

2026 VFC Enrollment Preparation Checklist

<p>SIMON Registration</p> <ul style="list-style-type: none"><input type="checkbox"/> Is the provider site currently reporting doses administered to SIMON? If not, contact the SIMON team immediately -><input type="checkbox"/> Have new clinic staff registered for SIMON User accounts? If not ->	<p>Resources: Simon@dph.sc.gov</p> <p>Click here to register a new SIMON User Account</p>
<p>Site Information</p> <ul style="list-style-type: none"><input type="checkbox"/> Are shipping/delivery times, correct? If not -><input type="checkbox"/> Will this provider site participate in the South Carolina State Vaccine Program? Note: Providers who participate in the SC State Vaccine Program will need to enter a population number of patients under the Non-Eligibility Category- SC State Vaccine Program.<input type="checkbox"/> Does your site have a complete, updated SC Routine & Emergency Vaccine Management Plan (DPH 1225)? If not ->	<p>Click to submit a Helpdesk Ticket.</p> <p>Form available on VFC & Vaccine Management Information Page</p>
<p>Required Annual Updates:</p> <p>Provider/Clinic Profile (DPH 1145)</p> <ul style="list-style-type: none"><input type="checkbox"/> Is the facility type listed for your site in SIMON accurate?<input type="checkbox"/> Do you know whether your site is “specialty” or “full platform”? Note: Pediatricians and Local Health Departments must offer all ACIP recommended vaccines from birth through 18 years of age. These sites are always considered “full platform” (not “specialty” providers).<input type="checkbox"/> Are the provider profile numbers up-to-date with the current population of VFC-eligible and Non-VFC eligible children at your site?<input type="checkbox"/> Sources of Data: Providers must select “IIS” as well as any other applicable selections. Note: “Benchmarking” is only for newly enrolling providers. <p>Provider/Clinic Agreement (DPH 1144)</p> <ul style="list-style-type: none"><input type="checkbox"/> Are the current license #s, license types, NPIs and contact information updated for all licensed providers at your site? If not ->	<p>For changes to this section, submit a Helpdesk Ticket.</p> <p>Please refer to the attached guidance for assistance with pulling reports of your population data as reported to SIMON.</p> <p>Click here for guidance on updating staff information in SIMON.</p>
<p>Required Trainings for VFC Coordinators</p> <ul style="list-style-type: none"><input type="checkbox"/> Have both the current Primary and Backup VFC Coordinators completed the annual VFC Provider trainings?<ul style="list-style-type: none">o Immunization: You Call the Shots-Module Sixteen Vaccines for Children Program—2026o Immunization: You Call the Shots-Module Ten Storage and Handling—2026<input type="checkbox"/> Have the training certificates been uploaded to each user’s Clinic Staff entry in SIMON? See instructions on following page. Note: All staff involved in vaccine management must complete the “Storage and Handling” training, regardless of whether they serve as a VFC Coordinator.	

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Vaccine Management

- All providers must select "YES" on the enrollment for "Do you use the IIS to manage your storage units or temperature logging?"
Note: SIMON is the name of South Carolina's Immunization Information System (IIS).
- Does the provider site have VFC-compliant continuous temperature monitoring devices (digital data loggers "DDLs") installed on every storage unit that will monitor publicly purchased vaccines?
 - Are the DDLs and their Calibration Certificates uploaded to SIMON?
- Does the provider site have at least one "back-up" DDL on-site?
Note: All DDLs (whether primary or "back-up") must have a valid, in-date certificate of calibration.
- Are all Vaccine Storage Units that hold publicly funded vaccines entered in your sites Storage Assets in SIMON?
Note: Ensure all units are updated and paired with the appropriate DDL in SIMON. If making updates, save the status to "Pending Approval" for review and approval by our team.

Definitions

1. As of January 1, 2017, all immunization providers must report all administered immunizations pursuant to SC state Law S.C. Code Ann. § 44-29-40 and the South Carolina Immunization Registry Regulation, S.C. Code Ann. Regs. 60-120 (Supp. 2013).
2. VFC Compliant Thermometers - Continuous Temperature Monitoring Device (also known as digital data loggers-DDL's) must meet the following:
 - a. Temperature Probe (preferably detachable in a thermal buffered material such as glycol)
 - b. Active temperature display-- easily read from outside of unit
 - c. Ability to continuously monitor temperatures and record when data is routinely downloaded

Additional Resources:

VFC Category Patient Count Report

To assist in completing the Provider/Clinic Profile (DPH 1145), utilize the report in SIMON called the "VFC Category Patient Count Report"

On the left side of SIMON click > Reports> on the page under "Coverage Statistics" click > VFC Category Patient Count Report> Once that is selected, type in your clinic pin and date ranging from a year prior to the date you are pulling the report (EX. 3/10/2025 to 3/10/2026) then select "Run Report."