



# County of San Diego

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PUBLIC HEALTH OFFICER

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Dear Colleague,

We are pleased to include your organization in the State-Purchased Influenza Vaccine Program (SPIVP) for the 2023-2024 season. This packet includes information that your organization will need to manage the vaccine. Vaccine ordering will be available using myCAvax to offer vaccine to be directly shipped to ordering location.

Please review the following information and documents linked on the program webpage:

- ***Agreement for Use of California Department of Public Health (CDPH), State-Purchased Influenza Vaccine:*** Upload the completed signed agreement to the Enrollment Qualtrics link given to each clinic. If your agency has multiple clinic sites, please return a form for each site. It is the organizations responsibility to ensure that all sites comply with the terms of the Agreement and the requirements herein, including weekly usage reporting by individual sites. Organizations will not be able to request additional vaccine until all required usage reports and supporting documents are received.
- ***State Influenza Vaccine Program Requirements Training:*** Vaccine Coordinators and Back-Up Coordinators for each clinic are required to attend the SPIVP Requirements Training detailing the requirements for participating in the program. It is also recommended that the Clinic Manager attend this training. Training will be conducted in-person and will be available monthly through April 2024.
  - Specific program and clinical vaccine guidance will be presented during the *2023-2024 State-Purchased Influenza Vaccine Required Annual Training* held through the season. All guidance, forms and tools will be distributed and made available on [State-Purchased Influenza Vaccine Program Providers](#) website in August 2023.
- ***Vaccine Packet Checklist:*** Use the Vaccine Packet Checklist as a guide to collect all program required documentation for each facility by August 25, 2023. The SPIVP follows Vaccines for Children (VFC) storage and handling requirements, found on the [EZIZ](#) website.
- ***Vaccine Information Statement:*** The most current Influenza Vaccine Information Statement (VIS), dated August 6, 2021, must be provided to everyone who receives a flu vaccine. The VIS is available in multiple languages here: [http://www.immunize.org/vis/vis\\_flu\\_inactive.asp](http://www.immunize.org/vis/vis_flu_inactive.asp). Providers are responsible to use the most current VIS form.

- ***Vaccine Management Plan Template:*** SPIVP providers are required to complete and maintain a vaccine management plan that covers routine and emergency situations at each facility. If an existing vaccine management plan is in place that will protect State-Purchased Influenza Vaccine, the existing plan can be submitted to meet this requirement. The VFC Vaccine Management Plan template may be used and can be found [here](#).
- ***Digital Data Logger Requirements:*** In accordance with CDPH requirements, digital data loggers are required for all temperature monitoring including daily refrigeration, transporting and off-site vaccination events. Information about digital data logger requirements may be found on the [EZIZ website](#). **When purchasing new data loggers**, note that new data loggers must be able to generate a summary report of recorded temperature data since the device was last reset. Summary reports must include minimum and maximum temperatures, total time out of range (if any), and alarm settings. **Data loggers that only generate CSV data files or Excel spreadsheets are not acceptable.**

You will receive your vaccine allocation information once your *Agreement for Use* and equipment and training documentation have been received and approved. You will be notified in myCAvax when the vaccine is available for ordering and approved orders. ***Please note:*** *Providers not already enrolled in myCAvax will be enrolled in both SPIVP and myCAvax by the County.*

Thank you for your participation in the State-Purchased Influenza Vaccine Program. If you have any questions, please reach out to [HHSA.Countyfluvaccine@sdcountry.c.agov](mailto:HHSA.Countyfluvaccine@sdcountry.c.agov) or contact your State-Purchased Influenza Coordinators if you have questions or concerns.

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