile survey. We ask that you consider your experience with our program over the past year and provide answers to help us improve the program, to better serve both you and our children of North Carolina.

Note: The M2-Provider Profile – VFC Underinsured form has been included in the email for your reference only. The form includes detailed definitions of the provider types and specialties. Please use this form as a reference only as you complete the survey.

Contact the Immunization Help Desk, Monday through Friday, 8 a.m. to 5 p.m. at 1-877-873-6247, if assistance is needed with completing this survey or if you have any questions. Failure to complete the provider profile survey by the due date may result in suspension from the NCIP.