



Memorandum

TO: Directors, Health Service Regions
Immunization Program Managers, Health Service Regions
Directors, Local Health Departments
Immunization Program Managers, Local Health Departments

FROM: Karen Hess, Manager
Vaccine Services Group

A handwritten signature in black ink, appearing to read "KHess", is written over the name and title of the sender.

THRU: Jack Sims, Manager
Immunization Branch

Handwritten initials in black ink, "JS/MS", are written over the name and title of the recipient.

DATE: March 9, 2011

SUBJECT: Texas Vaccines for Children Program: Influenza Order for 2011-2012

It is important to read this entire memo prior to placing 2011-2012 influenza orders.

Texas Vaccines for Children (TVFC) Program providers may now place orders for the 2011-12 Influenza Season. Providers will again use an online process to place orders. The deadline for placing an order is **March 20, 2011**. Please keep in mind that the order you place now is your actual influenza order that will be delivered starting approximately in September 2011.

Providers may request preferred influenza product brands and formulations, and these requests will be honored to the extent possible. Choice is limited to products and funding allocated to TVFC by the Centers for Disease Control and Prevention. Orders may be filled in their entirety or in partial shipments as vaccines become available next fall.

2011-2012 Electronic Influenza Order Process:

Prior to **March 20, 2011**:

Log on to the Influenza Order Website at:

<http://TVFCflu.questionpro.com>

1. Choose your region from the drop down list. Note: Your region is the first two numbers of your TVFC PIN. City of Houston is listed as COH 25. If you do not know your TVFC PIN, please contact your TVFC representative at your local or regional health department.
2. When the second drop down list appears, select your clinic and PIN. If you do not see your PIN in the list, select "Do not see my PIN" from the top and then enter your 6-digit TVFC PIN in the blank provided, using the leading 0 (zero) if applicable.
3. Enter contact information as indicated.
4. Influenza vaccines are listed by applicable age categories. Enter the number of doses of each influenza product you would like to order (this order should be based on reliable information such as client numbers, this year's doses administered, next year's influenza clinic plans, etc.).
5. Enter doses in increments of 10.

6. The light bulb symbol next to a vaccine type will provide additional information relating to that specific vaccine.
7. Enter the full name of the person completing the form (must be a person listed on the clinic's enrollment form, but does not have to be the actual enrolled signing provider).
8. Read the authorizing section and click on the "I agree" buttons if you agree.
9. When you are satisfied with the order, and prior to submitting, print a copy of the order for your records by right clicking on the mouse and hitting "print".
10. To submit your order request for the 2011-12 influenza season, click on the "Submit Order Form" button at the bottom of the order.

Note: If you need to change your order after it has been submitted, you must start over and enter a completely new order. The most recent order for any designated PIN will be considered the final order.

The deadline to submit an order is **March 20, 2011**. Orders received later than this date may not be filled with product choice or doses requested.

Online submission of influenza orders is preferred, however, if a provider site does not have access to the web to place the order, a physical order form may be used. Please contact the local health department or health service region where you submit your regular TVFC orders to obtain a physical form.

The 2011-12 Influenza Vaccine Information Statements (VIS) will be available for order in late summer or early fall of 2011. By federal law, an appropriate VIS must be given to all patients, or their parent or legal representative when receiving an influenza vaccine. VISs will not be included with influenza vaccines. VISs must be ordered by providers early enough to ensure they are available prior to receiving influenza vaccine. To order Influenza VISs free of charge directly from the Immunization Branch, please visit www.immunizetexas.com. Click on the "Go to Immunization Branch Web Page". Under the Reference Center on the left side of the page, click the link for "Literature & Forms". If you have questions or concerns regarding ordering immunization literature or forms call 1-800-252-9152.

TVFC-supplied influenza vaccine is reserved for children 6 months to 18 years of age as follows:

TVFC Children Eligible for Trivalent inactivated influenza vaccine (TIV)

- All children aged 6 months through 18 years.

TVFC Children Eligible for Live, Attenuated Influenza Vaccine (LAIV)

- All healthy children and adolescents (those who do not have an underlying medical condition that predisposes them to flu complications) aged 2 years through 18 years.

Vaccination efforts should continue throughout the season, because the duration of the influenza season varies, and influenza might not appear in certain communities until February or March.

If you need additional vaccine for the current season, or have questions regarding the ordering process for 2011-12 influenza vaccine, please contact your local health department or health service region representative