2016-17 Flu Vaccine Distribution Program Guidelines and Instructions

The Alameda County Public Health Department’s Immunization Program has access to doses of state-funded flu vaccine. We want to make this vaccine available for clinics and other community health organizations in Alameda County that serve uninsured and low income individuals. What follows is information on who is eligible to receive this vaccine, to whom they can administer it, and what obligations they agree to follow in using it. Please visit our website at ACPHD.org/iz/projects/flu.aspx for links to all information and documents needed to participate in this program.

Which providers are eligible to receive vaccine from the ACPHD Flu Vaccine Distribution Program?

We make seasonal flu vaccine available to eligible community health care providers such as:

- Nonprofit Organizations
- Other Local Public Health Centers

Ineligible providers include:

- Private, for-profit doctor’s offices and clinics
- Organizations that are able to bill client private insurance or Medicare
- Organizations whose clients are fully insured and whose insurance covers flu vaccines

Which patients are eligible to receive vaccine from the ACPHD Flu Vaccine Distribution Program?

The vaccine we provide is funded by the State General Fund (SGF) program. This vaccine is intended to be used to vaccinate patients who are uninsured or underinsured. This vaccine should not be used to vaccinate clinic or office employees who have insurance. Neither the patient nor a third party insurer may be charged for vaccine itself, but a clinic may request a donation from the patient or bill a third party insurer for an administration fee. A patient cannot be denied vaccination due to an inability to pay the administration fee. Any patients who are insured or not low income should be referred to their regular primary care provider or to a local pharmacy for their flu protection.

What must an eligible provider agree to in order to receive flu vaccine?

In order to receive flu vaccine through this program, an organization must agree to these guidelines and submit a Flu Vaccine Usage Agreement asserting their agreement. Upon receipt of the Flu Vaccine Usage Agreement, a determination of eligibility will be made.

Respond to Online Race/Ethnicity Survey

Addressing health inequities is a priority for the Alameda County Public Health Department. We have always collected data in our Flu Vaccine Distribution Program about the ages of flu vaccine recipients. This year we want to explore what would be involved to also report on race and ethnicity information too. We have, therefore, made it a program requirement to respond to the questions in this online survey https://www.surveymonkey.com/r/VGN9XYV.
Participants will not receive vaccine until they have responded to this survey. Your responses to these questions help us move toward a better understanding of racial and ethnic disparities in flu vaccination. The survey must be completed by **September 16, 2016**.

**Vaccine Pick-Up and Transportation**
Approved organizations will be contacted with an offer of vaccine; the quantity and type of vaccine offered is based upon availability. For organizations not receiving a direct shipment of this vaccine, a mutually agreed upon pick up date and time will be set, and vaccine will be picked up from our offices:

**Alameda County Public Health Department**  
Immunization Program  
1000 Broadway, Suite 500  
Oakland, CA 94607

**Vaccine** must be picked up and transported in a cold storage container, with ice packs and a thermometer. The cooler should maintain an internal temperature of 2°- 8° C (35°- 46°F). Please refer to these Instructions from CDPH for the appropriate requirements for transporting influenza vaccine.

**Proper Storage of Vaccine**
Flu vaccine must be stored in a temperature-controlled refrigerator kept between 2°- 8° C (35°- 46°F). Please refer to these Instructions from CADPH for the appropriate requirements for storing influenza vaccine. These temperatures should be monitored and recorded twice a day using an approved Refrigerator Temperature Log. Refrigerator Temperature Logs can be downloaded from EZIZ.org, or ordered at any time from the Immunization Materials Order Form (along with many other free and useful immunization informational materials for patients and providers) at ACPHD.org/iz.aspx.

**Clinic Schedule**
Public Health and Community Groups: Clinics must be open to the general public. Organizations that will hold public clinics must submit a Clinic Schedule Form (online or printed and faxed to (510) 268-2333) by September 16, 2016. If we do not get this information from you we will not supply you with vaccine. We will publish these dates on our website only once we are sure you will receive vaccine from ACPHD.

**Record Keeping**
A record must be kept by the provider for at least three years. This should not be submitted to ACPHD. These records will help with vaccine usage reporting (see below) and must include:

- Patient’s Name
- Patients Age
- Date of Immunization Given
- Vaccine Manufacturer
- Vaccine Lot Number
- Vaccine Expiration Date

**Proper Administration and Patient Communication**
Vaccine must be administered to the correct populations based on medical and insurance statuses. We may provide several flu vaccine formulations intended for different populations. The provider agrees to exercise medical judgment in prescribing vaccine by screening all patients for contraindications and administering the correct formulation. All patients must receive a Vaccine Information Statement (VIS) before the administration of the vaccine. If they do not understand the content, it should be explained to them.
Lot numbers and expiration dates will be noted when vaccine is picked up and dropped off. In the event that several expiration dates are included for a particular vaccine formulation, vaccine with the shortest expiration date should be used first. This practice helps to limit the chances of vaccine expiring without getting used.

A medical and insurance screening form is included in this packet and may be used to establish patient eligibility as well as document vaccination.

Injectable flu vaccine is an intramuscular injection, preferably given with a 1” needle into the deltoid or thigh, depending on the age and muscle mass of the patient.

We will be distributing the following types of flu vaccine this year:

<table>
<thead>
<tr>
<th>Brand name</th>
<th>Presentation</th>
<th>Licensure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluzone®</td>
<td>multi dose vials</td>
<td>Quadrivalent</td>
</tr>
<tr>
<td>Flulaval</td>
<td>multi dose vials</td>
<td>Quadrivalent</td>
</tr>
<tr>
<td>Fluarix</td>
<td>0.5 mL prefilled syringes</td>
<td>Quadrivalent, P-Free</td>
</tr>
<tr>
<td>FlucELvAX®</td>
<td>0.5mL prefilled syringes</td>
<td>Quadrivalent, P-Free</td>
</tr>
</tbody>
</table>

*California state law prohibits the use of thimerosal-containing vaccine in children less than 36 months of age.

**Reporting of Adverse Reactions/ Unusual Incidents**
Following emergency procedures, clinic supervisors must report all adverse reactions or unusual incidents (i.e. anaphylaxis, cardiac/respiratory arrest) occurring during flu clinics to the [Vaccine Adverse Event Reporting System (VAERS)](https://vaers.hhs.gov). If an error is made by clinic staff in relation to flu vaccine administration, an error report should also be completed with the national [Vaccine Error Reporting Program (VERP)](https://www.cdc.gov/vaccines/) (VERP).

**The California Immunization Registry (CAIR)**
CAIR is an online service made available by the state to keep records of vaccines administered to California residents. We strongly encourage that all vaccinations be entered into CAIR. Please be aware that CAIR will be transitioned to CAIR2 starting December 1st, 2016. Should you have any questions about this transition please contact Catharine Ratto at 510-268-2328.

**Vaccine Usage Reporting**
The State requires that all vaccine they provide be accounted for and reported upon at three specific times. Reporting deadlines are as follows:

- **November 18, 2016** – A [Flu Vaccine Distribution Program Simple Inventory Report](https://www.ca.gov) must be submitted
- **February 10, 2017** – A [Flu Vaccine Distribution Program Usage Report](https://www.ca.gov) must be submitted
- **June 30, 2017** – A second [Flu Vaccine Distribution Program Usage Report](https://www.ca.gov) must be submitted

A [Simple Inventory Report](https://www.ca.gov) (due November 18, 2016) is a report on vaccine use and waste up to the date of submission. No information about the recipients of the vaccine is necessary at this time. This form may be completed online by following the link above.

A [Flu Vaccine Distribution Program Usage Report](https://www.ca.gov) (due February 10, 2017 AND June 30, 2017) will require information on the populations who received flu vaccine from this program. All patient information needed to complete this form is available in the consent form each patient will complete. Broken, contaminated, or otherwise wasted vials of vaccine should be noted on these reports. If vaccine is drawn up into syringes and not used, that vaccine should be documented.
as wasted. Additional information specific to the organization that administered the vaccine will also be requested. This form may be completed online by following the link above, or printed from this packet and faxed to ACPHD.

These reports make it important to identify SGF flu vaccine received from ACPHD from flu vaccine from other sources, such as Vaccines for Children (VFC). Stickers to label vaccine are recommended and can be ordered from us using our Immunization Materials Order Form or picked up when vaccine is picked up.

**Failure to report usage will compromise an organization's ability to obtain influenza vaccine through ACPHD next year.**

**Returning Unused Vaccine**
Flu viruses in the Bay Area are often still circulating in the spring, and peaking in February or March, so we encourage organizations to continue vaccinating through April if possible. However, some organizations will realize that they will not be able to use all allocated vaccine before this time. We ask that organizations keep stock of whether they believe they will be able to use all of their allocated vaccine, and if not, contact as soon as possible. Many organizations will run out of vaccine and request more from us, so unused vaccine may be returned for redistribution after scheduling a drop off appointment by calling (510) 267-3230.

**How to Receive Vaccine**
If the above guidelines are agreeable, follow these steps:

1. A [Flu Vaccine Distribution Program Usage Agreement](#) must be signed by the physician, director, or other medical representative of the agency. Details on the contents of that agreement are outlined in these Guidelines, which are also outlined at the above link.
2. A survey about your abilities to collect race/ethnicity data on vaccine recipients must also be completed by September 16, 2016 to receive your allocation.
3. Once you have been contacted with your allocation and we schedule a pick up, adhere to the Pick-Up and Transportation, Storage, Record Keeping, Administration and Returning guidelines outlined here.
4. If you are holding clinics that are open to the public you must fax back a [Clinic Schedule Form](#) so that we can advertise your clinic to the public.
5. Submit a [Flu Vaccine Distribution Program Simple Inventory Report](#) by November 19, 2016 and two [Flu Vaccine Distribution Program Usage Reports](#), one by February 7, 2017 and one by June 30, 2017, to ACPHD. These are available online at the link above, or by printing and faxing the attached copies.