



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Dear Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN)
Program Providers,

Current TVFC/ASN Program policy states that both coordinators must be physically located at the clinic site and must be fully trained in routine and emergency policies and procedures.

Effective October 1, 2022, additional language will be added as follows:

Both coordinators must be physically located at the clinic site and must be fully trained in routine and emergency policies and procedures. **Each site must have a unique primary coordinator and backup coordinator. TVFC/ASN sites with operating hours or operating days that do not overlap may share a coordinator.**

This policy change will be enforced during the 2022 TVFC/ASN re-enrollment and will be reflected in the 2023 TVFC/ASN Provider Manual.

This policy is intended to protect vaccine by ensuring primary and backup vaccine coordinators are onsite to monitor any inventory. If updates need to be made to one or both vaccine coordinators, the change should be made using a [Changes to Enrollment Form](#) with all required training certificates attached:

- CDC's You Call the Shots (Modules 10 and 16),
- VAOS training, and
- The most current TVFC/ASN Provider Policy Training.

The Changes to Enrollment Form and required trainings can be submitted to your RE.

Thank you for your continued partnership.

Texas Department of State Health Services

Immunization Section