

Missouri Vaccines for Children Program

**Vaccine Borrowing Report**

Guidance:

Vaccines for Children (VFC) enrolled providers are expected to maintain an adequate inventory of vaccine for their VFC and non-VFC-eligible patients. VFC vaccine cannot be used as a replacement system for a provider’s privately purchased vaccine inventory. The provider must assure that borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination because VFC vaccine was administered to a non-VFC eligible child. Borrowing should occur only when there is lack of appropriate stock vaccine due to unexpected circumstances such as a delayed vaccine shipment, vaccine spoiled in-transit to provider, or new staff that calculated ordering time incorrectly. The reason cannot be the provider planned borrowing from either stock.

Directions for use of this form:

When a provider has borrowed vaccine from one stock to administer to a child who is only eligible to receive vaccine from the other stock, this form must be FILLED OUT COMPLETELY for each borrowing occurrence. **Each vaccine a child receives must be listed on a separate row.** As soon as the borrowed doses of vaccine are replaced to the appropriate vaccine stock, that date must be entered on this form. Borrowing reports must be kept as part of the VFC program records and made available to the VFC staff during the VFC Site Visit.

Vaccine Borrowed	Patient Name/Patient Identifier/ Insurance status (VFC or private)	DOB	Date Borrowed	Reason no appropriate stock vaccine was available (circle one)	Date vaccine returned to appropriate stock
				1. Private stock order delayed 3. VFC order delayed 5. Other (specify) _____ 2. Private stock non-viable on arrival 4. VFC order non-viable on arrival	
				1. Private stock order delayed 3. VFC order delayed 5. Other (specify) _____ 2. Private stock non-viable on arrival 4. VFC order non-viable on arrival	
				1. Private stock order delayed 3. VFC order delayed 5. Other (specify) _____ 2. Private stock non-viable on arrival 4. VFC order non-viable on arrival	
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				1. Private stock order delayed 3. VFC order delayed 5. Other (specify) _____ 2. Private stock non-viable on arrival 4. VFC order non-viable on arrival	
				1. Private stock order delayed 3. VFC order delayed 5. Other (specify) _____ 2. Private stock non-viable on arrival 4. VFC order non-viable on arrival	
				1. Private stock order delayed 3. VFC order delayed 5. Other (specify) _____ 2. Private stock non-viable on arrival 4. VFC order non-viable on arrival	

"I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully reported on this form."

Provider Name: \_\_\_\_\_ Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Guidance for Documenting Borrowed Vaccine on Tally Sheet

### Guidance:

To assure accurate monthly vaccine accountability, it is necessary for providers to properly document vaccine borrowing and replacement on the Vaccines for Children (VFC) tally sheet. As with borrowing from VFC, borrowing from private stock should be a rare occurrence that can be greatly reduced by diligently completing the monthly accountability report and ordering a sufficient supply of vaccine.

If it is necessary to borrow from private or VFC stock appropriate tracking must occur. Please record the number of doses of each vaccine administered to VFC patients from private stock on the tally sheet to keep accountability accurate. Please use the following process:

- Using the VACCINE ACCOUNTABILITY TALLY SHEET, list the child's name followed by "private stock" in parenthesis.
- Complete the age group and category areas appropriately.
- Mark the box of the vaccine(s) that the child received from private stock with a P to indicate private stock was used.
- Mark any VFC vaccines the child may have received on the same row with an X or check mark.
- When the VFC vaccine order is received, transfer to private stock the type and number of vaccine(s) marked with a "P."
- Place an X on top of the vaccine(s) marked with P on the tally sheet to indicate that the vaccine has been re-paid.
- At the end of your accountability period complete the monthly VFC VACCINE ACCOUNTABILITY REPORT using the information obtained from the tally sheet.

