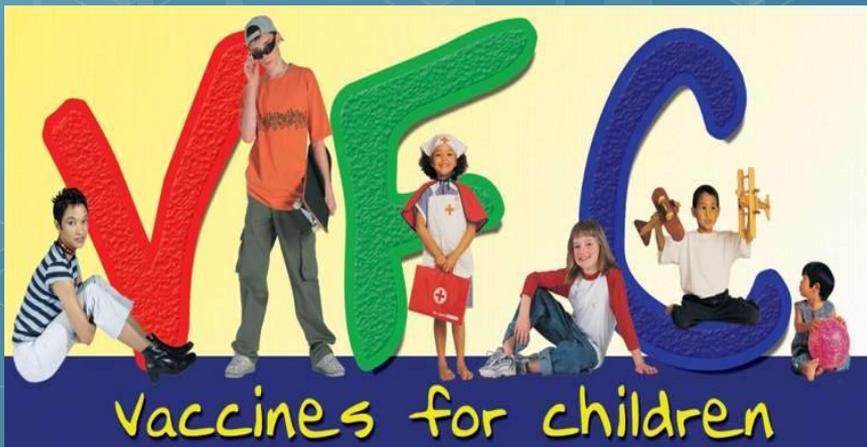


2016 Borrowing Boot Camp



Healthy People. Healthy Communities.

Department of Public Health & Human Services

Audio: 1-877-668-4490
Access Code: 804 268 839

Presented By:

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Vaccine Manager

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VFC Quality Specialist

444-1613

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Webinar House Keeping

We mute all participants upon entering the presentation.

We will not be taking “live” questions. Please use the “Chat.”

VFC Vaccine Managers and Alternates:

This webinar is required:

- No roll call at the end of the presentation.
- We will send an online Quiz to the email entered during WebEx login. If you are watching as a group on one login, please send the emails of others in your group via “Chat.”
- To receive credit, you must submit the Quiz.
- A recording of the presentation will be posted to our website at the end of the week: www.immunization.mt.gov

*Vaccine Managers and Alternates are required to watch the webinar and take the Quiz, but anyone can participate.

Vaccine Borrowing

Definition:

Using the incorrect vaccine stock on a patient by accident or because the correct stock is not available.



We allow borrowing to avoid missed opportunities to vaccinate.

Why are we so concerned about borrowing?

- Public vaccine accountability
 - Using public vaccine on ineligible patients
- Tightened borrowing requirements and oversight from CDC
- Increased VFC Site Visit Borrowing Issues

We want to be able to continue to allow borrowing in our VFC Program.

VFC/Public Vaccine Borrowing Report

BORROWING POLICY:

VFC-enrolled providers must maintain adequate inventory of VFC/public and private vaccine. VFC/public vaccine cannot be used as a replacement system for private vaccine stock. Planned borrowing between VFC/public and private vaccine stock is not permitted. Borrowing VFC vaccine must not prevent a VFC-eligible child from receiving a needed vaccination.

COMPLETE THIS FORM WHENEVER:

- A dose of VFC/public vaccine is administered to a non-eligible child
- A dose of privately-purchased vaccine is administered to a VFC/public-eligible child

REASON LEGEND FOR VACCINE BORROWING			
Reason for Borrowing VFC Dose	Code	Reason for Borrowing Private Dose	Code
Private vaccine shipment delay (shipping delay)	1	VFC/public vaccine shipment delay (shipping delay)	8
Private vaccine not useable on arrival (vials broken, temperature issue)	2	VFC/public vaccine not useable on arrival (vials broken, temperature issue)	9
Ran out of private vaccine between orders (not due to shipping delays) X	3	Ran out of VFC/public vaccine between orders (not due to shipping delays) X	10
Short-dated private dose was exchanged with VFC dose	4	Short-dated VFC/public dose was exchanged with private dose	11
Accidental use of VFC dose for a private patient	5	Accidental use of a private dose for a VFC/public eligible patient	12
Replacement of private dose with VFC when insurance plan did not cover vaccine	6	Other – Describe in Column F X	13
Other – Describe in Column F X	7		

All borrowing transactions must be recorded on the Immunization Program paper Borrowing Report.

VFC Site Visits and Borrowing



What do we look at?

- Amount of borrowing since your last site visit
- Documentation (borrowing form filled out)
- Reasons for borrowing
- Whether borrowed doses were paid back within three months
- Whether borrowing appears to be a routine practice

What Triggers a Borrowing Issue and Follow Up?

- Unacceptable reasons for borrowing
- Borrowing that is not fully documented
- Doses not repaid in three months
- Excessive amount of borrowing such that it appears to be a routine practice

Montana Immunization Program Borrowing Resources

Montana VFC Provider Handbook

Section 16, page 65

Borrowing Form

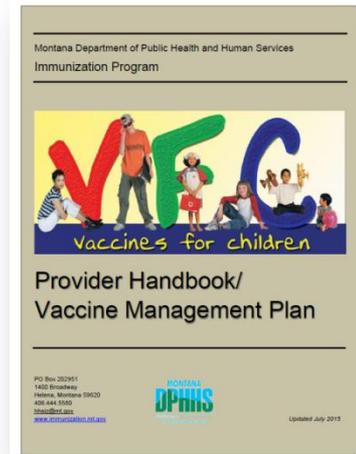
Watch email for revised version

Borrowing Boot Camp Webinar Recording and Quiz

Borrowing Resources Webpage

Watch email for announcement

Vaccine Borrowing Poster...



VFC/Public Vaccine Borrowing Report

BORROWING POLICY:

VFC-enrolled providers must maintain adequate inventory of VFC/public and private vaccine. VFC/public vaccine cannot be used as a replacement system for private vaccine stock. Planned borrowing between VFC/public and private vaccine stock is not permitted. Borrowing VFC vaccine must not prevent a VFC-eligible child from receiving a needed vaccination.

COMPLETE THIS FORM WHENEVER:

- A dose of VFC/public vaccine is administered to a non-eligible child
- A dose of privately-purchased vaccine is administered to a VFC/public-eligible child

INSTRUCTIONS:

- Make a separate line entry for each dose of vaccine borrowed.
- Fill-in all fields completely.
- Use the Reason Code in the legend below to complete Column F. If "Other" is selected, provide details in Column F.
- An X in the legend indicates a non-compliant reason.
- Pay back borrowed doses within three months. "Payback" occurs when the dose is returned to the appropriate stock, not when it is administered.
- When complete, review, sign, and date at the bottom of the report.
- Retain this form for three years and make available to Montana Immunization Program during site visits or by request.

REASON LEGEND FOR VACCINE BORROWING

Reason for Borrowing VFC Dose	Code	Reason for Borrowing Private Dose	Code
Private vaccine shipment delay (shipping delay)	1	VFC/public vaccine shipment delay (shipping delay)	8
Private vaccine not useable on arrival (vials broken, temperature issue)	2	VFC/public vaccine not useable on arrival (vials broken, temperature issue)	9
Ran out of private vaccine between orders (not due to shipping delays) X	3	Ran out of VFC/public vaccine between orders (not due to shipping delays) X	10
Short-dated private dose was exchanged with VFC dose	4	Short-dated VFC/public dose was exchanged with private dose	11
Accidental use of VFC dose for a private patient	5	Accidental use of a private dose for a VFC/public eligible patient	12
Replacement of private dose with VFC when insurance plan did not cover vaccine	6	Other - Describe in Column F X	13
Other - Describe in Column F X	7		

New! Vaccine Borrowing Poster

Best Practices
Reasons to Borrow

Step-by-Step
Borrowing




VACCINE BORROWING

Between Public and Private Stock

VACCINE BORROWING — Using the incorrect vaccine stock on a patient by accident or because the correct stock is not available. Borrowing should be a **RARE EVENT** and **NOT A ROUTINE PRACTICE**.

BEST PRACTICES TO AVOID BORROWING:

- Keep enough public and private stock on hand
- Clearly differentiate public and private stock
- Screen and document VFC eligibility at every visit
- Inform clinicians drawing vaccine of patient eligibility
- Inform billing staff of patient eligibility.

ACCEPTABLE REASONS TO BORROW:

- Vaccine shipment delay or not useable on arrival
- To use short-dated stock before it expires
- Accidental use of the wrong stock
- VFC influenza vaccine not yet available at the beginning of influenza season
- To repay private stock when insurance billing comes back as VFC eligible.

1 ADMINISTER BORROWED DOSE

Borrowing Form Entry

A	B	C	D	E	F	G	H
Vaccine Borrowed (List # optional)	Stock Used (VFC/Private or Private)	Patient Name (or unique identifier)	Patient DOB	Dose Administration Date	Reason for Borrowing (List legend on page 1)	Payback Date (Return to appropriate stock)	Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other" 5		



→



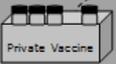
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2 PAYBACK

Borrowing Form Entry

A	B	C	D	E	F	G	H
Vaccine Borrowed (List # optional)	Stock Used (VFC/Private or Private)	Patient Name (or unique identifier)	Patient DOB	Dose Administration Date	Reason for Borrowing (List legend on page 1)	Payback Date (Return to appropriate stock)	Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other" 5	03/21/16	



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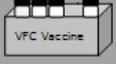
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3 ADMINISTER PAYBACK DOSE

Borrowing Form Entry

A	B	C	D	E	F	G	H
Vaccine Borrowed (List # optional)	Stock Used (VFC/Private or Private)	Patient Name (or unique identifier)	Patient DOB	Dose Administration Date	Reason for Borrowing (List legend on page 1)	Payback Date (Return to appropriate stock)	Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other" 5	03/21/16	Jane Smith



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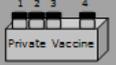
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4 COUNT INVENTORY DEDUCT DOSES ADMINISTERED RECONCILE

Private doses involved in borrowing transactions must be managed in imMTrax.

Count payback doses as part of their original inventory.



→



Deduct doses administered from their original inventory.



→



Three Main Borrowing Scenarios:

Vaccine stock not available
Accidental
Eligibility issues/billing errors



BEST PRACTICES TO AVOID BORROWING:

- Develop a process and train staff
- Keep enough public and private stock on hand
- Clearly differentiate public and private stock
- Screen and document VFC eligibility at every visit
- Inform clinicians drawing vaccine of patient eligibility
- Inform billing staff of patient eligibility

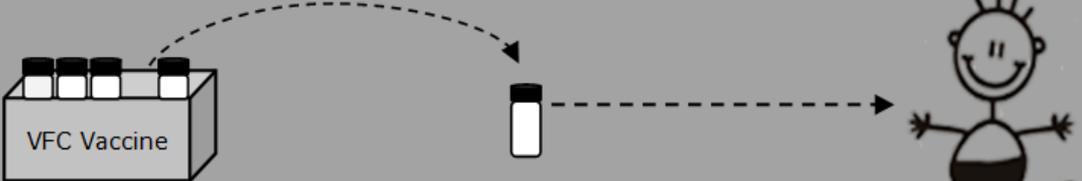
- ### ACCEPTABLE REASONS TO BORROW:
- Vaccine shipment delay or not useable on arrival
 - To use short-dated stock before it expires
 - Accidental use of the wrong stock
 - VFC influenza vaccine not yet available at the *beginning* of influenza season
 - To repay private stock when insurance billing comes back as VFC eligible.

REASON LEGEND FOR VACCINE BORROWING			
Reason for Borrowing VFC Dose	Code	Reason for Borrowing Private Dose	Code
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Private vaccine not useable on arrival (vials broken, temperature issue)	2	VFC/public vaccine not useable on arrival (vials broken, temperature issue)	9
Ran out of private vaccine between orders (not due to shipping delays) X	3	Ran out of VFC/public vaccine between orders (not due to shipping delays) X	10
Short-dated private dose was exchanged with VFC dose	4	Short-dated VFC/public dose was exchanged with private dose	11
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Replacement of private dose with VFC when insurance plan did not cover vaccine	6	Other – Describe in Column F X	13
Other – Describe in Column F X	7		

Step-by-Step Borrowing

1

ADMINISTER BORROWED DOSE



Borrowing Form Entry

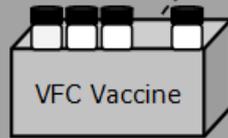
A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5		

Insured
Not VFC Eligible

*Borrowing form may be filled out retroactively for accidental use or eligibility issues/billing errors.

Step-by-Step Borrowing

1 ADMINISTER BORROWED DOSE

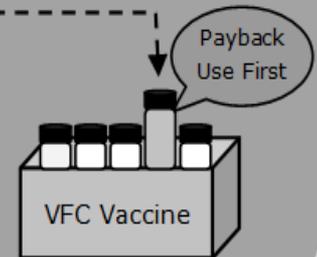
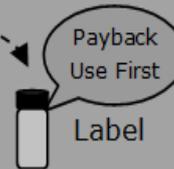
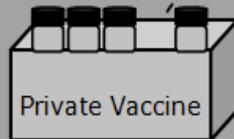


Insured
Not VFC Eligible

Borrowing Form Entry

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5		

2 PAYBACK



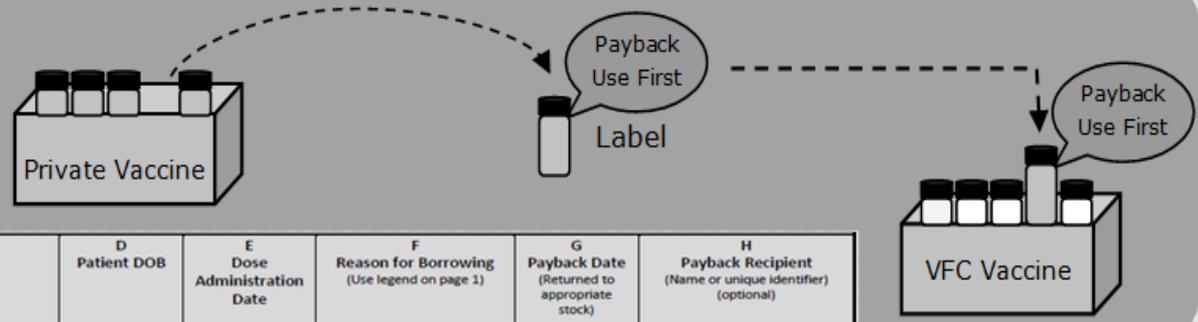
Borrowing Form Entry

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5	03/21/16	

*Accidental Use – Borrowing and payback may occur on the same day.

Step-by-Step Borrowing

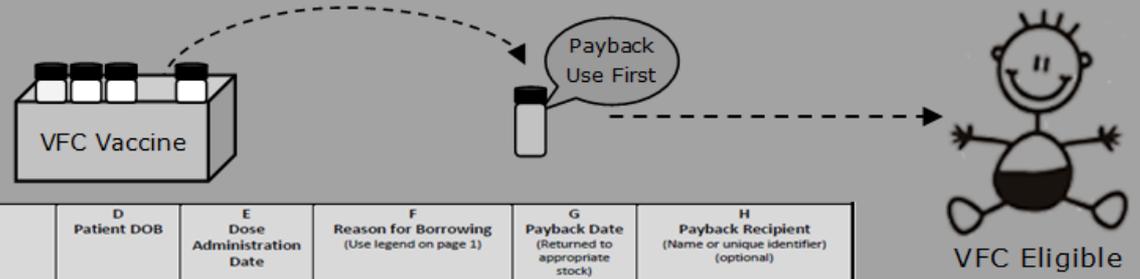
2 PAYBACK



Borrowing Form Entry

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5	03/21/16	

3 ADMINISTER PAYBACK DOSE



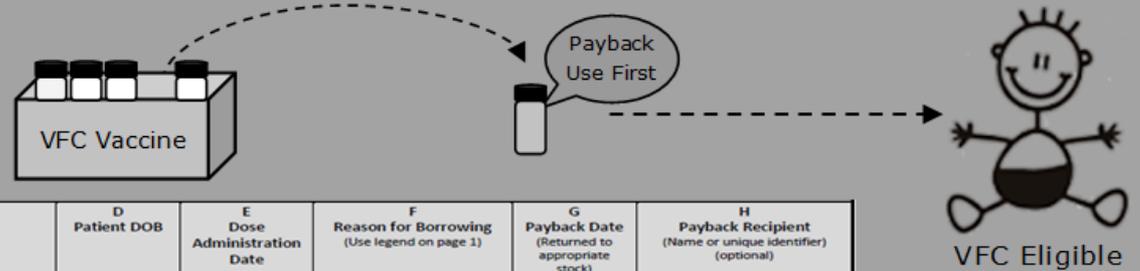
Borrowing Form Entry

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5	03/21/16	Jane Smith

Step-by-Step Borrowing

3

ADMINISTER PAYBACK DOSE



Borrowing Form Entry

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5	03/21/16	Jane Smith

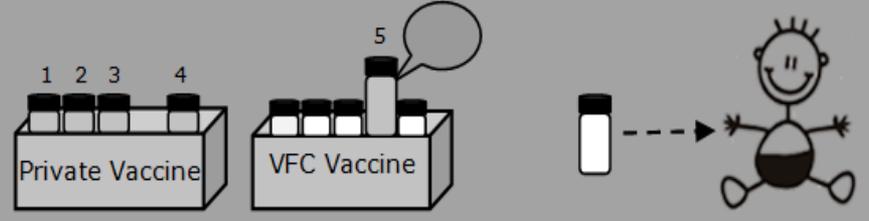
4

COUNT INVENTORY DEDUCT DOSES ADMINISTERED RECONCILE

Private doses involved in borrowing transactions must be managed in imMTrax.

Count payback doses as part of their original inventory.

Deduct doses administered from their original inventory.



Step-by-Step Borrowing

imMTrax DEMO

Borrowing Resource Webpage

www.immunization.mt.gov

Montana VFC Provider Handbook

Section 16, page 65

Borrowing Form

Borrowing Boot Camp Webinar Recording and Quiz

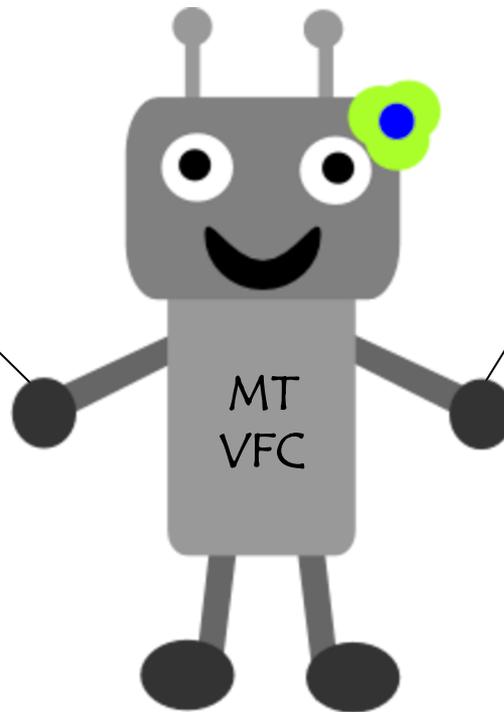
Vaccine Borrowing Poster

“Payback” Stickers and Borrowing Signs

Please send your examples!

We will notify providers by email when the webpage is available.

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