



Middlesex-Essex

Public Health Collaborative

Vaccine Request SOP

i. Overview

The Middlesex-Essex Public Health Collaborative aims at increasing collaboration and sharing resources among member communities. This SOP aims to ensure consistent and effective childhood vaccination requests within communities participating in the Middlesex-Essex Public Health Collaborative.

ii. Eligibility

All Health Department staff whose municipality belongs to the Middlesex-Essex Public Health Collaborative may request vaccination appointments with Haverhill's Vaccine For Children (VFC) program following confirmation of meeting VFC eligibility criteria.

iii. Application

This document describes the procedure for how Public Health Nurses within participating communities can request and coordinate childhood vaccination for eligible school age children from 5 years – 18 years.

iv. Definitions

PHN- Public health nurse

VFC- Vaccines for Children Program

v. Procedure Steps

1. PHN receives a request for pediatric school-required immunization(s).
2. PHN verifies through MIIS that the child is VFC eligible.
 - Please check both MIIS and previous vaccine records to verify what immunizations the child is due to receive.
 - *MIIS is not always accurate*, please verify against [Massachusetts School Immunization Requirements](#).
3. PHN confirms child is VFC eligible
 - Child does not have a medical home.



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- Eligibility criteria below and available at [Mass.gov Vaccine Program website](#).
- 4. Fill out Vaccine Request Form
 - [Haverhill Citizen Center VFC Vaccine Request Form](#)
 - Request Demographic Sheet from school nurse.
 - Discuss donation with family. If a family is unable to pay the donation, please check WAIVED on the form.
- 5. VFC vaccine appointment requests with Haverhill can be made via email to (please send completed form and demographic sheet with vaccine appointment request):
 - Geri Davis (Haverhill Public Health Nurse) gdavis@haverhillma.gov
 - Mary Connolly (Public Health Director) mconnolly@haverhillma.gov
- 6. VFC eligible children will be served by Haverhill's VFC Program. Non-VFC eligible children are referred to a medical provider.

According to Mass.gov those under 19 years of age are VFC eligible if they meet one of the following criteria:

- **VFC Eligible** – Medicaid: a child eligible for MassHealth or Medicaid, including Medicaid HMOs. This category may be selected even if the child has MassHealth or Medicaid as their secondary insurance.
- **VFC Eligible** – Uninsured: a child with no insurance.
- **VFC Eligible** – American Indian/Alaskan Native: a child who (or whose parent/guardian) self-identifies as American Indian (Native American) or Alaskan Native. Please note that no documentation/verification is required.
- *Not VFC Eligible: Any child with private health insurance.*

Resources

<https://www.mass.gov/info-details/vaccine-program>