State-Supplied Vaccine (SSV) Program Enrollment Instructions

Rhode Island Department of Health
Office of Immunization

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSV Login</td>
<td>2</td>
</tr>
<tr>
<td>SSV Practice Menu</td>
<td>3</td>
</tr>
<tr>
<td>Patient Profile</td>
<td>4</td>
</tr>
<tr>
<td>Influenza Doses Reservation</td>
<td>5</td>
</tr>
<tr>
<td>Medical Practice Information</td>
<td>7</td>
</tr>
<tr>
<td>Contact Information</td>
<td>8</td>
</tr>
<tr>
<td>Licensed Vaccine Provider List</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Preparedness Plan</td>
<td>10</td>
</tr>
<tr>
<td>SSV / VFC Terms &amp; Conditions</td>
<td>13</td>
</tr>
<tr>
<td>Enrollment Confirmation</td>
<td>14</td>
</tr>
<tr>
<td>Enrollment Completion</td>
<td>15</td>
</tr>
</tbody>
</table>

Revised: May 16, 2019
Use this link [https://kidsnet.health.ri.gov/vaccine](https://kidsnet.health.ri.gov/vaccine) and select either the SSV Login link or, if you are a KIDSNET Provider, the KIDSNET Login link.

Follow the instructions on the page to log in to the enrollment system:

1. **SSV Login**

   Any currently enrolled practice may log into the SSV Program enrollment site using their SSV PIN and Medical License Number. Enter your entire PIN (including any alpha prefixes such as “AV” or “H”). For the license number, use credentials (e.g. MD) plus the five digits of your lead provider’s license number. For SSV Login assistance, contact Maria Bisono at 222-5948 or maria.bisono@health.ri.gov.

   If you need additional assistance, please contact your assigned immunization representative whose name and contact info can be found on each page of the online enrollment.

2. **KIDSNET Login**

   Providers who participate in KIDSNET may access the upcoming season’s enrollment by logging into KIDSNET with their assigned User ID and password. For KIDSNET Login assistance, please call the HELP Desk at 222-5960, or contact Janet Limoges at 222-7681.

3. **First Time Enrollment**

   If you are not currently enrolled in the ‘Immunize for Life' State-Supplied Vaccine (SSV) Program and wish to enroll for the first time, contact Maria Bisono at 222-5948 or maria.bisono@health.ri.gov.

First-time enrollees will be eligible to receive the upcoming season’s vaccines at the start of the new fiscal year – July 1.
Verify that the SSV PIN and Practice Name are correct and that this is the practice you wish to enroll.

The Practice Header will be displayed at the top of each page of the enrollment. (For demonstration purposes, this information may be missing from some of the following slides in order to fit the primary information around the specific topic being described).

Read the instructions, and then click on the 2020 SSV Enrollment link.
Patient Profile

This page is asking for your patient information numbers. You must provide accurate/current information regarding your patient demographics and insurance status by age group. This section now includes a box in which you must select the source of the data you are providing. Sources of data can include your billing system, EHR (electronic health record system), Encounter Form, etc. If you need help in determining this information, check with your billing personnel for assistance.

Note: VFC vaccines are for patients <19 years of age only.
Influenza Doses Reservation

This section is specific to flu vaccine needs for both staff AND patients. “Reservation” refers to the amount of flu vaccine that you estimate will be needed for the entire upcoming flu season.

Note: reserving flu vaccine doses during enrollment does not constitute an actual order.

After flu vaccine becomes available in September or October, you will be instructed on how to order your already reserved flu vaccine via the OSMOSSIS online ordering system.

Providers are allowed to reserve up to 120% of the flu vaccine doses that were reported as administered during the previous flu season.

(Continued on next page)
Influenza Doses Reservation (cont.)

Reservation Notes:
Your total Reservation amount cannot exceed the “Total 2019-2020 Doses Available for Order”.

All state-supplied influenza vaccines for the 2019-2020 season are preservative and latex-free.
All vaccine, except Fluzone High Dose and Fluad, are quadrivalent (Fluzone HD and Fluad continue to be offered as trivalent only).

Important: Medicare Fee-For-Service (MFFS) Patients:
For enrollment or dose administration purposes, MFFS patients are no longer being categorized separately from other patients. Therefore, there are no separate “reserve order” or dose administration categories required for this population. For the 2019-2020 season practices will not have to reimburse RIDOH for doses administered to MFFS patients.
Verify or update the information on this page, including current address, backline phone number, telephone extension, alternate phone number, and practice name and affiliation, if applicable.

**Hospital Affiliated Practice:** Select *Yes* if your practice is associated with a hospital-based organization (Lifespan, CharterCARE, etc.)

Please note that you must have an approved refrigerator unit (and freezer, if storing Varicella vaccine) to receive vaccines. Dorm-style units (having just one exterior door with a freezer compartment within the fridge unit), are not allowed.

Please make sure to check the appropriate Refrigerator and Freezer boxes that apply. If you are a pediatric practice or administer Varicella or MMRV vaccines, then you must also check the freezer box in order to be eligible to receive frozen vaccines.
Contact Information

Ensure that vaccine and office contact information is accurate and current. We recommend whenever possible that the Vaccine Contact and Office Contact (Alternate Vaccine Contact) not be the same person. Once enrolled, it is the practice’s responsibility to update this information whenever necessary.

To request a change in the KIDSNET Administrator, check the designated box and submit a signed KIDSNET agreement.
Licensed Vaccine Provider List

The Licensed Vaccine Provider list should consist of the Lead Physician (Medical Director) and all other medical staff that are licensed to write prescriptions for medication/vaccines.

If you need to add a new Licensed Vaccine Provider (a Rhode Island-licensed professional who can prescribe vaccine), click Add Another Provider. Complete all required fields and click Save. The new provider should now be visible on your list of providers.

If you need to modify information about an existing provider, click the edit link next to the provider’s name. NOTE: An e-mail address is required for the Lead Vaccine Provider. Other licensed providers who wish to receive notifications from RIDOH should also supply their email addresses on this page.
Vaccine Storage Emergency Preparedness Plan

Every enrolled practice must have a Vaccine Storage Emergency Preparedness Plan to safeguard state-supplied vaccines in the event of a mechanical failure, emergency, or natural disaster.

All practices are required to select at least one of the three options on this page, even if you have a back-up power source (e.g. generator). This is to prevent loss should your back-up power source fail to operate properly.

If you choose to use an alternate facility, you will need to provide the name, address, etc. of your alternate facility within this enrollment application.

Note: The Vaccine Storage Emergency Preparedness Plan is formerly known as the “Storage Disaster Plan”
If your practice does not have a back-up power source, we strongly recommend that you provide the information for an alternate site for vaccine storage.

You will need to continue to keep your completed Emergency Preparedness Plan updated and available in your office for review during SSV site visits.

In the Date Arranged box, you must select, in the calendar icon to the right of the box, the date on which you made this arrangement with the alternate facility. This arrangement should be re-confirmed every year.
If your Emergency Preparedness Plan from last year was not saved on your computer, or you wish to complete a new one, select the [here](#) link to bring up the Vaccine Storage Emergency Preparedness Plan template. Be sure to save the plan on your computer for easy updating.

Once saved, you may upload the completed template to the Enrollment system. To upload, click + Add... and select the appropriate file.

Note: Uploading your Emergency Preparedness Plan during online enrollment is optional.
SSV / VFC Terms & Conditions

Enrollment requires that you read and agree to the Terms and Conditions of the State Supplied Vaccine (SSV) Program.

If your practice vaccinates patients younger than 19 years of age, you are also required to read and agree to the Terms and Conditions of the Vaccines for Children (VFC) Federal Program.

To accept these Terms and Conditions and continue with the enrollment process, click the I accept... checkbox before clicking Next.

You may print the Terms and Conditions for your records. RIDOH no longer requires a signed printed copy due to electronic signature being captured when accepting the Terms and Conditions.

**KIDSNET Agreement**

If your practice will vaccinate patients under 19 years of age for the first time, or if there is a change to your KIDSNET Group Administrator or Lead Licensed Vaccine Provider (LVP), you will be required to print, sign, and submit a KIDSNET Agreement.
Enrollment Confirmation

Please print a copy of the Confirmation page for your records. Click Finish to return to the SSV Menu Page.

Enrollment Conditions

Please review and follow the Enrollment Conditions to submit any additional required information to RIDOH. Your practice will need to meet all Enrollment Conditions before it may be certified and allowed to participate in the SSV/VFC Program.

If you are new to the Vaccines for Children (VFC) Program (vaccines for children <19 years of age), you will also need to schedule an orientation visit by contacting Sue Duggan-Ball at 222-1580 or sue.dugganball@health.ri.gov.
Enrollment Completion

After clicking **Finish**, you will return to the SSV Practice Menu page where you started.

- Once your enrollment is certified by RIDOH you will notice that there are now links to each of the enrollment sections, where you can make edits or updates at any time.

To exit the system, click **Logoff** in the yellow box, or simply close your internet browser.

For general enrollment questions, or to find out who your RIDOH immunization representative is, contact:

**Maria Bисono | 222-5948**

maria.bisono@health.ri.gov

For Vaccines for Children (VFC) Provider questions, contact:

**Sue Duggan-Ball | 222-1580**

sue.dugganball@health.ri.gov

For KIDSNET questions, contact:

**Janet Limoges | 222-7681**

janet.limoges@health.ri.gov