

PROTOCOL FOR STAFF TURNOVER OF PRIMARY OR BACKUP VFC CONTACTS

STEPS

1. Provider staff communicates to the LHD about the changes in staff. LHD verifies name, telephone number, email address, and verifies they are a registered MCIR user at that MCIR site.
2. LHD staff emails this information with the provider PIN number to the VFC staff at MDHHS: Connie Garn (garnc@michigan.gov) and Darcy Wildt (wildtd@michigan.gov).
3. LHD staff emails the MCIR Region Coordinator for training purposes of new provider staff.
4. LHD staff makes the appropriate corrections in the PEAR online tool.
5. MDHHS VFC staff updates the contact information in the provider's MCIR site.