

Welcome to the [Washington State Childhood Vaccine Program](#)! By participating, you are increasing Washington kids' access to childhood vaccines. Staff from your local health jurisdiction (LHJ) will help you enroll, make sure you understand the Program, and answer your questions. This packet includes the documents your office needs to get started in the Program. Please complete these documents and submit them to your LHJ. Your LHJ will contact you to complete the enrollment process. The LHJ will conduct an enrollment training visit, review program requirements, and inspect your vaccine storage units and thermometers with you.

Review, sign, and submit the following forms to your Local Health Jurisdiction:

[Provider Agreement for Receipt of State-Supplied Vaccine](#) - This agreement lists Program requirements. The provider agreement **must be signed by a provider who is licensed in the state of Washington to prescribe vaccines. This provider must be responsible for the clinic and its operations.**

[Health Systems Quality Assurance](#) (HSQA) – You can search the HSQA website to ensure your providers have appropriate credentials. This website shows providers with a valid Washington State professional license number and a [national provider identification number](#) (NPI).

[Vaccine Selection Form](#) – The Program has all Advisory Committee on Immunization Practices (ACIP) recommended vaccines. Your practice should provide all the vaccines recommended for the patients you serve. Some vaccines have more than one brand available. Please use this form to choose the brand you want to use in your practice.

[Information Sharing Agreement](#) – Complete this form to set up your user account in the Washington State Immunization Information System (IIS). Providers use the IIS to order state-supplied vaccine and to complete vaccine accountability reports. You must complete the [Access Account Application for Healthcare Providers](#) and the [System User Access Accounts for Providers \(Multiple Users\)](#) forms. Once you've completed these forms, the agreement can take up to two weeks to process.

'[You Call the Shots](#)' Annual Training – CDC requires immunization staff to take specific training each year. Please complete these trainings and print the certificates of completion: 1) [Vaccines for Children \(VFC\)](#) and 2) [Vaccine Storage and Handling](#). Follow these [tips for printing the certificates](#).

[Vaccine Management Plans](#) – Providers must have a series of written plans required by the CDC. These plans include your practice's policies and procedures on vaccine management. A template is provided for all the required plans. You may edit this document and print it to meet requirements.

[Cold Storage Equipment Form](#) – Providers must have certain storage and handling equipment to store vaccines. Once you have the proper equipment, please fill out the details on this form.

[Temperature Log](#) – Providers must manually record vaccine temperatures twice a day. Providers must use the state provided temperature log template for each compartment storing vaccine.

We have additional guides on vaccine storage and handling. Please use these guides if you have any questions:

- [Vaccine Storage Unit Guide](#)
- [Vaccine Storage Temperature Monitoring Guidelines](#)
- [Vaccine Thermometer Guide](#)