

IMPORTANT: 2024 VFA Recertification and myCAvax Information Verification Process

Dear VFA Provider,

The Vaccines for Adults (VFA) Program will be transitioning to the myCAvax system in February 2024. In preparation for this, all VFC, VFA and LHD 317 providers must renew their participation by completing the recertification process. This includes verifying and updating the clinic's information, completing all required EZIZ trainings and signing new agreements. Provider offices who do not recertify risk suspension of vaccine ordering and eventual termination from the VFA Program. Please refer to the attached recertification instructions and launch letter sent to providers for more information about completing the 2024 Recertification on MyVFCVaccines.

IMPORTANT: All VFA providers are required to start entering critical pieces of information during the recertification on MyVFCVaccines and will complete the information verification process and signing the VFA Agreement and Addendum in myCAvax.

Recertification Timeline:

- **December 2023 - January 2024:** Part 1 - VFA Recertification in MyVFCVaccines
- **February 2024:** Part 2 - VFA Recertification and Information Verification in myCAvax

Please keep in mind the following when completing the 2024 VFA Recertification Process:

Complete the Recertification Process on MyVFCVaccines AND myCAvax

- All VFA clinics must complete the recertification process on the MyVFCVaccines system. The deadline to complete the recertification on the current system is **January 31, 2023**.
- All VFA clinics must complete the information verification process when the program transitions to the myCAvax system in **February 2024**.

Update Your Site's VFA Contact

- The VFA Contact is the on-site employee responsible for managing the clinic's VFA program.
- When completing the recertification process in the MyVFCVaccines system, accurately identify and list the correct VFA Contact
- The VFA Contact will receive all notifications about the system transition to myCAvax in early 2024, with more details about recertifying and signing the VFA Agreement and Addendum in myCAvax.
- The VFA contact information will be the only key practice staff migrated to myCAvax. The VFA Contact will be displayed as the Primary Vaccine Coordinator.

Accurately submit VFA-specific information in the MYVFCVaccines Recertification

- Most of the recertification information submitted in the MyVFCVaccines system will be transferred and pre-populated in the myCAvax recertification form. Please accurately submit the following when completing the recertification process on MyVFCVaccines:
 1. Shipping address, delivery days and times
 2. Immunization Registry ID
 3. Vaccine storage units used to store VFA/317 vaccines.
 4. Digital data loggers used to monitor units storing VFA/317 vaccines
 5. VFA/317 eligible and non-eligible adult (aged 19+) population estimates
 6. List of adult health care providers with prescription writing privileges and corresponding Medical License numbers

Update the Key Practice Staff on myCAvax

- Apart from the VFA Contact, the Key Practice Staff listed in the MyVFCVaccines recertification form **will not** transfer to myCAvax given that VFC Recertification mainly captures information of staff overseeing the pediatric program.
- VFA sites are encouraged to list staff members managing the adult patient population for the Provider of Record, Primary and Back Up Vaccine

Coordinators and Provider of Record Designee when completing the myCAvax VFA information verification process.

Complete All Required EZIZ Lessons

- Key practice staff must complete educational requirements. New trainings or a review of previous trainings are required to stay informed of program requirements.
- Staff will only need to complete the EZIZ lessons once per recertification cycle. Staff will need to verify completion of training during the myCAvax information verification process.
- Lessons taken as of 12/1/2023 will receive credit for the annual education requirement.

VFA Agreement and Addendum

- The 2024 VFA Recertification will have a stand-alone VFA Agreement and Addendum. To minimize any changes and redundancy in the MyVFCVaccines system, the VFA Agreement and Addendum will be available to review in myCAvax.
- The key practice staff should review the VFA Agreement and Addendum prior to completing the recertification and information verification process in myCAvax.
- The Provider of Record is required to review, acknowledge and sign the 2024 VFA/317 Agreement and Addendum on myCAvax (via DocuSign) to complete the recertification process.

If you have any questions about the VFA Recertification process, please email us at my317vaccines@cdph.ca.gov.

Thank you for participating in the Vaccines for Adults (VFA) program!

Thank you,



California Department of Public Health | Immunization Branch
Vaccines for Adults (VFA) Program

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