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Memorandum

To: Vaccine Providers
From: Rattana Bip, Vaccine Manager
Immunization Division
Date: January 2025
Subject: **2025 Annual Re-Enrollment to receive state-supplied vaccine**

The Vaccine Program, as mentioned in the memo below, comprises three sub-programs: universal state pediatric vaccine program, federal VFC program and limited adult vaccine program. All sites enrolled in the Vaccine Program (including Specialty providers, Respiratory Vaccine-Only providers, or Adult-Only providers) must consider all doses received via the Vaccine Program as state-supplied vaccines and utilized according to the [Guidelines for Compliance with State Vaccine Program Requirements](#).

Providers must re-enroll to continue receiving state-supplied vaccines from the Vaccine Program at no cost. This year, enrollment will begin January 20, 2025, and end February 28, 2025. All providers must re-enroll online using the Massachusetts Immunization Information System (MIIS). If your site is registered but not an authorized user of the MIIS, please contact the MIIS Helpdesk at 617-983-4335 or miishelpdesk@state.ma.us.

Steps for re-enrollment:

1. Review programmatic documents
 - a. [Guidelines for Compliance with State Vaccine Program Requirements](#)
 - b. [Provider Agreement to Comply](#)
 - c. [Vaccine Restitution Policy](#)
 - d. [Digital Data Logger Restitution Policy](#)
 - e. [Childhood](#) and [Adult](#) Availability Table
2. Primary and Back-up Vaccine Coordinators are required to complete the [2025 Vaccine Program Compliance Storage and Handling training](#).
3. Update, sign and upload Standard Operating Procedures (SOP) into MIIS
 - a. [Vaccine Management SOP](#)
 - b. [Vaccine Transport SOP](#)

4. Log into the MIIS, review site information on the enrollment page, upload updated temperature logs for all storage units holding state-supplied vaccine, verify shipping hours, verify your MCSR license number, set practice profile and update provider list.
 - a. Medical Directors must agree to comply with the [Provider Agreement to Comply](#) by checking the checkbox and submitting site re-enrollment.

If the re-enrollment is not submitted by **February 28, 2025**, you cannot order state-supplied vaccine.

Reminder:

Site visits are a core element of the Vaccine Program. The Medical Director understands and agrees that the Vaccine Program Quality Assurance staff will conduct Compliance and Unannounced Storage and Handling Site Visits every 12 to 24 months. Primary and backup vaccine coordinators must be available during the site visits. Please review section C in the [Guidelines for Compliance with State Vaccine Program Requirements](#) for additional requirements regarding site visits.

If you have any questions about re-enrolling or other aspects of the program, please contact the Vaccine Program at (617) 983-6828.