2008 VFC Provider Site Visit Questionnaire

All Grantees (includes all vaccine purchase policies)

(This form is to be completed by the public health official who is conducting the site visit review. Section I of this questionnaire is considered the CDC minimum standard for conducting routine VFC provider site visits. Immunization Projects should incorporate these standard questions into their existing VFC site visit protocols and VFC provider on-site questionnaires. Section II is based on the Standards of Pediatric Care. Completion of Section II is optional.)

	e: Reviewer's Name:	
Pro	vider Site Name:	
Pro	/ider address:	
Со	tact person: Telephone & FAX Numbers:	
	ail: VFC Number:	
	nty: Region:	
	An incorrect or inappropriate response to any question marked with this icon automatically recall a corrective action be recommended.	equires
Hov	☐ Private hospital based clinic ☐ FQHC/RHC ☐ Private Preschool/daycare/etc ☐ Public	y Health Care Facility Preschool/daycare/et tions Facility
	re vaccine orders consistent with most current provider profile? If no, follow up actions must be documen CTION I. VFC COMPLIANCE	ted in 32b.
Qu	estions 1-7 should be answered by the provider.	
1.	What is the vaccine administration fee charged to non-Medicaid VFC eligible patients (uninsured American Indian/Alaska Native, under-insured if vaccinated at FQHC/RHC)?	l,
2.	Under what circumstances is a child referred to another facility for immunization services? ☐ Not applicable children are never referred ☐ Child is underinsured ☐ Vaccine is unavailable ☐ Parent is unable to pay administration fee ☐ Parent is unable to pay office visit fee ☐ Other (specify)	
3.	Which of the following vaccines are NOT routinely administered in this clinic/practice? DTaP	
	* to high-risk patients	

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4.	When does this clinic/practice provide patients with copies of Every time the patient receives a vaccination When the child receives the first dose of vaccine within a pa Do not provide Other (specify)	articular series	s (e.g. 1 st dose	·
	order to complete the annual provider profile, how does this of this clinic/practice? Use doses administered data Use benchmarking data Use Medicaid & billing data Immunization Information System (Registry) Other (please describe):	·		number of VFC-eligible patients
6.	When does the clinic/practice screen patients for VFC eligible. First immunization visit to the office. Every immunization visit. Do not screen for VFC eligibility. Not applicable, clinic/practice serves 100% VFC eligible chill with up to date signature on file. Other (specify)	ldren and has		•
	Does this clinic/practice always notify the Immunization Progr ld chain failure, has expired or been wasted?] Yes \text{No}	am when pub	licly purchase	d vaccine has been involved in a
	When does this clinic/practice prepare vaccine for administrat Immediately before administration Other: specify ocess:	·		
Questic	ons (9-28) should be answered based on a physical review of provide	er's written plan	ı, VISs, refrigera	ator(s) and freezer(s).
	Does the clinic/practice have a written plan for vaccine mana ntent):	gement includ	ding the follow	ing (review for accurate
CO	meny.	Yes	No	
	nation of primary vaccine coordinator and at least one up staff			
	vaccine storage and handling			
Vaccin	ne shipping (includes receiving, & transport)			
	dures for vaccine relocation in the event of a power failure,			
	inical difficulty or emergency situation (emergency plan)			
	e emergency plan been reviewed or updated annually or			
	change in responsible staff?			-
	ne ordering			-
	ory control (e.g. stock rotation) ne wastage			-
vacciii	ie wasiaye	□		

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10. Please identify the publication date for each of the VIS currently being used in this clinic/practice and then check the appropriate status for each VIS.

	VIS VERSIO	ON BEING USED IN T	HIS CLINIC/PRACT	ICE
VACCINE*	Current	Outdated	None Used	Does Not Administer
DTaP (5/17/07)				
Polio (1/1/00)				
MMR (1/15/03)				
Hepatitis B (7/18/07)				
Varicella (01/10/07)				
Hepatitis A (3/21/06)				
Hib (12/16/98)				
Pneumococcal Conjugate (9/30/02)				
Inactivated Influenza (07/16/07)				
Live Intranasal Influenza (07/16/07)				
Td (6/10/94)				
Adult Pneumococcal Polysaccharide (PPV23) (7/29/97)				
Meningococcal (08/16/07)				
Tdap (07/12/06)				
Rotavirus (4/12/06)				
Human Papillomavirus (2/02/07)				
Other			(00/0//0007	

VIS Website: http://www.cdc.gov/vaccines/pubs/vis/default.htm Current VIS publication dates as of 09/26/2007

11. What type of storage units does this clinic/practice use to store varicella-containing vaccines and all other vaccines? (check all that apply)

Varicella Containing Vaccines	All Other Vaccines
Stand alone freezer	Stand alone freezer
Stand alone refrigerator	Stand alone refrigerator
Dormitory style refrigerator/freezer	Dormitory style refrigerator/freezer
Combined refrigerator/freezer with	Combined refrigerator/freezer with separate
separate external refrigerator and freezer doors	external refrigerator and freezer doors (e.g.
(e.g. household style appliance).	household style appliance).
Combined refrigerator/freezer with single	Combined refrigerator/freezer with single
door	door
Does not administer vaccines requiring freezer	
storage	

12. Are working thermometers placed in a central area of each refrigerator and freezer?

-		Ref	frigera	ator		Freezer				
	#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.
Yes										
Have thermometer but not placed properly										
No thermometer										

13. (A) What type of thermometer is used by the clinic/practice (check all that apply)?

		Ref	rigera	ator		Freezer					
	#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.	
Standard Fluid Filled											
Continuous Recording											
Min-Max											
Dial											
Digital											
Other (specify)											

13. (B) For each type of thermometer used by the clinic/practice, indicate if the thermometer is certified (check all that apply)

			Refrigerate	or		Freezer						
	#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.		
Standard	YES_	YES	YES_	YES	YES	YES	YES	YES_	YES_	YES		
Fluid Filled	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		
Continuous	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		
Recording	No	NO	NO	NO	NO	NO	NO	NO	NO	NO		
Min-Max	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		
IVIIII-IVIAX	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		
Dial	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		
Diai	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		
Digital	YES	YES	YES	YES	YES	YES	YES	YES_	YES	YES		
Digital	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		
Other	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		
(specify)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		

14. For each refrigerator and freezer indicate how often temperatures are recorded (check all that apply).

		Refrigerator						Freezer			
	#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.	
Once a day											
Less than once a day											
Twice a day											
More than twice a day											

15. Record the highest and lowest temperatures logged in the last 3 months. If no log is available for the past three months, record the highest and lowest temperatures from available logs. Please indicate if recordings are Celsius (°C) or Fahrenheit (°F).

Recommended temperature ranges: Refrigerator: (2-8°C / 35-46°F) Freezer: (-15°C / 5°F or lower)

		Refrigerat	or (2-8°C	/ 35-46°F)		Freezer(-15°C / 5°F or lower)						
	#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.		
Lowest	°C °F	°C 'F	°C °F	°C °F	°C °F	°C °F	°C °F	°C °F	°C °F	°C °F		
Highest	°C °F	°C °F	°C °F	°C °F	°F	°C °F	°C °F	°C °F	°C °F	°C °F		
Log available for last 3 months?	YES	YES NO	YES NO	YES	YES	YES NO	YES NO	YES NO	YES NO	YES NO		

If any of the lowest and/or highest temperatures are out of the recommended range then **GO TO** question 16. If the temperatures are within the recommended guidelines, **SKIP** to question 19.

16. During past 3 months, how many times were the temperatures outside the recommended range?

		ator	Freezer										
	((2-8°C / 35-46°F)						(-15°C / 5°F or lower)					
	#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.			
Below Guidelines													
Above Guidelines													

17.	When the temperatures were outside the recommended range, what action did the clinic/practice take?
	 ✓ all that apply) Adjusted thermostat in refrigerator/freezer Measured temperature with different thermometer to check accuracy of original reading Moved vaccine to a different refrigerator/freezer maintained at proper temperature Called the vaccine manufacturer to determine the potency of the vaccine Called the local/state immunization program for assistance Did not do anything
	Does the clinic/practice have written documentation of the action taken when the temperatures were outside the recommended range? Yes No

19. Record the current temperatures

			Refrigerato 3°C / 35-4 <i>6</i>			Freezer (-15°C / 5°F or lower)					
	#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.	
Practice	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	
Thermometer	°F	°F	°F	°F	°F	°F	°F	°F	°F	°F	
Reviewer's	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	
Thermometer	°F	°F	°F	°F	°F	°F	°F	°F	°F	°F	

20. Are current temperatures within the guidelines according to the reviewer's thermometer? (Refrigerator: 2-8°C / 35-46°F, Freezer: -15°C / 5°F or lower)

1 . 3	Vitality and the second										
	Refrigerator						Freezer				
#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.		
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		
NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		

21. Is food stored with vaccines in the refrigerator or freezer?

	Ref	frigerato	or			Freezer				
#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.	
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	

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22. Are vaccines stored in the doors of the refrigerator or freezer?

	Refrigerator						Freezer			
#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.	
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	

23. Is vaccine stored in the middle of the storage unit and stacked with air space between the stacks and side/back of the unit to allow cold air to circulate around the vaccine?

	Refrigerator						Freezer				
#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.		
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		
NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		

24. Is there a "DO NOT DISCONNECT" sign on the refrigerator/freezer electrical outlet?

	Refrigerator						Freezer	,				
#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.			
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES			
NO	NO	NO	NO	NO	NO	NO	NO	NO	NO			

25.	Is there a "DO NOT	DISCONNECT" sign on	the circuit breaker?
[Yes	□ No	☐ Don't Know

26. Are short-dated vaccines stored in front and used first, rotating stock effectively?

	Ref	frigerato	or		Freezer				
#1.	#2.	#3.	#4.	#5.	#1.	#2.	#3.	#4.	#5.
YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
NO	NO	NO	NO	NO	NO	NO	NO	NO	NO

yes, c 	linic/practice mues, clinic/practice o, clinic/practice ot applicable, cli	ctice physically differentiate privately purchased valust be able to demonstrate how this is done. e can physically differentiate public vaccine from particle cannot physically differentiate public vaccine from nic/practice is located in a universal state, has no nic/practice serves 100% VFC eligible children, has	private vac n private va private sto	cine accine ock	Э	ased vaccine? To answer
28. <mark>!</mark> Upo	-	clinic/ practice's vaccine supply, did the reviewer f	find any un	repor	ted waste	d or expired vaccine?
(electronic 29. What	or manual) or manual) or manual) or manual) or manual) or manual o	be answered based on a review of patient char- registry which records VFC eligibility status. Ibility screening coverage in this clinic/practice? Everage of 100% Everage of at least 95% Everage of at least 90% Everage below 90% Eas used to determine VFC eligibility screening coverage to determine vFC eligibility scre	verage duri	ng thi	s site visit	?
per ite	em)	Required Documentation		es	No	1
			- "		140	
		Name of vaccine given Date vaccine was given		┽		
		Date VIS was given				
		Name of vaccine manufacturer		╡		
		Lot number		╡		-
		Name and title of person who gave the vaccine		\dashv		-
		Address of clinic where vaccine was given		\dashv		-
		Publication date of VIS				

Questions 32-33 should be answered based on results of the VFC site visit. 32a. Are corrective actions recommended for this VFC enrolled site? Yes No (STOP here)
32b. Please indicate which corrective actions regarding vaccine practices were recommended for this VFC-enrolled site. Please refer to high-risk question (!) key to determine what questions were answered inappropriately. All questions answered with inappropriate responses require corrective actions. The reviewer may also enter corrective actions for non high risk questions. Enter all recommended corrective actions in the appropriate space provided below. (✓ all that apply and specific problem) □ Administrative practices
Other:
33. Please indicate your plan for following-up with the site to ensure recommendations were implemented. Provided technical assistance at time of site visit, no further follow-up is needed Telephone call Site visit F/U letter Suspended delivery of VFC vaccine until storage/handling problems resolved Other:

SECTION II. Standards for Pediatric & Adolescent Immunization Practices (Optional)

Vaccin	e Administrative Policy					
1.	☐ Walk-in immunizations	☐ Immunizati	ion-only app days/times f	ointments or immunizations		
2.	Is an office visit fee charged in addition to any vaccin ☐ Yes ☐ No If yes, what is the amount of the office visit fee?		ion fees?			
3.	Is a physical exam required before immunizations are g $\hfill \square$ Yes $\hfill \square$ No	iven?				
Assess	ment of Vaccination Delivery					
	Does the clinic/practice routinely immunize when the chi					
		Yes	No	Situational		
	A cold					
Low grade fever (e.g. 100.4°F [38°C] or lower)						
Recently been exposed to infectious illness						
	Mild diarrhea					
	Convalescing from an acute illness					
5. Proper	re Communication about Vaccine Benefits and Risks Does the clinic/practice staff know how to obtain foreign patients/families whose first language is not English? ☐ Yes ☐ No Storage and Administration of Vaccines and Documenta	tion of Vaccir	<u>nations</u>	nation Statements (VIS) for	
0.	Does the clinic/practice have a current copy of the follow	wing docume	nis?	Yes	No	
	Recommended Childhood Immunization Schedule			res_		
	Revised Standards for Child and Adolescent Immunization	ation Practice	25			
	Contraindications for Childhood Immunization	ation i radioo				
	Vaccine Management: Recommendations for Handling	g & Storage o	of Selected E	Biologicals \square		
	Are up-to-date, written vaccination protocols accessible to see a copy) ☐ Yes ☐ No	at all location			∃? (If Yes, as	
8.	Who gives immunization injections? (Check all that app ☐ MD ☐ NP ☐ PA ☐ RN ☐ LVN	<i>3</i> .	MA			

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9.		do persons who administer vaccines and staff who manage or support vaccine administration receive ongoing ation regarding immunization? (Check all that apply.)								
	□ No ongoing training	☐ In-house training by health dept./professional organization at least once a year								
		 Off-site conferences or workshops at least once a vear 								
	□ Distribution of written materials□ Other (specify)	☐ Web-based training								
10	Does the practice document ongoing education rega who manage or support vaccine administration? □ Yes □ No	rding immunization for persons who administer vaccines and staff								
11.	Does the clinic/practice simultaneously administer all $\hfill\square$ Yes $\hfill\square$ No	vaccines for which the child is eligible?								
12.	What size needles are generally used for intramuscu ☐ 5/8 " (inch) ☐ 1 " (inch) ☐ Depends on age ☐ Other (Specify):	□ 7/8" (inch)								
13.	Does the clinic/practice pre-fill syringes? ☐ Yes ☐ No									
14.	Does the clinic/practice have VAERS forms and known ☐ Yes ☐ No	w how to report to VAERS?								
15.	Does the clinic/practice require staff who have contact the following vaccine-preventable diseases? (Check None required Measles/Mumps/Rubella Hepatitis A Varicella Td Other (specify)	☐ Hepatitis B☐ Influenza								
	nentation of Strategies to Improve Vaccination Coverage									
16.	☐ Telephone ☐ Does not remind	next appointment? (Check all that apply) nent slip given at last visit d patients of next appointment								
17.	How does the clinic/practice contact patients who mis Mail Does not contact patients who miss their appoir Other (specify)									

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18.	all that apply) ☐ Cannot identify patients due/overdue for imn	registry)						
19.	due/overdue for a vaccination? (Check all that ap	☐ No regular schedule						
20.). Is an office- or clinic-based patient record review and vaccination coverage assessment performed at least once a yea (check all that apply)?							
	□ No□ Yes□ Yes, by immunization/VFC progra	☐ Yes, by practice staff☐ Yes, by other external reviewer						
	When was the most recent office- or clinic-based Date:	patient record review and vaccination coverage assessment?						
21.	Does the practice/clinic participate in an immuniz	ation registry?						
22.	What community-based approaches does the clir apply)	nic/practice use to increase immunization coverage? (Check all that						
	□ No community-based approaches used	☐ Participates in health fairs						
	☐ Provides off-site immunization services	□ Conducts community-based outreach/education						
	□ Partners schools/school nurses	☐ Other (specify)						