

2019 State of Michigan Employee Seasonal Flu Vaccine Clinic Program Worksite Coordinator Program Guidelines

The Civil Service Commission, Employee Benefits Division (EBD) is pleased to announce the 2019 State of Michigan Employee Flu Vaccine Clinic Program. The program will run from **09/16/2019 - 11/15/2019**. Michigan Community Wellness Visiting Nurse Association (MC VNA) will continue as our vendor administering the vaccinations.

Only actively working State of Michigan (SOM) employees are allowed to participate in the Flu Vaccine Clinic program (**retirees, spouses, and dependents are not allowed**). The flu vaccine is covered at 100% for employees who are insured by a [SOM group health insurance plan](#). Employees must bring a photocopy of their SOM health insurance card on the day of the clinic. If an employee is not insured by a State SOM group health insurance plan, they may pay \$34 (cash or check to Michigan Community Wellness VNA) in order to receive the vaccine at the worksite clinic. Employees insured by a SOM group health insurance plan that cannot attend a worksite clinic may alternatively receive a flu vaccine at their health provider's office, a participating local pharmacy, or a local health department.

Contacts	
Michigan Community Wellness VNA Patty Van Loo pvanloo@vna.org Phone: 800-852-1232 Fax: 248-967-8315	EBD Flu Vaccine Program Coordinator Terri Corder MCSC-WOW-WorkingOnWellness@mi.gov Phone: 517-284-0121 Fax: 517-284-0078
EBD Back-up Flu Vaccine Coordinator (in Terri's absence) Autumn Hubbard MCSC-WOW-WorkingOnWellness@mi.gov 517-284-0084	

Getting Started

1. Obtain the clinic location/room, with the following characteristics:

- Tables (2-3), Wastebaskets (2), Chairs (6-10), and a telephone.
- Emergency contact information & instructions on accessing an outside line for nurses.
- Adequate room to accommodate the nurse's equipment and paperwork.
- A seating area for employees either waiting to be vaccinated or after receiving a vaccination for the first time, as they may need to sit up to 15 minutes following their vaccine.
- If the building is managed, leased or owned by DTMB, an Event Application and a Security Clearance will be completed by Terri Corder prior to the clinic date.
- If your clinic is hosted by the Michigan Department of Corrections and a LEIN form will be required, please email Terri Corder (MCSC-WOW-WorkingOnWellness@mi.gov) as soon as possible to ensure timely submission.

2. **Estimate the Clinic Goal** - Typically, 25% of the total number of employees at a location will participate. Use the 25% rule or the 2018 clinic totals to estimate the 2019 clinic goal. In the past a minimum of 30 participants has been required to host a clinic. However, MC VNA would like to accommodate as many participants as possible and will work to make exceptions whenever possible. All locations expressing interest should complete the *Clinic Request Form* and allow MC VNA to determine if a clinic will be able to be facilitated.

3. **Request the clinic date & time** - Requests are accommodated in the order they are received. The deadline for requests is **07/31/2019**. Access and complete the *Clinic Request Form* located in the **Clinic Forms and Logs** section of the [Flu Vaccine Clinic Team Room](#) or [Site Coordinator Website](#).
 - 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. Notify MC VNA (pvanloo@vna.org) of special needs such as:
 - Early/late hours
 - The need for preservative-free vaccines for pregnant employees (a total count can be provided when VNA initiates contact to obtain the vaccine estimate 2-3 days before the clinic date).
 - 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)
 - 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).
 - Seasonal reminders: Bow season opens on October 1st, Veterans Day is being observed on November 11th, and rifle season opens on November 15th.
4. **Verify the clinic reservation** - MC VNA will email 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 in the box at the top right corner of the form. Once signed, email a scanned copy 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 2019 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 registration site, coordinators can also; schedule/cancel appointments, generate previous year reporting to assist with predicting the vaccine goal, download the clinic appointment schedule, and edit clinic information such as times, room information, and number of nurses.
 - If management permits, invite employees from nearby worksites. Notify Terri Corder (MCSC-WOW-WorkingOnWellness@mi.gov) if restrictions for your clinic are needed to only allow appointments to be available/scheduled for employees in your department or building.
6. **Schedule Appointments** – Employees should do this in the [Employee Flu Vaccine Clinic Registration Site](#). Site Coordinators may provide assistance in the [Administration site](#).

Advertising the Clinic

1. MC VNA will mail the Site Coordinator posters to hang within your building (near elevators, stairwells, and breakrooms). If additional posters are needed, they can be printed from the **Posters & Notices** section of the [Flu Vaccine Clinic Team Room](#) and the [Site Coordinator Website](#).
2. Contact Building Management and inquire if there is an employee email distribution list for the entire building.
3. Create reminder email announcements to your clinic's employee population. These emails can all be set up at the same time in Outlook using the Delayed Delivery option once the clinic date is confirmed with VNA. Emails should be set up for distribution 6 weeks, 4 weeks, 2 weeks, and 1 week prior to your clinic's date.
4. Utilizing the *Date Calculator* link under the **Quick Links** section of the [Flu Vaccine Clinic Team Room](#) or Site Coordinator Website, calculate the four distribution dates for the clinic

announcements. Enter the clinic date in the *Start Date* field. Click the *Add/Subtract* drop-down and select *Subtract*. Enter the applicable number into the *Weeks* field (6, 4, 2, or 1) and click the *Calculate New Date* button. Repeat for each week's distribution timeframe. See date distribution example below.

- Clinic date: 10/02/19
- 6-week announcement date: 08/21/19
- 4-week announcement date: 09/04/19
- 2-week announcement date: 09/18/19
- 1-week announcement date: 09/25/19

5. Access the *2019 Clinic Announcement Email Template* located in the **Site Coordinator Resources** section of the [Flu Vaccine Clinic Team Room](#) or Site Coordinator Website.
6. Enter your clinic's information into the bracketed sections [] of the template, removing the brackets upon completion. Select all text within the template using CTRL + A. Right click and remove all grey highlighting using the drop-down box.
7. Open four new emails in Outlook. Copy and paste the text of the completed template into each of the four new emails and add your signature line.
8. Select the *Options* tab of each email. Click *Delay Delivery*. Under the *Delivery Options* section, select the date (as calculated above) and time for each email to distribute. Click close.
9. Add the distribution email addresses for your clinic and click *Send*. These emails will remain in your outbox until the date and time selected for delivery.

Leading up to the Clinic

1. **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.
2. **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.
3. **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](#) or the [Site Coordinator Website](#)):
 - Vaccine Assessment & Consent forms (extra blank copies)
 - State Employees ONLY notice

- Registered Daily Schedule (printed from the automated registration system the morning of the clinic)
 - Walk-In Appointment Log
 - Insurance Open Enrollment Carrier Change Log (only for clinic dates after 10/06/2019)
3. **Monitor the clinic** – VNA will provide an administrative staff member to monitor and facilitate clinic flow. This should include the following duties:
- 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.
 - Verify attendees have completed and brought their consent form: if not, provide them with one to complete. **Coordinators are not to review the form due to HIPAA violations. Simply verify that the attendee is prepared.**
 - Verify that the attendee has brought a copy of their state group insurance card or are prepared to pay \$34 (cash/check).
4. **Retain a final copy of the completed Registered Daily Schedule, Walk-In Appointment Log, and IOE Carrier Change Log** – 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.

Reminders, Resources, and Requirements

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

- VNA has expressed a desire to work with locations previously unable to participate due to small staff numbers to assist employees with receiving a vaccination. If a worksite expresses interest, but does not meet the participant requirement, please contact Terri Corder (MCSC-WOW-WorkingOnWellness@mi.gov) to discuss if exceptions can be made with VNA.
- Provide any changes in your Site Coordinator contact information to Terri Corder (MCSC-WOW-WorkingOnWellness@mi.gov).
- Contact Patty Van Loo (pvanloo@vna.org) as soon as possible if all available appointment slots have been filled (additional time may be able to be added).
- Immediately notify Patty Van Loo (pvanloo@vna.org) and Terri Corder (MCSC-WOW-WorkingOnWellness@mi.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 Site Coordinators immediately notify Patty Van Loo(pvanloo@vna.org) and Terri Corder (MCSC-WOW-WorkingOnWellness@mi.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 a scheduled clinic date.