

Date: July 12, 2024
To: Vaccines for Children (VFC) Program Providers
From: Jessica Schultz, VFC Program Manager
Re: 2024 VFC Program Re-enrollment – July 15 - 29, 2024

Thank you for your participation in the Iowa Vaccines for Children (VFC) Program. The VFC Program **requires** each VFC Provider location to re-enroll annually. **The re-enrollment period is July 15 – 29, 2024.**

VFC Providers must complete the re-enrollment in the Immunization Registry Information System (IRIS). The Iowa VFC Program does not accept paper forms for re-enrollment. VFC Providers should not fax or email re-enrollment forms to the Iowa VFC Program.

VFC Providers must use the IRIS instructions provided and complete items in the following order:

1. Primary vaccine and backup vaccine coordinators complete required provider training,
2. Review the VFC Patient Activity chart in IRIS,
3. Review and update the organization's contacts in IRIS,
4. Review and update providers practicing at facility in IRIS, and
5. Complete the VFC Re-Enrollment Form in IRIS as the final step (*no paper forms to be completed*).

IRIS Admin User Access Required

Only IRIS Admin users have access to complete VFC re-enrollment in IRIS. To add additional Admin Users, complete the [IRIS Site Enrollment Form](#), which can be found under the "Forms" tab of IRIS. Send the completed form to the Iowa Immunization Program as indicated in the upper right corner of the form. Current IRIS users with Admin Access do not need to resubmit the IRIS Site Enrollment Form.

Required Provider Training

The Centers for Disease Control and Prevention (CDC) requires the primary vaccine coordinator and backup vaccine coordinator to complete annual training. Completion of the CDC web-based modules, [You Call the Shots](#), satisfies the requirement. The two modules listed are required prior to completing the re-enrollment form in IRIS:

1. [Vaccine Storage and Handling - Jan 2024](#)
2. [Vaccines for Children \(VFC\) - Jan 2024](#)

Continuing education credit and certificates of completion are available through the [CDC TRAIN](#) website upon completion of the modules. Other clinic staff are encouraged to complete the modules, but are not required for re-enrollment.

The Iowa VFC Program requirements vary slightly from the CDC [You Call the Shots](#) modules. One example is the Iowa VFC program requirement for twice daily temperature documentation. Refer to the [VFC Operations Guide](#) for all Iowa program requirements.

Please complete the required trainings and VFC re-enrollment process by **July 29, 2024**. Failure to complete the re-enrollment process by the due date will result in suspension from the VFC Program, and the inability to place VFC vaccine orders in IRIS.

Questions regarding the VFC Program re-enrollment process can be directed to the Iowa VFC Program at 1-800-831-6293 or email iowaVFC@hhs.iowa.gov.