

## Enrolling in the State Childhood Vaccine Program

Welcome to the Washington State Childhood Vaccine Program! We're excited about your participation, and look forward to working with you to help make sure all Washington kids have easy access to childhood vaccines. Staff from your local health jurisdiction will help you enroll. They will make sure you understand the Program and help answer your questions. This packet includes five important steps for getting started.

### Step One:

Contact your local health department and participate in a pre-enrollment site visit. Staff from your local health jurisdiction will visit your office and help make sure you have the right equipment to store and manage vaccines. It is an opportunity for you to meet your LHJ contact, and have questions about the program answered.

- Our vaccine storage and handling checklist will help you get ready for your site visit.
- You'll also need to know how we purchase childhood vaccines for the Program and your role in helping keep them available to your practice at no cost.

Find your local health department's contact information on our website:

<http://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions.aspx>

### Step Two:

During your site visit, review and sign the ***Provider Agreement for Receipt of Publicly Supplied Vaccine***. The Agreement spells out the best practices in vaccine management and the Program requirements. The person responsible for making decisions for the clinic should sign the agreement. If you will give varicella vaccine, you must also sign a ***certificate for frozen vaccines***.

### Step Three:

Use the New Provider Vaccine Selection Form to choose the vaccines you want to use in your clinic.

### Step Four:

You will need to complete an [Information Sharing Agreement](#). Get user accounts set up in the Washington Immunization Information System to order vaccine on line and report vaccine accountability information. You will be given a vaccine ordering schedule. More information about this is on our website:

<http://www.doh.wa.gov/PublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/Immunization/ChildhoodVaccineProgram/VaccineManagement/EconomicOrderQuantity.aspx>

### Step Five:

Complete the web-based video training about how to order vaccines on-line from the State Childhood Vaccine Program. If you need more support with training, contact your local health department. The training videos are on line: <http://jitt-wa.stchome.com>.