

Policy & Procedure Title	Borrowing Vaccine	Issuing Date	07/17/2012
Policy & Procedure Number	18	Revision Date	11/19/2014
Policy & Procedure Approval Authority	<i>Dave Mesnick</i>		

Policy & Procedure Summary

The Indiana Immunization Division and the Centers for Disease Control and Prevention's (CDC) expectation is that enrolled providers maintain adequate inventories of vaccine to administer to both publicly funded and privately insured children. The Immunization Division permits the occasional borrowing of vaccine from the appropriate supply, public or private, in order to prevent missed opportunities for vaccinating. This borrowing must meet specific reason requirements and be documented and submitted monthly.

Policy Statement

Providers that care for publicly funded and privately insured children must maintain two separate inventories of vaccines, one inventory of privately purchased vaccine for the provider's privately insured children and the inventory of publicly funded vaccine supplied to the provider for administration to VFC and state vaccine-eligible children.

- Borrowing between the two inventories of vaccines may occur in specified situations but must be rare.
- Publicly funded vaccine cannot be used as a replacement system for a provider's privately purchased vaccine inventory.
- The provider must assure that borrowing publicly funded vaccine will not prevent a VFC-eligible child from receiving a needed vaccination.
- Documentation must occur when any vaccine is borrowed regardless of inventory origin.
- The Borrowing Report must be completed in all settings for all vaccine borrowed, and must specify an approved reason for vaccine borrowing:
 - Vaccine may be borrowed due to unforeseen order/shipping delay or circumstance such as delayed vaccine shipment or vaccine spoiled in-transit to provider.
 - Vaccine from the incorrect supply may be administered to a child needing that immunization if the vaccine will expire within one month, such as vaccinating a privately insured patient with a VFC dose that will expire next week. This policy is designed to prevent wastage of both private and publicly purchased vaccine. The dose may then be replaced with a longer-dated dose from the other stock.
 - Vaccine from the incorrect supply may be administered to a child if the dose cannot be used for the intended population prior to expiration, such as administering a short-dated private purchase adult varicella vaccine to a VFC eligible child. The provider could then move a dose of publicly purchased varicella to their private stock.
 - Vaccine from the incorrect supply may be administered to a child if the provider has run out of vaccine from the correct supply between orders. This is meant to be used in rare occasions to prevent a missed vaccination opportunity.
 - A VFC dose can be borrowed to replace a private stock dose if a child was immunized with private stock and the insurance plan refuses to cover the vaccination.

In all circumstances, the provider must document the type of vaccine borrowed, from which stock, the patient's name and DOB, the date the dose was administered, an approved reason for borrowing, and the date the corresponding replacement dose was returned to the appropriate stock.

Please note: for seasonal influenza vaccine, providers may use private stock seasonal influenza vaccine to vaccinate VFC eligible children if VFC seasonal influenza stock is not yet available. Those private stock doses used on VFC eligible children can later be replaced when VFC stock becomes available. This one-directional borrowing exception is unique to seasonal influenza vaccine. Borrowing from VFC seasonal influenza stock to vaccinate fully insured children is not permissible since there is no guarantee that the influenza vaccine can be replaced within the same season.

Completed Vaccine Borrowing Reports must be submitted monthly to the Immunization Division, and borrowing activities will be monitored as part of the VFC provider site visit. Follow-up and/ or corrective actions may be taken when excessive or inappropriate borrowing activities are noted.

Procedure Details

Step 1) Provider borrows a dose of vaccine from one stock to administer to a child who is eligible to receive vaccine from the other stock.

Step 2) The Borrowing Report MUST be completely filled out for each borrowing occurrence.

A. Each vaccine a child receives must be listed on a separate row.

Step 3) As soon as the borrowed dose of vaccine is replaced in the appropriate vaccine stock, the provider will enter the date on the Borrowing Report.

Step 4) The provider will submit a copy of the Borrowing Report to the Immunization Division monthly and will make the report available to the Immunization Division during the site visit. Reports should be maintained for three years.

Date Range of Vaccine Reporting (date of first dose borrowed to date of last dose borrowed): 11/01/2014 to 11/30/2014

VACCINE BORROWING REPORT TABLE						
A Vaccine Type Borrowed	B Stock Used (VFC or Private)	C Patient Name	D Patient DOB (XX/XX/XXXX)	E Date Dose Administered (XX/XX/XXXX) AND Lot#	F Reason Appropriate Vaccine Stock was not Used (Use legend code on page 1 to mark one reason for each dose borrowed)	G Date Dose Returned to Appropriate Stock (XX/XX/XXXX) AND Lot #
DTap	VFC	Elsa Princess	05/03/2014	11/05/2014 AC14B177AA	1- Private vaccine shipment delay	11/12/2014 C4214BA
MMR	VFC	Anna Princess	11/25/2009	11/05/2014 J003790	1- Private vaccine shipment delay	11/12/2014 J013431
Varicella	Private	Shirley Temple	10/31/2013	11/10/2014 J009004	4- Private dose was short dated	11/12/2014 K002920
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: Dr. Sam Who			Provider Signature: <i>Dr. Sam Who</i>			Date: 11/30/2014

References & Resources

Centers for Disease Control and Prevention (CDC) Borrowing Report

Centers for Disease Control and Prevention. VFC Operations Guide, January 2017.

Revision History

07/17/2012, Created

08/28/2014, Updated

11/19/2014, Revised