The Civil Service Commission, Employee Benefits Division (EBD) is pleased to announce the 2017 Flu Vaccine program for State of Michigan (SOM) employees. The program will run from **09/18/2017 - 11/17/2017**. Michigan Community Wellness Visiting Nurse Association (MC VNA) will continue as our vendor administering the vaccinations.

Only actively working State of Michigan employees are allowed to participate in the worksite vaccination program (retirees, spouses, and dependents are not allowed). The flu vaccine is covered at 100% for employees who are insured by a State of Michigan group medical insurance plan. Employees must bring a photo copy of their health insurance card on the day of the clinic. If an employee is not insured by a State group insurance plan they may pay $34.00 (cash or check to MC VNA Wellness) in order to receive the vaccine at the worksite clinic. Employees insured by SOM group medical insurance that cannot attend a worksite clinic may alternatively receive a flu vaccine at their health provider’s office or participating local pharmacy (co-pays may apply).

### Contacts

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<thead>
<tr>
<th>MC VNA</th>
<th>EBD Flu Vaccine Program Coordinator</th>
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**EBD Back-up Flu Vaccine Coordinator (in Keri’s absence)**

Autumn Hubbard [hubbarda@michigan.gov](mailto:hubbarda@michigan.gov) (517) 284-0084

### Getting Started

1. **Obtain the clinic location/room, with the following characteristics:**
   a. Tables (2-3), Wastebaskets (2), Chairs (6-10), and a telephone.
   b. Emergency contact information & instructions on accessing an outside line for nurses.
   c. Adequate room to accommodate the nurse’s equipment and paperwork.
   d. Adequate area for employees waiting to be vaccinated. As well seating for employees receiving a vaccination for the first time, as they may need to sit up to 15 minutes following their vaccine.
   e. If a building is managed, leased or owned by DTMB an Event Application, and a Security Clearance will be completed by EBD prior to the clinic date.

2. **Estimate the Clinic Goal** - Typically, 25% of the total number of employees at a location will participate. Use the 25% rule or the 2016 clinic totals to estimate the 2017 clinic goal. At least 30 people must be scheduled for the worksite to host a clinic.

3. **Request the clinic date & time** - Requests are accommodated in the order they are received. The deadline for requests is **07/31/2017**. Access and complete the Clinic Request Form located on the Flu Vaccine Clinic Team Room and fax it to Kara Rucinski (MC VNA) at 248-967-8315.
   a. If the worksite location requires a clinic that is more than one day, a separate form must be completed for each clinic date and timeframe requested.
b. Notify MC VNA (krucinski@vna.org) of special needs such as:
   • Early/late hours
   • The need for preservative-free vaccines for pregnant employees
   • Requests to have a vaccine available for an employee over the age of 65 that would like the Trivalent senior high dose (a $50 charge will apply for this vaccine)

c. The number of nurses is determined by MC VNA. Once the final clinic goal is known, MC VNA will determine the number of nurses that will staff the clinic. One nurse can vaccinate six (6) scheduled employees and two (2) walk-in employees per 15 minute time slot (i.e. 24 scheduled vaccinations per hour, do not include walk-ins in your estimate).

d. Seasonal reminders: Bow season opens on October 1st, Veterans Day is November 10th, and rifle season opens on November 15th.

4. **Verify the clinic reservation** - MC VNA will fax the clinic request form back to you with a confirmation of the clinic date and time. You must verify that you received the confirmation by providing your initials and date at the top of the form and faxing it back to MC VNA. **Failing to complete this step may result in clinic cancellation.**

5. **Add the clinic to the Flu Vaccine Clinic Registration Administration Site** - The date(s) and time(s) of the new 2017 clinic must be added to the registration system. Employees will not be able to schedule appointments until this step is complete. See the User Manual and tutorial video located on the Flu Vaccine Clinic Team Room and the Site Coordinator Website for assistance. Within the site coordinators can also; schedule/cancel appointments, generate reports like the clinic schedule and previous year reports to assist with predicting a goal, and edit the number of nurses.

6. **Advertise the Clinic** - 6 weeks, 4 weeks, and 2 weeks prior to the clinic date send an email announcement that includes a link to the Employee Flu Vaccine Clinic Registration Site & hang clinic posters within several locations of the worksite. If management permits, invite employees from nearby worksites. Notify Keri Rust (rustk@michigan.gov) if restrictions for your clinic are needed to only allow employees in your department or building.

7. **Schedule Appointments** - Employees should do this in the Employee Flu Vaccine Clinic Registration Site. Coordinators may provide assistance in the Administration site.

8. **Schedule Volunteers** - Although VNA does provide an Administrative staff member, 1-2 volunteers may be needed to assist with the following:
   a. Monitor the printed schedule, appointment logs and clinic flow.
   b. Verify attendees have brought their consent form, or provide a blank form.
   c. Verify attendees brought a copy of their medical insurance card or are prepared to pay $34.00 (cash/check).

Leading up to the Clinic

1. **6 weeks before** - Send a reminder email announcement to employees in the area that includes a link to the Employee Flu Vaccine Clinic Registration Site.

2. **4 weeks before** - Send a reminder email announcement to employees in the area that includes a link to the Employee Flu Vaccine Clinic Registration Site.
3. **7 Days before** - Send a reminder email announcement to employees in the area that includes a link to the Employee Flu Vaccine Clinic Registration Site.

4. **2-3 days before** - MC VNA will contact the site coordinator via telephone to obtain the final clinic goal, confirm clinic location (floor, room, etc.), and obtain building information for the nurses (where to park, building entrance location, etc.). Additionally, she will provide the name of the nurse(s) that will attend the clinic. **There must be no changes in vaccine projection made after this time.** Have parking and building entrance information ready at this time.

5. **2-3 days before** - After obtaining the nurse(s) names, provide them to the building security officer along with the clinic date(s) & time(s). Additionally, make any final arrangements with building management.

6. **1-2 days before** - If necessary arrange for worksite escorts for the MC VNA nurses to and from the clinic (correctional facilities or locations with 24-hour shifts).

### Day of the Clinic

1. **Set up early** - Expect MC VNA nurse(s) to arrive early for clinic set-up. Show them to the clinic location and assist in setting up the area.

2. **Forms needed by VNA** - The following forms will be needed by VNA the day of the clinic to accurately track scheduled appointments, walk-ins, and payments (see the Flu Vaccine Clinic Team Room):
   a. Vaccine Assessment & Consent forms (extra blank copies)
   b. Privacy Practices (extra blank copies)
   c. CDC Vaccine Information Statement (extra blank copies)
   d. State Employees ONLY notice
   e. Registered Daily Schedule (printed from the automated registration system the day of the clinic or Manual Schedule Spreadsheet if unable to access the online system)
   f. Walk-In Appointment Log
   g. Vaccine payment log
   h. Insurance Open Enrollment Carrier Change Log (only for clinic dates after 10/08/2017)
   i. Contractual Employee Log

3. **Monitor the clinic** - It is asked that coordinators monitor clinic flow to provide assistance to the VNA administrative staff member. This can also be done by the assigned volunteers, and should include the following duties:
   a. Keep track of the printed schedule by ensuring attendees who are served first had a scheduled appointment, and walk-ins are served as a second priority.
   b. Verify attendees have completed and brought their consent form: if not, provide them with one to complete. **Coordinators/volunteers are not to review the form due to HIPAA violations. Simply verify that the attendee is prepared.**
   c. Verify that the attendee has brought a copy of their state group insurance card or are prepared to pay $34.00 (cash/check).
   d. Ensure employees arriving late (at the end of the scheduled clinic time when MC VNA nurse(s) are due to depart) are turned away.
4. **Retain a final copy of the completed Registered Daily Schedule, Walk-In Appointment Log, Vaccine payment Log, IOE Carrier Change Log, Contractual Employee Log, and the final VNA Vaccine Tally sheet** - These are needed for updating information in the automated registration system. You will need to complete the number of no shows, walk-ins, and paid the day of the clinic numbers after the clinic is over. This reporting will assist in accurately obtaining a clinic goal for the following year. Please note that “Paid the Day Of” refers only to cash and check payments. Send email communication to Keri Rust (rustk@michigan.gov) once the online registration system reflects the actual clinic totals.

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**Reminders, Resources & Requirements**

Please carefully review the below requirements, as worksites incurring fees could jeopardize their ability to host a clinic in the future.

- A clinic must have at least 30 people scheduled. Clinics having less than 30 vaccines over the two previous years will not be allowed to host a clinic unless evidence of sufficiently improved participation is provided or unless VNA provided an exemption to host a clinic, such as:
  - An increase in staff, or
  - Confirmation that they will combine with other worksites to produce a clinic of at least 30 participants.
- Provide any changes in your worksite coordinator contact information to Keri Rust (rustk@michigan.gov).
- Contact Kara Rucinski (krucinski@vna.org) as soon as possible upon receiving additional vaccination request once all available appointment slots have been filled (additional time may be able to be added).
- Immediately notify Kara Rucinski (krucinski@vna.org) and Keri Rust (rustk@michigan.gov) when a change to the clinic date and/or time is needed.
- Clinic posters and other program forms and documents will be available by mid-July on the Flu Vaccine Clinic Team Room and the Site Coordinator Website.
- Most people have no problem after receiving the vaccine. However, some common symptoms may include; soreness, redness, swelling at the vaccine site, mild fever, or aches soon after the vaccine is given. These symptoms may last 1-2 days, and resolve without treatment. The vaccine offered contains the H1N1 (swine flu) pandemic strain. The nasal-spray flu vaccine will not be given in the worksite clinics.
- Remind MC VNA staff that they may not be in possession of tobacco products and cell phones at Michigan Department of Corrections (MDOC) facilities.
- Correctional Facility Worksite Coordinators immediately notify Kara Rucinski (krucinski@vna.org) and Keri Rust (rustk@michigan.gov) if you become aware of an imminent lock-down at the worksite where the clinic is scheduled.
- There is a $50/hour fee assessed by MC VNA for nurses being required to stay beyond the originally agreed upon scheduled time frame at a clinic.
- Clinic times and MC VNA staff will be based on the total number of participants projected.
- Notice of clinic cancellation must be received by MC VNA at least 48 hours prior to the scheduled clinic date. Clinics cancelled after this deadline will incur up to a $500 fee.