

Local Health Jurisdiction (LHJ)-Specific Frequently Asked Questions and Processes for Vaccines For Children (VFC) Status Screening

Revised 3/13/09

The topics in this document are for Local Health Jurisdiction (LHJ) staff and cover LHJ-specific processes.

- Q:** How will LHJ staff monitor provider compliance with VFC status screening requirements?
- A:** During any site visit that involves use of the “Provider Compliance Site Visit Questionnaire”, LHJ staff will review 10 records of children seen after the provider started VFC status screening. The record review could include a review of paper charts, the registry, electronic records, and/or the billing system. This information will be reported on the “Provider Compliance Site Visit Questionnaire Chart Documentation Worksheet”, a companion document to the “Provider Compliance Site Visit Questionnaire”.
- Q:** LHJ staff don’t usually have access to billing systems, so how can they confirm that VFC screening is occurring?
- A:** Providers are required to document that every child is screened for VFC status. If they choose to document in their billing system, they will have to show LHJ staff where the VFC screening elements are captured in the system and get LHJ approval to use the billing system for screening. The provider office will either have to grant the LHJ access to look at records in the billing system at the time of the site visit, or capture the screening information in the child’s paper or electronic chart, to be reviewed at the site visit.
- Q:** How will LHJ staff track the different approved screening methods being used by their providers?
- A:** The LHJ should create a list of their providers with screening methods being used and approval date. This may help LHJ staff track which method the provider is using, so when they conduct a VFC compliance site visit, they know which records to look at for screening compliance.
- Q:** How can the LHJ audit the provider for screening compliance in 2009 since providers won’t be doing screening until they sign their 2009 provider agreement?
- A:** LHJ staff do not need to review historical records for status screening compliance. Only patient records from after the date the providers sign their 2009 agreement need to be reviewed.

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- Q:** How many provider records should be reviewed when the LHJ does a VFC compliance site visit for VFC status screening?
- A:** LHJ staff will need to review 10 patient charts, the same number currently reviewed for monitoring provider compliance with other program requirements. If the provider has less than 10 children eligible for VFC status screening, then the LHJ reviews all charts.
- Q:** What requirements are there for determining whether an Electronic Medical Record or billing system adequately meet the criteria for VFC Status Screening?
- A:** The basics you need to look for are:
- Is the EMR able to capture the VFC screening information?
 - Can the provider show you a designated field in the electronic record the data is captured?
 - If it isn't clear (e.g., not having a field titled VFC Status or something else easily recognized for this purpose), the provider may need to document where in the record the information is captured. (e.g., they designated a field titled "handbags," as the field they will use to capture VFC Status, they simply need to have documentation they can share with you that says, "The field "handbags," is designated for capturing the VFC Status of the child. Suggested codes used for this purpose are: M = Medicaid; U = underinsured; N = no insurance (uninsured); A = American Indian or Alaska Native (AI/AN); P = private health plan (insured)".
- Q.** Does the LHJ need to receive screening records from their providers?
- A.** The LHJ does not have to receive any records.
- Q.** How do the clinics prove that they asked the VFC eligibility questions at each immunization visit if the clinic has electronic records or is only using CHILD Profile?
- A.** At a minimum you can determine if they screened the child at least once even if they are using electronic records. Subsequent documentation will be on the honor system.