



VFC Change of Information

| | |
|--|---|
| Submitting a Request..... | 2 |
| Reviewing a Previous Request..... | 2 |
| CDC Immunization Courses..... | 3 |
| Registering for Access to KSWebIZ..... | 3 |

Submitting a Request

The VFC change of information form can only be submitted by a **current VFC contact**. If both the primary and backup contacts are no longer employed by the provider please notify the KSWebIZ helpdesk at 877-296-0464 or email kdhe.immunizationregistry@ks.gov for further instructions. Only one request can be submitted at a time. If you have submitted the form for approval and wish to make changes the KSWebIZ helpdesk will need to be contacted to reject the current form to allow a new form to be submitted.

1. Begin by visiting the KSWebIZ website: <https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
 - For users that have access to **multiple providers**, make sure your **Default Provider/Clinic** on the home screen is set to the provider you are submitting the form for.
 - For providers with a **warehouse** and an **administration clinic**, the **Default Provider/Clinic** on the home screen must be set to the warehouse not the administration clinic.
5. Select the link for **Reports** on the left hand menu
6. Scroll Down to **VFC Program Forms** section and select the **VFC Change of Information Form** link
7. To submit a new request, select **Add Clinic Change Request**.
 - If the message; *the page at <https://kanphix.kdhe.state.ks.us> says: There is a request for this clinic that has not completed its workflow. Please select another clinic or locate and update the existing request through the search function*, appears there is already a request started or submitted. You will need to follow the **Reviewing a Previous Request** instructions below.
2. Enter any information that needs updated

Clinic VFC/VTrckS Contact Definitions:

- Primary Contact – the primary user that submits inventory and vaccine orders.
- Secondary Contact – a user that has view only access for inventory and vaccine orders.
- Backup Contact – the backup user that submits inventory and vaccine orders.

3. Select **Create**.

The form will be defaulted to in work status. This status allows you to save the information you have entered without submitting it for approval. You will be able to access the form at a later time to finish it and change the status to submitted for approval by following the **Reviewing a Previous Request** instructions below.

4. Change the **Request Status** drop down to **Submitted for Approval**.
5. Select **Update**.

Reviewing a Previous Request

If you have submitted the form for approval and wish to make changes the KSWebIZ helpdesk will need to be contacted at **877-296-0464** or kdhe.immunizationregistry@ks.gov. The helpdesk will reject the current form to allow a new form to be submitted.

1. Begin by visiting the KSWebIZ website: <https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
5. Select the link for **Reports** on the left hand menu.
6. Scroll Down to **VFC Program Forms** section and select the **VFC Change of Information Form** link.

7. Update any of the criteria to narrow your search.
8. Select **Search**.
9. Select **View** on desired result to view the form.

| Clinic Code | Current Clinic Name | Requested Clinic Name | VFC/VTrckS PIN | Status | |
|-------------|-----------------------|-----------------------|----------------|------------------------|------|
| WEBIZ TRNG | KANSAS WEBIZ TRAINING | KANSAS WEBIZ TRAINING | TEST2 | REJECTED | View |
| WEBIZ TRNG | KANSAS WEBIZ TRAINING | KANSAS WEBIZ TRAINING | TEST2 | REJECTED | View |
| WEBIZ TRNG | KANSAS WEBIZ TRAINING | KANSAS WEBIZ TRAINING | TEST2 | REJECTED | View |
| WEBIZ TRNG | KANSAS WEBIZ TRAINING | KANSAS WEBIZ TRAINING | TEST2 | APPROVED | View |
| WEBIZ TRNG | KANSAS WEBIZ TRAINING | KANSAS WEBIZ TRAINING | TEST2 | SUBMITTED FOR APPROVAL | View |

Status Definitions:

- **Approved** – the form submitted has been approved and updated.
- **Rejected** – the form submitted was rejected and contact was made to follow-up explaining why. A new request will need to be submitted.
- **Submitted for Approval** – the form has been submitted but is still being processed, or waiting on additional information.
- **In work** – the form has not been submitted. Update the *Request Status* to **Submitted for Approval**.

CDC Immunization Courses

The *CDC immunization courses* can be accessed at: <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>
 The two required *Training Course* are: **Vaccines for Children (VFC)** and **Vaccine Storage and Handling**.

Detailed instructions for obtaining a certificate for the immunization courses can be found at: <http://www.cdc.gov/vaccines/ed/ce-credit-how-to.html>

For further assistance or issues please contact the regional consultant for your provider. Send in a copy of the Certificates:

- Fax: **785-559-4227** or
- Email: kdhe.immunizationregistry@ks.gov

Now Available

- [Diphtheria, Tetanus, and Pertussis \(DTaP\)](#) Mar 2016
- [Haemophilus influenzae type b \(Hib\)](#) Jul 2015
- [Hepatitis A](#) May 2017
- [Hepatitis B](#) Mar 2016
- [Human Papillomavirus](#) (updated to reflect October 2016 ACIP vote) **Feb 2017**
- [Influenza](#) (updated to reflect 2016-2017 recommendations) Oct 2016
- [Meningococcal](#) Feb 2016
- [MMR](#) Jan 2015
- [Pneumococcal](#) Feb 2016
- [Polio](#) Oct 2015
- [Rotavirus](#) Apr 2016
- [Tetanus, Diphtheria, and Pertussis \(Tdap\)](#) Mar 2016
- [Understanding the Basics: General Recommendations on Immunization](#) Feb 2015
- [Vaccines For Children \(VFC\)](#) Jan 2017
- [Vaccine Storage and Handling](#) Jan 2017
- [Varicella](#) Sep 2016

Registering for Access to KSWebIZ

1. Enter the website: <https://kanphix.kdhe.state.ks.us/> into the *browser*.
2. Once you see the *Welcome to KANPHIX* screen, select the corresponding link marked **KSWebIZ** which is located under the blue *Disease Control and Prevention* heading.
3. Select the **Request User Account** link under the *Trouble Logging in?* link.



4. Complete the account registration by completing the following steps:
 - a. **Enter** all required fields for the *contact information*. *Each user is required to have a unique email address that only they will be accessing.
 - b. **Enter** all required fields to identify the *organization information*.
 - c. **Review** and **Accept** the *KSWebIZ User Security and Confidentiality Policy*.
 - d. **Review** and **Accept** the *User Security and Confidentiality Agreement*.
 - e. Move the **slider** until a *green checkmark* appears to validate the registration.
 - f. Select the **Submit Registration** button.
5. A green *message box* will drop down at the *top of the screen* saying **Success Your registration has been submitted**.

Upon registration completion, the submitted registration will be verified and processed by registry staff. KSWebIZ staff asks that you please allow a *minimum of two weeks (10 business days)* to process access. Following verification and approval, three email notifications will be sent from *noreply-kswebiz@iisregistry.net*:

- ☛ The first emails subject is - *KS WebIZ E-mail Decryption Instructions*.
- ☛ The second emails subject is - *KS WebIZ Account Created*.
- ☛ The third emails subject is - *KS WebIZ Account Information*.

Once all information is received, log in to KSWebIZ by returning to the *Main Application* by following steps *one* and *two* above and *entering* the **username** and **password** then selecting **Login**.

Kansas Immunization Registry – KSWebIZ

Phone: **785-296-8747**

Toll Free: **1-877-296-0464**

Fax: **785-559-4227**

VFC Fax: **785-559-4226**

Email: KDHE.ImmunizationRegistry@ks.gov

VFC Email: vaccine@kdheks.gov