

AFIX Initial Site Visit Preparation Checklist

Below are lists of information and materials beneficial in preparing for your AFIX site visit.

Prior to your AFIX Site Visit the Alaska Immunization Program will review:

- Practice size; number of children and adolescents in practice
- Provider demographic information
- The provider's immunization champion
- Date of prior AFIX visit (s)
- Provider coverage rates from previous visit (s)

How should you prepare for the AFIX Site Visit?

- Review AFIX Initial Visit Letter
- Review AFIX Initial Visit Information Form
 - Immunization rates provided will be run no earlier than 7 days and no later than 2 days prior to scheduled visit date
 - Review and discuss Questionnaire and Clinical Practice Survey questions with personnel and those with decision making authority
- Review [AFIX Site Visit Answer Guide](#)

What do you need to have for the Initial AFIX Site Visit?

- Telephone
- Computer Access
 - Internet
 - [Alaska Immunization Program AFIX site](#)
 - [VacTrAK Login](#)
 - You will be running your coverage rate report
 - Calendar to plan initial follow-up call 1-2 weeks after initial visit
- AFIX Initial Visit Information Form
- [AFIX Site Visit Answer Guide](#)
- Quality Improvement Action Plan Template

What will happen during the Initial AFIX Site Visit?

- Overview of AFIX Program
- You will run your coverage rate report from VacTrAK
- The Questionnaire and Clinical Practice Survey questions will be reviewed and responses will be required
 - Discuss clinic strengths and opportunities for improvement
 - 2 to 3 quality improvement strategies with activities will be selected
 - Based upon questions answered "no" on the questionnaire
- Establish appointment date to conduct initial follow up call
 - Within 2 to 3 weeks of initial AFIX visit

What will happen after Initial AFIX Site Visit has been conducted?

- A draft copy of your AFIX Initial Visit Information Form will be emailed for your review
 - Review the form for accuracy
 - If there are any changes to the draft please respond within 3 business days
 - If no responses are received the form will be considered complete and accurate