

# VFC Enrollment Preparation Checklist

## SIMON Provider/Clinic Registration

- Is the provider site currently reporting to SIMON?  
 Yes  No  
**Note:** If "No" Contact the SIMON Help Desk IMMEDIATELY via email to [simon@dhec.sc.gov](mailto:simon@dhec.sc.gov)  
**New clinic staff must have a user account if they must access SIMON.**  
Email [simon@dhec.sc.gov](mailto:simon@dhec.sc.gov)

## Assets

You must answer "YES" to "Do you use the IIS to manage your storage units/or temperature logging?"

- Does the provider site have VFC compliant continuous temperature monitoring devices (digital data loggers-DDL's) <sup>2</sup> installed and monitoring publicly funded vaccines?  Yes  No
- Note:** If "No", Stop here and purchase and install the VFC Compliant DDL's needed. You must also have a at least one backup DDL as well Certificate does not need to be uploaded to SIMON until it is placed into use.
- Are all Vaccine Storage Units that hold publicly funded vaccines up-to-date in SIMON?  Yes or  No If, "No", please update. Ensure you select "Pending Approval" so that our staff are notified to review and approve unit.
- Upload the current Certificate (s) of Calibration to the associated storage unit in SIMON.

## Required Staff and Staff Training--Annual VFC Provider Training

- Have both the **current** Primary and Backup Vaccine Coordinators completed the current Annual VFC Provider Training?  Yes  No  
**NOTE:** If "No", the current primary and backup vaccine coordinators must take and complete training.  
All three training are required to be uploaded in SIMON:
- For YOU CALL THE SHOTS > Print certificates or transcripts from the [CDC Public Health Training](#) Website.  
[You Call the Shots Module Sixteen- Vaccines For Children Program](#)  
[YouCall the Shots Module Ten- Storage and Handling](#)
- For **SIMON Application Training** you must create and account and Print Certificates from the [CDC Train](#)

## REQUIRED UPDATE - Annually-Provider/Clinic Profile -DHEC 1145

- Is the current facility type listed, correct?  Yes  No  
**Note:** if "No", please update in SIMON  
Will provider site offer all ACIP recommended vaccines OR Offer select vaccines?  Yes  No  
*Pediatricians and Local Health Departments must offer all ACIP recommended vaccines from birth through 18 years of age.*  
**Note:** if undecided, please read and review this section and update as appropriate.
- Are the provider profile numbers up-to-date with the current population of VFC eligible and Non-VFC eligible children at the provider site?  
 Yes  No  
**Note:** if "No", please update all applicable VFC and Non VFC profile categories.
- Source of Data?** You must select **Benchmarking** and **IIS** and any other types of data that apply to the site.

## Provider/Clinic Agreement-DHEC 1144

- Are the current medical licenses, Medicaid or NPI No.'s, and email addresses up-to-date for all licensed health providers (MD, DO, NP, PA, Pharmacist) for this provider site?  Yes  No  
**Note:** if "No", please update in SIMON under Clinic Tools/Clinic Information/ Staff.  
Ensure that the information for the site is correct under Clinic Tools  
**NOTE:** If "Not", Update in SIMON under Clinic Tools/Clinic Information>Address/Name

## Need Help?? [SIMON Helpdesk Request](#)

- Are shipping/delivery times, correct?  
Yes  No **Note:** if "No", please update.

## SC Routine & Emergency Vaccine Mgmt. Plan, DHEC 1225

- Has the DHEC 1225 been completed for this site?  
 Yes  No  
**NOTE:** If "No", Go to <https://scdhec.gov/SIMON/vfc-vaccine-management-information-simon> to download a copy and complete.
- Have all staff who store and handle vaccines at the provider site been trained?  Yes  No  
**NOTE:** If "No", please have those staff who store and handle vaccines complete required training. [You Call the Shots Module Ten- Storage and Handling](#) Maintain certificates of training for provider records.

## SC State Vaccine Program

- Will this provider site participate in the South Carolina State Vaccine Program?  Yes  No

*Providers who participate in the SC State Vaccine Program will need to enter a benchmark (estimated) number of patients under the Non-Eligibility Category- SC State Vaccine Program.*

What documents are needed to upload for VFC re-certification? Documents only accepted in a portable document format (pdf) or similar format?

- VFC Annual Certificate(s) or Transcript(s) for current Primary/Backup vaccine coordinators
- Newest Certificate(s) of Calibration for DDL's

## Definitions

- As of January 1, 2017, all immunization providers must report all administered immunizations pursuant to SC state Law S.C. Code Ann. § 44-29-40 and the South Carolina Immunization Registry Regulation, S.C. Code Ann. Regs. 61-120 (Supp. 2013).
- VFC Compliant Thermometers - Continuous Temperature Monitoring Device (also known as digital data loggers-DDL's) must meet the following:
  - Temperature Probe (preferably detachable in a thermal buffered material such as glycol)
  - Active temperature display-- easily read from outside of unit
  - Ability to continuously monitor temperatures and record when data is routinely downloaded**Other recommended features for DDL's:** audible alarm for out of range temperatures, current , minimum, maximum temperature indicator, low battery indicator, accuracy of +/-0.5° C (+/-1° F), memory storage of a minimum of 4,000 readings, logging interval at maximum of every 30 minutes.

## Detailed Training Instructions – You Call the SHOTS Provider Training

If you have issues in the CDC public health training website, send an email to [CE@cdc.gov](mailto:CE@cdc.gov).

To view **NEW FAQs** for CDC’s Training and Education Online System (TCEO), visit <https://tceols.cdc.gov/Home/FAQs>

**Step 1:** To begin the training modules click on the link (s) for the VFC Provider Training (CDC YCTS) or the Storage and Handling Training (CDC YCTS).

- Scroll to the bottom of the training module page and click **“CONTINUE”**.
  - **HINT: The course number is located at the top of the page.**



**Step 2.** After completing the **course activity**, on the **Continuing Education Information** page, click on the CDC’s **Training and Continuing Education Online (TCEO)** hyperlink to sign into the online education system.

**HINT:** If you had an account under CDC’s previous system, enter your existing username and password at the top of the page. You will be prompt to update account.

If this is your first time on CDC’s Training and Continuing Education Online System, please click the **“Create Account”** hyperlink to set up an account.

**Step 3:** Register for course to receive Continuing Education (CE) credit or obtain Certificate of Participation/Transcript by clicking on **“Search Courses.”** **Register for course by entering the course number into the search field.**

**Step 4:** Complete the course evaluation.

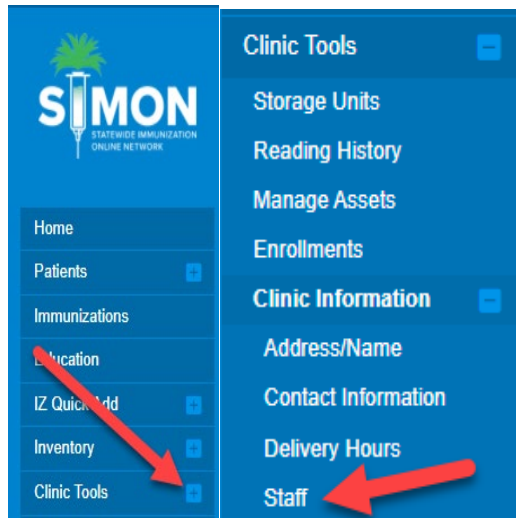
**Step 5:** Pass course posttest with score of 80% or better (**Note: users are only allowed 2 attempts**).

**Step 6:** Print the certificate from the **Transcripts & Certificates** section of the Training and Continuing Education Online system.

Certificate/Transcript (s) **MUST** be **CONVERTED** into one of the following formats in preparation to upload them to Form #1 Annual VFC Provider Training.

- |         |         |         |
|---------|---------|---------|
| • .pdf  | • .png  | • .doc  |
| • .jpg  | • .bmp  | • .xls  |
| • .jpeg | • .tiff | • .xlsx |
| • .gif  | • .tif  | • .csv  |
| • .docx |         |         |

**Step 7:** The certificate will need to be uploaded into SIMON on your user profile under clinic staff in the SIMON “Tree View”. (Detailed instructions on Page 2)



1. Log into SIMON
2. Enter the Provider/Clinic
3. Go to Clinic Tools
4. Under Clinic Information> Go to Staff
5. Find your name as the Primary or Backup Vaccine coordinator
6. Click directly onto the Edit button  
Clinic Staff Change Request i

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Showing 1 to 3 of 3 entries

Name	Type	Phone	Audit	Action
BACKUP, VACCINE	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		<span style="color: green;">?</span>	EDIT <span style="font-size: small;">▼</span>
COORDINATOR, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		<span style="color: green;">?</span>	EDIT <span style="font-size: small;">▼</span>

7. This should display your information for the clinic, At the bottom click the "Add Training" button  
[Training](#) Section

Course Name	CE Number	Completion Date	Upload Certificate	Add Training
				<input type="button" value="Add Training"/>

**Add Training**

Course Name

CE Number

Completion Date

Upload Certificate

8. Select the correct course for the correct certificate
9. Enter the Course Number
10. Enter the date of completion
11. Upload the Certificate
12. Click Save
13. The certificate should then populate in the Training Section

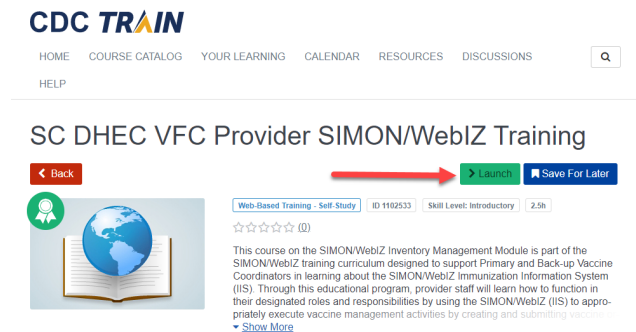
## Instructions for taking the SC DHEC VFC Provider SIMON/WebIZ Training

**Step 1:** To begin the training module click on the link <https://www.train.org/cdctrain/welcome>.

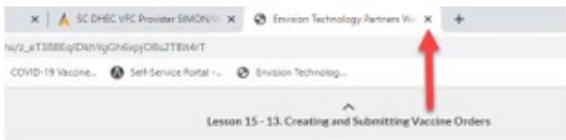
This will take you to the login page. You will need to set up a new user account. This account will be good for all future trainings for the SIMON/WebIZ system in CDC Train.

**Step 2:** If you need to search for the course type **SC DHEC VFC Provider SIMON/WEBIZ Training** in the search box.

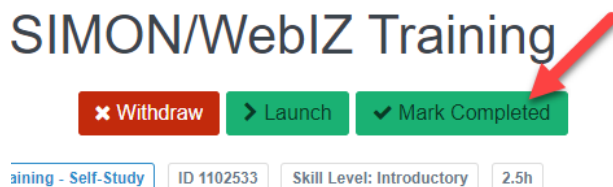
When the course comes up click the “Launch” button:



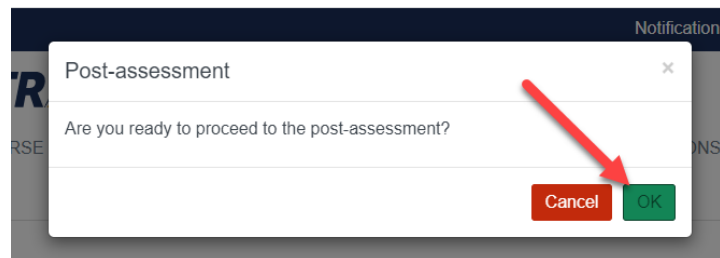
**Step 3:** After completing the course activity close the training by clicking on the “X” :



**Step 4:** now click on the “Mark Completed” button:

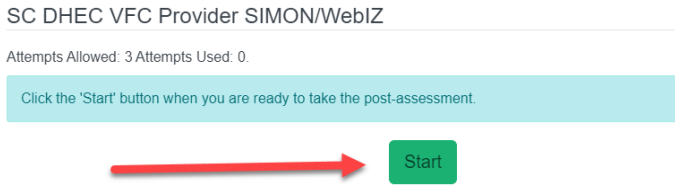


**Step 5:** You will see a new screen appear. Now you are ready to take the Post-assessment. Click “OK”

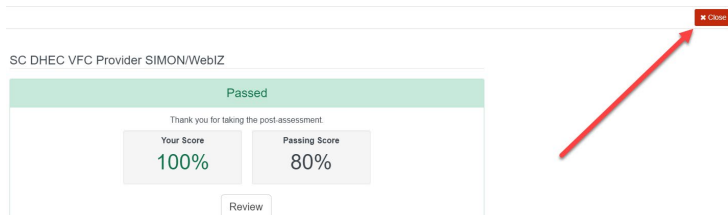


# Instructions for taking the SC DHEC VFC Provider SIMON/WebIZ Training

**Step 6:** Take the Post-assessment. Click the **“Start”** button.



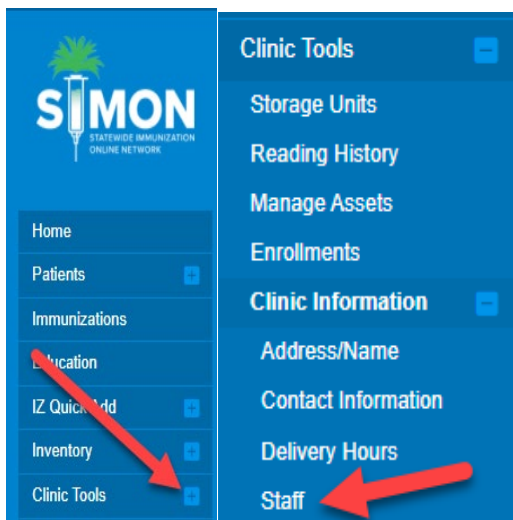
You must pass with at least an 80% to be able to get your certificate. Once you pass the Post-assessment. Click the **“Close”** button at the top right corner.



You will now see a new button to print your certificate. Click **“Print Certificate”**:




**Step 7:** The certificate will need to be uploaded into SIMON on your user profile under clinic staff in the SIMON **“Tree View”**. (Detailed instructions below)



# Instructions for taking the SC DHEC VFC Provider SIMON/WebIZ Training

## To add your Certificate to your user profile in SIMON/WebIZ

1. Log into SIMON
2. Enter the Provider/Clinic
3. Go to Clinic Tools
4. Under Clinic Information> Go to Staff
5. Find your name as the Primary or Backup Vaccine coordinator
6. Click directly onto the Edit button  
Clinic Staff Change Request 

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Showing 1 to 3 of 3 entries


Name	Type	Phone	Audit	Action
BACKUP, VACCINE	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)			EDIT 
COORDINATOR, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)			EDIT 

7. This should display your information for the clinic, At the bottom click the "Add Training" button


**Training** Section

Course Name	CE Number	Completion Date	Upload Certificate	Add Training
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Add Training

Course Name  
CHOOSE 

CE Number

Completion Date  
MM/DD/YYYY 

Upload Certificate  
CHOOSE FILE

Cancel

8. Select the correct course for the correct certificate
9. Enter the Course Number
10. Enter the date of completion
11. Upload the Certificate
12. Click Save
13. The certificate should then populate in the Training Section