



SFDPH Adult Hepatitis Vaccine Program Guidelines, 2021

About the SFDPH Adult Hepatitis Vaccine Program

The San Francisco Department of Public Health (SFDPH) Adult Hepatitis Vaccine Program (AHVP) provides hepatitis A and B vaccine to local organizations at no charge. SFDPH AHVP participants agree to administer the vaccine according to program guidelines on patient eligibility, appropriate use of the vaccine, proper storage and handling practices, and accurate reporting of vaccine usage.

Eligible Organizations

Eligible organizations include local public health centers, nonprofit organizations, and community organizations who serve clients who are low-income and under-insured or uninsured. The organization must designate a Provider of Record to be responsible for the clinic's overall compliance with SFDPH AHVP requirements. Candidates are typically licensed as a Medical Doctor (MD), Doctor of Osteopathy (DO), Nurse Practitioner (NP), Physician assistant (PA), Pharmacist, or a Certified Nurse Midwife with prescription-writing privileges in the state of California.

Organizations new to the SFDPH AHVP should contact us at (415) 554-2955 to inquire about eligibility.

How to Enroll

Any eligible organization in San Francisco County can apply to be a part of the AHVP. Applications for the 2021 Program must be submitted by Friday, January 29, 2021 (see the "How to Apply" section at the end of this document for required forms).

Submitting an application does not guarantee receipt of vaccine. Based on applicant eligibility and availability of vaccine, applicants will be notified in early February how much vaccine will be awarded. Program participants are required to re-apply every year.

Program Overview

Eligible Patients and Hepatitis Vaccine Administration

Your organization must administer SFDPH-supplied hepatitis vaccine only to clients who are

- Medically eligible to receive the vaccine, AND
- Low-income, AND
- Either under-insured or uninsured, AND
- Are recommended for adult hepatitis vaccination as defined by the most recent CDC Advisory Committee on Immunization Practices guidance (see risk factors below)

In addition:

- No fee may be charged to the patient or to a third party payer for the vaccine itself, and no more than \$26.03 can be charged for vaccine administration.
- Patients must be screened for contraindications before vaccine administration.
- Each person receiving hepatitis vaccine should receive a copy of the appropriate [Vaccine Information Statement \(VIS\)](#).

SFDPH may review records to ensure compliance with the above eligibility and administration guidelines.

Which Adults Should be Offered Hepatitis A Vaccine?

HepA vaccination is recommended for all unvaccinated adults at increased risk for HAV infection.

ACIP risk factors for HepA include:

- **Men who have sex with men**
- **Injection or non-injection drug user**
- **Homelessness**
- **Chronic liver disease**
- **Clotting factor disorders**
- **Travel in countries with high or intermediate endemic hepatitis A**
- **Close personal contact with international adoptee** (e.g., household, regular babysitting) in first 60 days after arrival from country with high or intermediate endemic hepatitis A
- **Work with hepatitis A virus** in research laboratory or nonhuman primates with hepatitis A virus infection
- **Anyone else who wishes to be vaccinated against hep A even if no risk factor is stated**

Which Adults Should be Offered Hepatitis B Vaccine?

HepB vaccination is recommended for all unvaccinated adults at increased risk for HBV infection.

ACIP risk factors for HepB include:

- **Sexual exposure risk** (e.g., sex partners of hepatitis B surface antigen (HBsAg)-positive persons; sexually active persons not in mutually monogamous relationships, persons seeking evaluation or treatment for a sexually transmitted infection, men who have sex with men)
- **Current or recent injection drug use**
- **Hepatitis C virus infection**
- **Chronic liver disease** (e.g., cirrhosis, fatty liver disease, alcoholic liver disease, autoimmune hepatitis, alanine aminotransferase [ALT] or aspartate aminotransferase [AST] level greater than twice upper limit of normal)
- **HIV infection**
- **Incarcerated persons**
- **Travel in [countries with high or intermediate endemic hepatitis B](#)**
- **Percutaneous or mucosal risk for exposure to blood** (e.g., household contacts of HBsAg-positive persons; residents and staff of facilities for developmentally disabled persons; health care and public safety personnel with reasonably anticipated risk for exposure to blood or blood-contaminated body fluids; hemodialysis, peritoneal dialysis, home dialysis, and predialysis patients; persons with diabetes mellitus age younger than 60 years and, at discretion of treating clinician, those age 60 years or older)
- **Anyone else who wishes to be vaccinated against hep B even if no risk factor is stated**

Which Adults Should be Offered Combined HepA/B Vaccine?

Any unvaccinated adult with risk factors for both HAV and HBV above.

Record Keeping and CAIR Data Entry

It is imperative that all hepatitis doses be recorded. For each hepatitis immunization given, providers should retain a record that includes vaccine manufacturer, lot number, expiration date, patient's name and age-range, date immunization given, and edition date of the Vaccine Information Statement (VIS). Records should be maintained for a period of at least 7 years. Providers may choose to use the Hepatitis Vaccination Authorization Record form developed by SFDPH.

AVHP partners are required to enter doses into the [California Immunization Registry \(CAIR\)](#). If your program does not have a CAIR account, contact the CAIR Help Desk at (800) 578-7889 or email CAIRHelpdesk@cdph.ca.gov.

Vaccine Usage Reports

Program participants are required to submit a Semi-Annual Usage Report with an accurate accounting of vaccine usage.

- Usage report for the period from January 1 – June 30, 2021: Friday, July 2, 2021
- Usage report for the period from July 1 – December 31, 2021: Friday, January 7, 2022

Vaccine Storage and Handling

Program participants must designate a Vaccine Coordinator and Backup Coordinator who are responsible for ensuring their site's adherence to all storage and handling guidelines as outlined in the current [SFDPH Vaccine Management Plan](#).

Hepatitis vaccine should be stored in a refrigerator at 2°- 8° C (36°- 46°F) where temperatures are monitored and recorded twice daily. Sites are required to use a digital data logger (DDL) for temperature monitoring. Free temperature logs can be ordered or downloaded at no cost from the San Francisco Department of Public Health at: www.sfdcp.org/request_materials.

SFDPH conducts annual or bi-annual site visits to program participants, to ensure that hepatitis vaccines are stored and handled according to the above standards. We are also available to assist as needed if your site encounters barriers to meeting vaccine storage and handling requirements or would like training for new or existing staff.

In the event of a temperature excursion, label all exposed vaccine "DO NOT USE" and contact the manufacturer about the viability of doses. You must notify the SFDPH Immunization Program as soon as possible and complete a [Storage and Handling Incident Summary](#) form to document what happened and the outcome.

Vaccine Pickup, Return, and Transportation

Vaccine will be distributed to awardees throughout the year, based on the needs of each organization and the availability of vaccine. Organizations should place orders as needed using the [Adult Vaccine Request Form](#) and emailing (preferred) or faxing it to the SFDPH IZ Program. Once an order is filled, program participants must come to the SFDPH Immunization Program office to pick up vaccine.

Vaccine should be transported in a hard sided cooler with a data logger, conditioned ice packs, and a minimum of 2 inches of bubble wrap to maintain temperatures within 2°- 8° C (36°- 46°F) during transport. For further guidance, please see the "[Transporting Refrigerated Vaccine](#)" guide in the Vaccine Management Plan. Contact the SFDPH Immunization Program before returning vaccine. Do not discard vaccine. Notify SFDPH as early as possible if your organization has viable hepatitis vaccine doses you will not be able to use so that they can be redistributed to other organizations. Do not remove unused vaccines from original boxes.

How to Apply

To apply for the 2021 Hepatitis Vaccine Program, eligible partners must complete and submit the following documents to the SFDPH Immunization Program (via email or fax) by Friday, January 29th, 2021:

- SFDPH Hepatitis Vaccine Program Application Form
- SFDPH Hepatitis Vaccine Usage Agreement
- Certificates of completion for the [online EZIZ trainings](#), Storing Vaccines and Monitoring Storage Unit Temperatures for your site's Vaccine Coordinator and Back-Up Coordinator
- Copies of the calibration certificates for your Primary and Backup Digital Data Loggers
- A picture of the inside of your storage unit where hepatitis vaccines will be stored