



Maine Department of Health and Human Services  
Maine Center for Disease Control and Prevention

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To: Maine Immunization Program Providers  
From: Maine Immunization Program  
Subject: 2019 Provider Agreement and Education Changes  
Date: December 10, 2018

Please take note of the following changes for 2019:

Provider Agreement:

We are extending your current Provider Agreement to July 2019 to align with the State of Maine fiscal year. You *do not need to take any action* until we send additional information regarding the Provider Agreement this upcoming Spring. However, you will still need to submit the following prior to January 31, 2019:

- Varicella Eligibility form <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/online-forms/2013-forms/varicella-eligibility-request-form.doc>
- User Agreements (Vaccine Coordinators, WIC, and non-vaccine locations ONLY, all other user agreements should be kept on file at your facility) <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/impact/ImmPact-Individual-User-Agreement-101518.pdf>

Annual Education Requirement:

All primary and back-up Vaccine Coordinators *must* take the *You Call The Shots Storage & Handling* module yearly. Any new Vaccine Coordinators *must* take the *You Call The Shots Storage & Handling* and *Vaccines For Children* modules during their first year as a Coordinator, and then the *Storage & Handling* module yearly thereafter. Starting in January 2019, we will require you to complete your Annual Education by January 31<sup>st</sup> each calendar year. Both modules can now be accessed and completed on our website at: <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/annual-education-requirement.shtml>. You do not need to fax us the Confirmation Email you receive once you have successfully completed the module/modules. Modules completed prior to January 1, 2019 will not be accepted for the 2019 calendar year.

Calibration Certificates:

Due to new requirements that will align with the new Provider Agreement in July 2019, we now require you to send us copies of your calibration certificates for any data loggers (both primary and back-up) in your possession. We require all data loggers to be calibrated and ready for use at all times. Please fax or email a copy of your Calibration Certificates by January 31, 2019.

Please be sure to include your VFC PIN on all documents.

As a recap, the following are due to us by **January 31, 2019**.

- Varicella Eligibility form
- User Agreements
- Annual Education for primary and back-up Vaccine Coordinators (completed after January 1, 2019)
- Calibration Certificates

We will provide additional information regarding the Provider Agreement and any additional changes in Spring 2019. Thank you for all that you do and enjoy the upcoming holiday season!