Use this link: [https://kidsnet.health.ri.gov/vaccine](https://kidsnet.health.ri.gov/vaccine) and select either (1) the **SSV Login** link or, if you are a **KIDSNET Provider**, (2) select the **KIDSNET Login** link.

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

### (1) SSV Login

Any enrolled practice may log into the State Supplied Vaccine (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 the credentials (e.g. MD) plus the five digits of your lead provider’s license number. If you need assistance with using SSV Login, contact Deborah Porrazzo, 222-7876 or deborah.porrazzo@health.ri.gov

Once you have completed the SSV login, if you need additional assistance, please contact your assigned immunization rep. 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 SYF17 enrollment by logging into KIDSNET with their assigned User ID and password. If you need KIDSNET login assistance, please call the HELP Desk at 222-5960, or your Provider Relations Representative, Janet Limoges, 222-7681.

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 Deborah Porrazzo, 222-7876 or deborah.porrazzo@health.ri.gov

First time enrollees will be eligible to receive SYF17 vaccine deliveries at the start of the new fiscal year, July 1, 2016.
Verify that the practice SSV Pin and Practice Name are correct and that this is the practice you wish to enroll.

Read the instructions, and then click on the 2017 SSV Enrollment link.
This page is asking for your **patient** information numbers. You must provide accurate/current information about 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.
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.

**Reserving flu vaccine doses during this enrollment period DOES NOT CONSTITUTE AN ACTUAL ORDER.** After flu vaccine becomes available in September or October, you will be instructed on how to go about ordering your already RESERVED flu vaccine via the OSMOSSIS online ordering system.

Providers are allowed to RESERVE up to 120% of the influenza vaccine doses that were reported as ADMINISTERED during the previous influenza season.

[continued on next page]
Influenza Product Reservation (Cont.)

Reservation Notes:
Your total Reservation amount cannot exceed the “Total 2016-2017 Doses Available for Order”.

All State Supplied injectable influenza vaccines for the 2016-2017 season are being shipped in pre-filled syringes that are both preservative and latex free.

All vaccine, except Fluzone High Dose, are quadrivalent vaccines (Fluzone HD continues to be offered as trivalent only).

FOR 2016-2017

IMPORTANT NEW NEWS REGARDING MFFS (MEDICARE FEE FOR SERVICE) PATIENTS:

- For enrollment or dose administration purposes, MFFS patients are no longer being delineated separately from other patients. Therefore, there are no separate “reserve order” or dose administration categories required for this population and no need to reimburse RIDOH.
Medical Practice Information

Verify or update the information on this page, paying particular attention to current email address, backline phone number, telephone extension, alternate phone number, as well as practice type and specialty, if applicable.

Throughout the system, red asterisks (*) indicate required fields. Please note that you must have an approved refrigerator (and freezer if storing Varicella Vaccine) unit to receive vaccines. Dorm Style units are not allowed. Dorm Style units are those units having just one exterior door with a freezer compartment within the fridge unit.

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 to <19 year olds, then you must also check the box for the freezer.
Contact Information

Ensure that the vaccine and office contact information is accurate and current. We recommend whenever possible that the vaccine and office contact not be the same person. Once you are enrolled, you may edit or update this information at any time.

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 licensed professional who can prescribe vaccine), click on the “Add Another Provider” button. Complete all the required fields to add the provider 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 on 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 should also supply their email addresses on this page.
Disaster Plan Requirements

Every enrolled practice must have a vaccine storage disaster plan to safeguard state supplied vaccines in the event of a mechanical failure, emergency, or natural disaster.

All practices are required to have at least one alternate site for back up storage, 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.

You will need to provide the name, address, etc. of your alternate facility within this enrollment application.

In the “Date Arranged*” (last box in form), you are required to select the calendar icon to the right of the box to select the appropriate date of arrangement with the alternate facility.

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If your practice does not have a back up power source it is strongly recommended that you provide the information for a second Alternate Site for vaccine storage.

You will need to continue to keep your completed disaster plan updated and available in your office for viewing during SSV site visits. If your Disaster Plan from last year was not saved on your computer, or you wish to complete a new one, select the link “here” to bring up the Vaccine Storage Disaster Plan template and fill out the information, being sure to save it on your computer for easy updating.

The options for your practice are to save the document on your computer or upload it to the Enrollment system. In order to upload click the “+Add..” link in the box and select the disaster plan file that you saved/updated to upload (doc., docx., pdf, or txt files only).
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) program.

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

A link is provided to print a copy of the Terms & 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**

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

Use your browser’s print button to print the Enrollment Confirmation page. Click “Finish” to return to the SSV Menu Page where you click Logoff in upper left corner yellow box on the left Navigation Menu.

If your practice will vaccinate patients under 19 years of age for the first time, there is a change to your KIDSNET Group Administrator, or there is a new Lead Licensed Vaccine Provider (LVP), follow the “Enrollment Conditions” directions on this page to submit the KIDSNET agreement. If you are new to the Vaccines for Children (VFC) program, you will also need to schedule an assessment visit by contacting Sue Duggan-Ball 222-1580, sue.dugganball@health.ri.gov.

[continue to next page for completion]
Enrollment Completion

After clicking “Finish” on the aforementioned Enrollment Confirmation Page, you will be returned to the original SSV Practice Menu page where you started. At this time you will now notice that there are individual links to each of the sections of the enrollment for you to use at any time should you need to make any edits or updates.

To exit the system all together, click Logoff in upper left corner, yellow box or you may close your internet browser.

For general enrollment questions, or to find out who your HEALTH immunization rep. is, contact: Deborah Porrazzo, 222-7876 deborah.porrazzo@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