

Date of Publication: August 2007

Revision Date: January 2011



Question and Answers about *The VFC Operations Guide*

Question:

Why is there no date on this edition of the *VFC Operations Guide*?

Answer:

This edition of the *VFC Operations Guide* is designed to accommodate revisions of individual modules so that the user will not have to wait for publication of an entire new edition in order to receive the most current information. Rather than a date of publication being assigned to the manual as a whole, each individual module will carry the date of publication and the date of the latest revision on every page. Since some modules will be updated more frequently, the revision dates may eventually vary throughout the text. In the table of contents, the most current date will be listed next to each entry.

Question:

How will grantees be notified when modules are updated?

Answer:

As modules are revised and replaced, the new module will be placed on the VFC website and sent out electronically through the all-grantee message system. The table of contents page will be updated to reflect the date the module was revised, and the new table of contents will be posted on the website and sent electronically with the revised module. Additionally, revisions will be announced during the quarterly VFC/AFIX conference calls; participants will be instructed regarding how to access the newly revised module.

Question:

What if I do not get the all-grantee messages or participate in the VFC/AFIX quarterly conference calls?

Answer:

It is the responsibility of each grantee to ensure that each staff working in the VFC program has access to the most up-to-date VFC Operations Guide. This could be accomplished by forwarding the all-grantee message to all VFC staff and instructing the staff to print the module and table of contents and replace the old versions with the new versions in their hard copy of the VFC Operations Guide.

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Question:

When a new version of a Module is released that contains new requirements, when will those requirements become effective?

Answer:

Unless otherwise noted in the Module, the effective date of any new requirements will be 90 days after the release of the Module. The 90 day clock will start the day after the all-grantee message is sent.

Question:

Whom should I contact if I have any questions about the content of the *VFC Operations Guide*?

Answer:

It is always best to start by contacting your Project Officer. If that person is unable to assist you, he or she will refer your question to the VFC Policy Coordinator. If the Project Officer is unavailable, please feel free to contact the VFC Policy Coordinator, directly.

This document can be found on the CDC website at:

<http://www.cdc.gov/vaccines/programs/vfc/downloads/vfc-op-guide/04-q-and-a.pdf>