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SFDPH Influenza Vaccine Program Guidelines

2019-2020 Season

About the SFDPH Influenza Vaccine Program

The San Francisco Department of Public Health (SFDPH) Influenza Vaccine Program distributes state-funded influenza vaccine to local public health centers and other eligible agencies at no charge. SFDPH Influenza program participants agree to administer the vaccine according to program guidelines on appropriate use of the vaccine, proper storage and handling practices, and accurate reporting of vaccine usage.

Eligible Providers

Eligible providers include local public health centers, nonprofit organizations, and community organizations who serve clients who are low-income, under-insured or uninsured. Ineligible providers include for-profit organizations, organizations with the means to purchase flu vaccine, organizations able to bill Medicare or other insurance, and organizations whose client base is fully-insured. Organizations new to the SFDPH Influenza Program should contact us at (415) 554-2955 to inquire about eligibility.

How to Enroll

Any eligible providers in San Francisco County can apply to be a part of the 2019-20 Influenza Vaccine program. **Applications must be submitted by Friday, August 23rd, 2019** (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 September if and/or how much influenza vaccine will be awarded. Program participants are required to re-apply every year.

Program Overview

Eligible Patients and Influenza Vaccine Administration

- State-funded influenza vaccine is primarily intended for uninsured or underinsured adults, but may also be used for persons 6 months or older with no other accessible source of flu vaccine.
- No fee should be charged for the vaccine itself, and no more than \$26.03 can be charged for vaccine administration.
- Medical staff should exercise medical judgement in prescribing influenza immunization and screen patients for contraindications before vaccine administration.

- Each person receiving flu vaccine should receive a copy of the Influenza Vaccine Information Statement (VIS).
- Per California's Mercury Law, Children under 3 years of age and women who are knowingly pregnant must be given only preservative-free vaccine.

Record Keeping and CAIR Data Entry

- Records of each influenza immunization given should be retained for at least 3 years. Providers may choose to use the Influenza Vaccination Authorization Record form developed by SFDPH.
- Program participants are required to enter all doses administered into the California Immunization Registry (CAIR) database. Contact the CAIR Helpdesk at CAIRHelpdesk@cdph.ca.gov or (800) 578-7889 if you do not already have an account. Some participants may be eligible for a CAIR waiver (please inquire with the SFDPH IZ Program).

Vaccine Usage Reports

- Program participants must submit a Mid-Year and a Final Usage Report with an accounting of doses administered by vaccine formulation and age group. For the 2019-2020 season, the **Mid-Year report is due by Friday, January 24, 2020** and the **Final report is due Friday, June 26, 2020**.

Vaccine Storage and Handling

- Influenza 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.sfc-dcp.org/request_materials.
- 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 "[Vaccine Management Plan](#)".
- SFDPH conducts annual site visits to program participants, to ensure that influenza 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 IZ program as soon as possible and complete an incident report form to document what happened and the outcome.

Vaccine Pickup, Return, and Transportation

- Program participants will be instructed on when and where to pick up influenza vaccine. Vaccine should be transported in a hard sided cooler with a data logger, ice packs, and 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 Influenza Program before returning vaccine. Do not discard vaccine.
- Notify SFDPH as early as possible if your organization has viable flu 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.
- Any expired flu vaccine should be returned to SFDPH no later than July 1, 2020.

How to Apply

To be considered for the 2019-2020 influenza season, eligible partners must **complete and submit the following documents by Friday, August 23rd, 2019:**

- SFDPH Influenza Vaccine Application Form
- SFDPH Influenza Vaccine Usage Agreement
- Vaccine Management Plan Signature Page, indicating all relevant staff have read the current version of the Vaccine Management Plan in its entirety
- 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