



POLICY

Policy Name:	Texas Vaccines for Children (TVFC) Vaccine Policy
Policy Number:	001
Dept/Ops Area:	Texas Vaccines for Children (TVFC)
Reviewed/Approved By:	Board of Directors
Original Effective Date:	October 21, 2025
Dates of Revision Approval:	n/a

Policy:

It is the policy of Coastal Gateway Health Center (CGHC) to ensure that all vaccines provided through the Texas Vaccines for Children (TVFC) program are administered in compliance with federal and state guidelines, while maintaining the highest standards of patient safety, accurate documentation, and equitable access to immunizations

Purpose:

The purpose of this policy is to establish guidelines for the administration, management, and documentation of vaccines provided through the Texas Vaccines for Children (TVFC) program at Coastal Gateway Health Center (CGHC). This ensures compliance with federal and state requirements while providing safe, effective, and equitable immunization services to eligible patients.

Procedure:

1. Eligibility Screening

- All patients will be screened for TVFC eligibility at each immunization encounter.
- Eligibility status will be documented using the required Patient Eligibility Screening Form.
- Eligibility categories include:
 - Medicaid eligible or enrolled.
 - Uninsured
 - Underinsured (insurance does not cover vaccines)
 - American Indian or Alaska Native
 - Enrolled in CHIP

2. Vaccine Administration

- TVFC vaccines will be provided at no cost for eligible patients.
- CGHC may charge an administration fee in accordance with state guidelines; however, no child will be denied vaccination due to inability to pay.



- Medicaid patients may not be charged for vaccine administration or associated visits.
 - 3. **Vaccine Management**
 - All vaccines will be stored and handled in compliance with TVFC vaccine management guidelines and CDC Vaccine Storage and Handling Toolkit.
 - Vaccine refrigerators and freezers will be monitored twice daily with temperature logs maintained.
 - Staff will follow proper procedures for receiving, storing, and discarding vaccines.
 - 4. **Documentation**
 - All vaccines administered will be recorded in the patient's electronic health record (EHR) and in ImmTrac2, the Texas Immunization Registry.
 - Lot numbers, expiration dates, and manufacturer information will be documented.
 - Required Vaccine Information Statements (VIS) will be provided to patients or parents/guardians before administration.
 - 5. **Training and Compliance**
 - All staff administering or handling TVFC vaccines must complete required TVFC trainings.
 - CGHC will comply with all site visits, audits, and reporting requirements as directed by the Texas Department of State Health Services (DSHS).
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Responsibilities

- **Medical Assistants (MAs) and Nurses:** Screen for eligibility, administer vaccines, document appropriately, and educate patients/guardians.
- **Clinical Operations Coordinator:** Ensure vaccine storage, handling, and documentation compliance; oversee temperature monitoring and reporting.
- **Chief Medical Officer (CMO):** Provide clinical oversight, approve policies, and ensure compliance with TVFC program requirements.
- **Chief Executive Officer (CEO):** Ensure organizational compliance and resource allocation to support program operations.