



San Francisco Department of Public Health, Communicable Disease Prevention Unit
Influenza Vaccine Program ■ 101 Grove Street, Room 406 ■ San Francisco ■ CA 94102
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Influenza Vaccine Program Guidelines (2017-2018 Flu Season)

About SFDPH Influenza Vaccine Program

San Francisco Department of Public Health (SFDPH) Influenza Vaccine Program provides influenza vaccine to local public health centers and private, nonprofit agencies at no charge. In exchange the receiving agencies agree to administer the vaccine:

- at minimal cost;
- to patients at accessible locations.

How to Enroll

Any eligible providers in San Francisco County can apply to be a part of the 2017-18 Influenza Vaccine program. **Applications must be submitted by Thursday, August 24TH, 2017.** Submitting an application does not guarantee receipt of vaccine. Based on applicant eligibility and availability of vaccine, applicants will be notified in September if and/or how much influenza vaccine will be awarded. Program participants are required to re-apply every year.

Program participation is based on:

- appropriate use of the vaccine;
- adhering to proper storage and handling practices; and
- accurate reporting of vaccine usage.

Influenza Vaccine Program - Eligible Providers

Eligible providers:

- nonprofit organizations;
- serve clients who are low-income, under-insured or uninsured **and** are at high risk for complications or transmission of influenza.

Ineligible providers:

- private, for-profit organizations;
- organizations with the means to purchase flu vaccine;
- organizations able to bill Medicare or other insurance;
- organizations whose client base is fully-insured.

Requirements of Program Participants

As an SFDPH Influenza Vaccine Program provider, you must comply with these requirements:

1. Be an organization that serves low-income, under-insured or uninsured persons who are at high risk for the complications or transmission of influenza.
2. Organization agrees not to charge:
 - any fee for the vaccine;
 - the patient (vaccine recipient) or a third-party insurer more than \$26.03 for vaccine administration.
3. Organization agrees not to administer vaccine to insured staff members.
4. Exercise medical judgement in prescribing influenza immunization and screen patients for contraindications before vaccine administration.
5. Provide a copy of the Influenza Vaccine Information Statement (VIS) to each person receiving flu vaccine. Allow each person receiving vaccine adequate time to read the information and ask questions. Copies of the Influenza VISs in multiple languages are available online at www.immunize.org/vis/index.htm.
6. Retain a record for each influenza immunization given (see below for record keeping information).
7. Develop a workable inventory method to ensure vaccines are used prior to their expiration dates and distinguish SFDPH-supplied vaccines from other vaccines.
8. Complete and submit two SFDPH Influenza Vaccine Usage Reports. The first report is due by Friday, February 9, 2018 **and** the second report is due Friday, June 29, 2018. All fields must be completed.
9. Complete one mid-season vaccine inventory, in mid-November. You will give a count of the number of each type of state-purchased influenza vaccine you have in stock. We will provide an exact due date and reporting instructions soon.
10. Notify SFDPH right away if your organization has flu vaccine doses they will not be able to use in order to allow vaccine doses to be redistributed to other organizations. Do not remove unused vaccines from original boxes.
11. Contact SFDPH before returning expired vaccine and agree to return any unused and/or expired flu vaccine doses to SFDPH no later than June 29, 2018.
12. Store influenza vaccine in a temperature-monitored refrigerator at 2°-8°C (35°- 46°F) in which the thermometer temperature is monitored and recorded twice per day. Temperature logs can be downloaded or ordered free of charge from SFDPH. To order or download, go to http://sfcdcp.org/request_materials.html.
13. Adhere to all storage and handling guidelines, as outlined in the "Checklist for Safe Vaccine Storage and Handling" and in the "Vaccine Management Plan," available at www.sfcdcp.org/vaccinemanagementplan (password 35to46).
14. Complete all required online trainings, including, "Storing Vaccines" and "Monitoring Storage Unit Temperatures," available at www.eziz.org.

Returning Influenza Vaccines

Providers are responsible for the influenza vaccine in their possession. Do not remove any unused vaccine from original boxes. Always contact the SFDPH Influenza Program **before** returning SFDPH vaccine. Always include a "Vaccine Return Form." Do not return vaccine to the SFDPH office without prior approval. If you have expired or spoiled vaccine, call SFDPH Influenza Program for instructions. Do not discard vaccine.

If you are able to, SFDPH recommends continuing influenza vaccination through April as influenza disease typically does not peak until February or March in the Bay Area. **If you have vaccine that your organization will not be able to use, please contact SFDPH right away** to allow vaccine doses to be redistributed to other organizations.

We strongly encourage you to return vaccine prior to the expiration date. However, all unused vaccine should be returned to SFDPH no later than June 29, 2018.

Submitting Forms

Forms required to be submitted by providers annually:

- SFDPH Influenza Vaccine Application Form (**due August 24, 2017**); and
- Signed SFDPH Influenza Vaccine Usage Agreement (**due August 24, 2017**); and
- Signed "Checklist for Safe Vaccine Storage and Handling (**due August 24, 2017**); and
- "Vaccine Management Plan Signature Page" indicating all relevant staff have read the Vaccine Management Plan in its entirety, referencing the 2016 Vaccine Management Plan (**due August 24, 2017**); and
- Certificates of completion for the online trainings, "Storing Vaccines" and "Monitoring Storage Unit Temperatures." These must be submitted for all Vaccine Coordinators, Back-Up Coordinators and other staff involved in vaccine management or temperature monitoring (**due August 24, 2017**); and
- On a case by case basis, additional storage and handling related documents may be requested (**due August 24, 2017**); and
- One mid-season inventory report – more details to follow (**due mid-November, 2017**); and
- **Two SFDPH Influenza Vaccine Usage Reports (the first report is due February 9, 2018 and the second report is due June 29, 2018)**

Picking Up Influenza Vaccines

Eligible program participants will be instructed on when and where to pick up influenza vaccine. Please bring a hard-sided cooler and ice packs with you for pick up. In addition to these items, couriers will **also need to bring bubble wrap** for proper transporting of vaccine. Please see "Transporting Refrigerated Vaccine" (attached). Proper handling of vaccine after receipt is essential for ensuring that the vaccine remains viable and will protect the clients or patients who receive them. Vaccines must be refrigerated immediately upon receipt.

Contraindications & Communicating with Patients

- Hypersensitivity to vaccine components is a contraindication for administering influenza vaccine.
- Egg allergy has been changed to a precaution as of the 2011-2012 influenza season for administering influenza vaccine. Please see additional information regarding egg allergy on our website at www.sfcddcp.org/flu vaccine.
- The inactivated influenza vaccine contains noninfectious killed viruses and cannot cause influenza.

- The thimerosal-free legislation effective July 1, 2006 **is still in effect**
 - *Health and Safety Code Section 124172:*
 - Children under 3 years of age and women who are “knowingly pregnant” must be given only “preservative-free vaccine”. {The *Mercury Free Act of 2004* - AB 2943}

Vaccine Storage & Administration

Influenza vaccine should be refrigerated at 2° - 8° C (35° - 46°F) and cannot be frozen. Free temperature logs can be ordered or downloaded at no cost from the San Francisco Department of Public Health at: www.sfcdcp.org/request_materials. The intramuscular (IM) route is recommended for inactivated influenza vaccine. Adults and older children (>30 lbs) should be vaccinated in the deltoid muscle. The preferred site for infants and young children is in the anterolateral aspect of the thigh. A 23-25 gauge needle is appropriate and the usual needle length for adults is 1-1 ½ inches, and for children is 1 inch. Needles < 1 inch are most likely of insufficient length to penetrate muscle tissue. Two doses administered at least one month apart are recommended for children < 9 years of age who are receiving influenza vaccine for the first time. For more information on how to determine which children need two doses, review the algorithm posted on www.sfcdcp.org/flu vaccine. To get ten doses out of each vial and avoid leaking of vaccine:

- Use a 25-gauge needle.
- Do not inject air into the vial before drawing a dose.
- Adjusting the vaccine volume while the needle/syringe is still inserted into the vial will decrease wastage of vaccine. Do not squirt vaccine into the air.

Do not re-draw doses, as this can lead to wasted vaccine. Please be aware that SFDPH can only provide influenza vaccine. We are unable to provide ancillary supplies (syringes, sharps containers, adhesive bandages, etc.). In preparation for purchasing ancillary supplies for your organization, please note that most vaccine supplied is in multi-dose vial formulation, requiring a syringe (not just needle tip) for administration.

Storage and Handling Site Visit

During the course of 2017-18, SFDPH will continue conducting site visits to program participants. The purpose of these visits will be to ensure that sites have appropriate vaccine storage equipment, have arranged vaccines within the units properly, are monitoring storage unit temperatures consistently and accurately, and have an emergency vaccine storage plan in place. SFDPH will assign dates to sites, and reserves the right to make unannounced follow-up visits to sites that were not following recommended storage and handling protocol at the time of the first visit.

Required Record Keeping

It is imperative that all influenza doses be recorded. For each influenza immunization given, providers **must** retain a record that includes:

- Vaccine Manufacturer
- Vaccine Lot number
- Vaccine Expiration date
- Patient's name and age-range (age ranges must be accurately reported on both usage reports)
- Date of immunization given
- Edition date of the VIS

Records should be maintained for a period of at least 3 years. Providers may choose to use the Influenza Vaccination Authorization Record form developed by SFDPH (included). This is for your records only and does not need to be sent with your usage report. Additional copies can be obtained by visiting our website at www.sfcdcp.org/flu vaccine. The Vaccine Authorization record provides an easy way to track correct age ranges for

the required usage reports. Please consider using it, especially if your organization has had challenges completing accurate usage reports in the past.