

UUAV Addendum to MnVFC Policies and Procedures Manual

Providers enrolled in the Uninsured and Underinsured Adult Vaccine (UUAV) program must adhere to all policies and procedures outlined in the MnVFC policies and procedures manual. There are some additional considerations or unique circumstances for sites that are enrolled in the UUAV program. These are outlined below.

Sites enrolled in the UUAV program must read and sign both the MnVFC policies and procedures manual and this UUAV addendum.

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UUAV basics

Minnesota's UUAV program provides vaccine at no cost to enrolled sites for eligible patients. These vaccines are purchased using a combination of state and federal funds. Sites cannot charge the recipient for the cost of the vaccine.

Sites can only charge an administration fee of up to \$21.22 per dose, but the sites **must waive this charge if the patient is unable to pay**. It is unacceptable for these bills to go to collections; if a site does not waive this fee, their enrollment in this program will be terminated.

UUAV is a counterpart to Minnesota's Vaccines for Children (MnVFC) Program. MnVFC and UUAV are both managed by the Immunization Program at the Minnesota Department of Health.

If you are interested in enrolling in UUAV, please email health.uuadultvax@state.mn.us.

Checklist of required action steps for UUAV

Every 24 months

- Complete a UUAV application to maintain enrollment.
 - If application is approved, you must complete and sign a UUAV Program Provider Agreement. UUAV sites can expect an email with a link to complete their provider agreement at the time of approval.

Every 12 months

- Complete the UUAV Annual Report of the Number of Immunized Adult Patients
 - Satellite sites do not need to complete an annual report; their data should be included in the parent site's annual report.
 - If you are reporting adult dose-level eligibility (DLE) to MIIC, you can get data to help you complete the annual report in MIIC. Please see section **UUAV Annual Report Data** below.
- Read and sign the MnVFC Policies and Procedures Manual.
- Complete the MnVFC online training and print the certificate.
 - Please follow along with the MnVFC policy and procedure manual as you listen.
- Read and sign the UUAV addendum.

Signatures

The vaccine coordinator and backup vaccine coordinator must sign below. Any other individuals who are involved in immunization at your site are encouraged to read this addendum but are not required to sign. **By signing below, I certify that I have read this UUAV addendum.**

Name	Signature	Date
Vaccine Coordinator:		
Backup Vaccine Coordinator:		

Patient eligibility and screening

Documentation

You must screen adults 19 and older to determine if they are eligible for UUAV vaccine. You must document eligibility status either on paper or in the electronic health record at each encounter and retain documentation for three years.

- A paper screening record for adults 19 years of age or older is available at [Patient Eligibility Screening Record for Adults 19 Years of Age or Older \(www.health.state.mn.us/people/immunize/hcp/uuav/uuavelig.pdf\)](http://www.health.state.mn.us/people/immunize/hcp/uuav/uuavelig.pdf).
- An optional adult self-screening form is available at [Can I Get Free or Low-cost Shots? \(www.health.state.mn.us/people/immunize/hcp/uuav/uuavselfscreen.pdf\)](http://www.health.state.mn.us/people/immunize/hcp/uuav/uuavselfscreen.pdf).

Eligible patients: Use UUAV vaccine

- Uninsured (patient has no health insurance coverage).
- Underinsured:

- Patient has private insurance that does not cover vaccines (eligible only for the specific vaccine that insurance does not cover) or that caps prevention services (eligible after cap is reached).
- Patient has Medicare policy that does not cover specific vaccines (eligible only for the specific vaccines not covered).

Not eligible patients: Use private vaccine

- Patient is not a Minnesota resident.
- Patient is a Minnesota Health Care Program (MHCP) enrollee (Medical Assistance [MA] or MinnesotaCare).
- Patient is on Medicare that covers the specific vaccine, even if deductible must be met first.
- Patient has private insurance that covers immunizations, even if deductible must be met first.

Comparing MnVFC and UUAV patient eligibility criteria

The MnVFC program and the UUAV program have distinct patient eligibility criteria. The table below reviews the differences.

Patient eligibility	MnVFC Program (0-18 years)	UUAV Program (19 years and up)
MHCP-enrolled	Yes, eligible for all recommended childhood vaccines.	No, not eligible. Use private vaccine and bill MHCP.
Uninsured	Yes, eligible for all recommended childhood vaccines.	Yes, eligible to receive UUAV adult vaccines at UUAV-enrolled sites.
Underinsured Underinsured is defined as patients with private insurance that does not cover a specific vaccine or has a vaccine coverage cap.	Only eligible at LPH, FQHC, RHC, tribal health, and IHS clinics for all recommended childhood vaccines.	Yes, eligible to receive the vaccine not covered by their insurance at UUAV-enrolled sites. They are not eligible to receive UUAV doses of the vaccines covered by their insurance or vaccines they receive before they reach their cap.
American Indian or Alaska Native	Yes, eligible for all recommended childhood vaccines.	Not applicable. Eligibility is based on insurance status.
Insured (private/commercial)	No, not eligible. Use private vaccine.	No, not eligible. Use private vaccine.

Submitting UUAV doses administered data

Providers are required to report doses administered data to Minnesota Immunization Information Connection (MIIC) within seven days of the vaccine administration date. This is a new requirement for UUAV and MnVFC programs. Visit [Enroll in MIIC \(www.health.state.mn.us/people/immunize/miic/provider/enroll.html\)](http://www.health.state.mn.us/people/immunize/miic/provider/enroll.html) to determine the best way to submit data to MIIC for your organization.

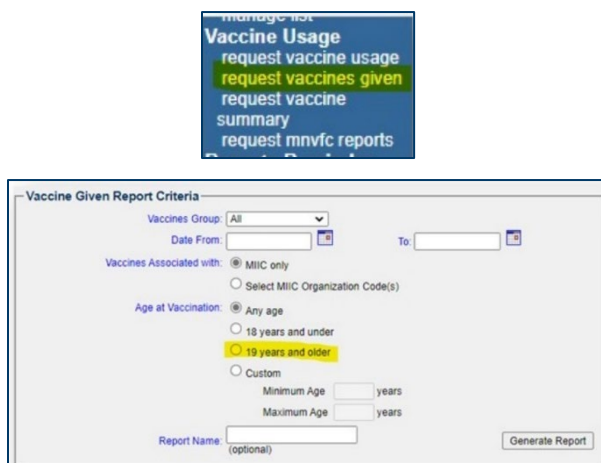
Additionally, reporting dose-level eligibility (DLE) to MIIC for all vaccines administered to patients age 19 years and older is strongly encouraged for all sites participating in the UUAV program to ensure program accountability.

If you do not already submit this data, you may be able to do so with your current electronic health record (EHR) system or other electronic data submissions. We recommend discussing this with your technical staff and/or EHR vendor support. For detailed instructions on how to submit this data, please refer to [Doses Administered by Eligibility Report \(www.health.state.mn.us/people/immunize/miic/train/dar.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/dar.pdf).

UUAV annual report data

Information to help you complete the annual report for adult patients is available in MIIC. The one big caveat is that your Dose Level Eligibility (DLE) status must be accurate when submitted to MIIC. It would be a good idea to double check that the results you are seeing in the MIIC totals accurately reflect the information you would expect according to your system.

The process to access this data for adult patients is different from the process to access the same data for pediatric patients. To get this data, you will need to run a Vaccines Given report for patients 19 and older. That option is found under “Vaccine Usage” on the left-hand side of MIIC. When prompted, enter October 1 through September 30, and select the 19 years and older option. Click Generate Report, then click the refresh report button until the report is available to download.



The image shows two screenshots from the MIIC system. The top screenshot is a menu titled 'manage list' with the following options: 'request vaccine usage', 'request vaccines given' (highlighted in yellow), 'request vaccine', 'summary', and 'request mnvfc reports'. The bottom screenshot is the 'Vaccine Given Report Criteria' form. It includes the following fields and options:

- Vaccines Group:** A dropdown menu set to 'All'.
- Date From:** A date picker set to 10/1.
- To:** A date picker set to 9/30.
- Vaccines Associated with:** Radio buttons for 'MIIC only' (selected), 'Select MIIC Organization Code(s)', and 'Custom'.
- Age at Vaccination:** Radio buttons for 'Any age', '18 years and under', '19 years and older' (highlighted in yellow), and 'Custom'.
- Custom Age Range:** Fields for 'Minimum Age' and 'Maximum Age' in years.
- Report Name:** A text field with '(optional)' below it.
- Generate Report:** A button.

That should give you the full list of vaccines given to adults at your site. You would then sort the doses by “eligibility status” to get the counts for each vaccine product and eligibility category on the report.

Borrowing

Documentation

Borrowing must be documented using the VFC Vaccine Borrowing Report found at [Vaccine Management Forms \(www.health.state.mn.us/people/immunize/hcp/mnvfc/forms.html\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/forms.html). A borrowing report must be completed when any of the following situations occur:

- Borrowing vaccine from private stock to administer to a MnVFC or UUAV-eligible patient.
- Borrowing vaccine from MnVFC stock to administer to a privately insured or UUAV-eligible patient.
- Borrowing vaccine from UUAV stock to administer to a MnVFC-eligible, Medicaid-enrolled, or privately insured patient.

Requirements

- **Borrowing should be a rare, unplanned occurrence.**
- Borrowing is approved only in these instances:

- Vaccine expiring soon will be lost if not used. Providers with a small, privately insured patient population can use this option to administer short-dated, privately purchased vaccine to a VFC or UUAV-eligible patient and replace it with a longer-dated, VFC or UUAV dose.
- Lack of vaccine stock due to delayed or spoiled shipments.
- VFC or UUAV seasonal influenza vaccine stock is not yet available. Private seasonal influenza vaccine stock may be borrowed for VFC or UUAV-eligible patients and replaced when VFC and UUAV vaccine becomes available. This one-directional borrowing is unique to seasonal influenza vaccine.

Special considerations for borrowing between MnVFC and UUAV stocks

Borrowing with UUAV vaccines must adhere to all requirements listed in the MnVFC Policy and Procedure manual. Briefly, MnVFC and UUAV vaccine are purchased with different funding streams and are not “interchangeable.” If you use UUAV vaccine on a MnVFC-eligible person (or vice versa) that is considered borrowing. Borrowing between MnVFC and UUAV stocks must adhere to all the standard borrowing requirements listed above. It also has the following additional considerations:

- The vaccine in question must be available in both programs. Not all vaccines are the same between pediatric and adult populations. For example, you would never be able to borrow hep A doses between the two programs because the adult and pediatric vaccine products are different.
- Doses **must** be replaced. Consider your patient population when deciding whether borrowing is appropriate.
 - **Example:** A MnVFC-eligible 4-year-old with diabetes needs a dose of PPSV23 (Pneumovax). Currently, you have private and/or UUAV PPSV23 in stock. Considering your family practice patient population, ordering a box of MnVFC PPSV will likely entail wasting most of the vaccine since you rarely administer the pediatric age group.
 - **Consider your options:** Maintain a limited stock at larger sites (if available) or refer patient to an alternate site that stocks this vaccine.

Participate in Site Visits

MnVFC staff conduct site visits to offer support and guidance and ensure sites are meeting the federal and state requirements. If you are enrolled in MnVFC, this requirement is fulfilled at the time of your routine MnVFC site visit. If you are only enrolled in UUAV and not MnVFC, you will still be required to participate in a site visit. These site visits will be required every 2-3 years. The vaccine coordinator at your site will receive more information when it is time for a site visit.

Minnesota Department of Health
 UUAV Program
 651-201-5522
health.uuadultvax@state.mn.us
www.health.state.mn.us/immunize

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To obtain this information in a different format, call: 651-201-5414.