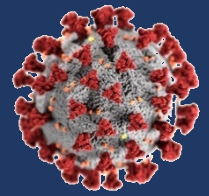


# COVID-19 VACCINATION CLINIC PREPARATION CHECKLIST & RESOURCE TOOLKIT



This guidance document is to help ensure that any mass vaccination clinic or provider office is prepared for COVID-19 vaccination. Use this checklist as a comprehensive overview to support planning efforts and compliance with requirements expected of COVID-19 Vaccine Providers.

Completion of these items are REQUIRED *prior to* performing COVID-19 vaccination.

**Instructions:** This is intended to be used as an electronic checklist, allowing direct links to resources. These resources can also be found via [www.michigan.gov/COVIDvaccine](http://www.michigan.gov/COVIDvaccine), then selecting “Provider Guidance and Education” (bottom left). Bookmark this website for support and frequent updates.

## MCIR SITE REGISTRATION, USER ACCESS, MCIR DATA ENTRY PREPARATION

<input type="checkbox"/>	Providers must be registered in MCIR before applying to be a COVID Provider. For more information on how to apply: <a href="http://www.michigan.gov/COVIDvaccine">Coronavirus - For Health Professionals (michigan.gov)</a> <ul style="list-style-type: none"> <li>A “3 Steps” document is available which includes COVID Enrollment Email address for questions.</li> </ul>
<input type="checkbox"/>	Ensure MCIR user access for individuals at your facility who may administer vaccine or look up records. <ul style="list-style-type: none"> <li>Performed by the MCIR Site Administrator at your facility. To request user access, associate users, etc. view tip sheets, videos, and the Site Administrator Manual <a href="#">available here</a>. If you do not know who your Site Administrator is, contact your <a href="#">MCIR Regional staff</a>.</li> </ul>
<input type="checkbox"/>	Establish a process for reporting doses to MCIR within 24 hours if possible. (Ex., HL7 VXU from EHR, Upload to MCIR, Direct Data Entry into MCIR). Document all doses within 72 hours of administration.
<input type="checkbox"/>	Work with <a href="#">Regional MCIR staff</a> for assistance and training on MCIR.
<input type="checkbox"/>	Bookmark the <a href="#">MCIR COVID-19 Provider webpage</a> (dose documentation, inventory tip sheets, etc.).

## COVID-19 VACCINE ENROLLMENT

<input type="checkbox"/>	Review requirements outlined in the <a href="#">COVID-19 Vaccine Provider Agreement</a> .
<input type="checkbox"/>	Enroll as a provider by submitting a <a href="#">COVID-19 Provider Enrollment Agreement</a> . <ul style="list-style-type: none"> <li>Required for all providers/hospitals/health systems who want to provide COVID-19 vaccine (whether direct shipment or via redistribution).</li> <li>Please be patient as MDHHS processes your enrollment and may require follow up if needed.</li> <li>Your site will receive a “Congratulations” email upon completed processing.</li> <li>Questions about enrollment can be addressed to: <a href="mailto:MDHHS-COVIDVaccineProviders@michigan.gov">MDHHS-COVIDVaccineProviders@michigan.gov</a>.</li> </ul>
<input type="checkbox"/>	Bookmark the MDHHS <a href="#">COVID-19 Vaccine Provider Guidance website</a> .

## REDISTRIBUTION AGREEMENT, IF APPLICABLE

<input type="checkbox"/>	<p>Submit a <a href="#">Redistribution Agreement</a> if you will provide COVID-19 vaccine to another enrolled COVID-19 provider for storage, documentation, etc. For inventory guidance see “Inventory” section below.</p> <ul style="list-style-type: none"><li>• Both the Primary and the Redistributed site MUST be enrolled and approved COVID Immunizing Providers and comply with the Redistribution Agreement (storage, handling, transport with data loggers and qualified cooler, etc.)</li><li>• Resource for support: <a href="#">Redistribution Infographic</a></li></ul>
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## VACCINE FINDER ONBOARDING

<input type="checkbox"/>	<p>After being approved as a COVID-19 Vaccine Provider, providers will be notified via email to onboard/enroll in VaccineFinder and must complete registration.</p> <ul style="list-style-type: none"><li>• For “QuickStart to Onboarding” guidance on inventory reporting and VaccineFinder contact information, see our <a href="#">VaccineFinder resource page</a>.</li></ul>
<input type="checkbox"/>	<p>Once you receive vaccine, providers must <b>report daily on-hand inventory to VaccineFinder</b> (per CDC).</p>
<input type="checkbox"/>	<p>Optional: When supply increases, COVID-19 Vaccine Providers will have the ability to make their location publicly visible on VaccineFinder. This makes it easier for the public to locate vaccine and review how to make an appointment. NOTE: The default for all locations is “do not display to the public.”</p>

## REVIEW E-ORDER CONTACTS, SHIPPING INFORMATION, ETC.

<input type="checkbox"/>	<p>Add E-Order Contacts to your MCIR site:</p> <ul style="list-style-type: none"><li>• <a href="#">How to Add an E-order Contact</a> (performed by your office’s MCIR Site Administrator)</li><li>• E-Order contacts can <a href="#">view order details and receive notices for orders and shipments</a>.</li></ul>
<input type="checkbox"/>	<p><b>IMPORTANT:</b> Review shipping information located in the VFC “Shipping” tab of your MCIR Site for accuracy and compliancy <b>prior to any orders being placed for your site.</b></p> <ul style="list-style-type: none"><li>• The information in the VFC “Shipping” tab is captured at the time of ordering and submitted to CDC as-is for all public vaccine orders: COVID-19 and VFC</li><li>• This review is particularly important for providers that were previously VFC providers but unenrolled – the “Shipping” tab could have outdated information.</li><li>• Tip sheet: <a href="#">How to Review and Revise Vaccine Shipping Information: COVID-19 Providers</a></li></ul>
<input type="checkbox"/>	<p>Please note: E-ordering is not in place as of 3/25/21. While COVID-19 vaccine supply remains limited, orders are placed via allocation.</p>

## PLANNING FOR VACCINATION CLINICS FOR COVID-19

<input type="checkbox"/>	<p>Review <a href="#">MDHHS Prioritization Guidance</a>.</p>
<input type="checkbox"/>	<p>Evaluate staffing needs, particularly to support administration of 90% of 1<sup>st</sup> doses within 7 days of receipt.</p> <ul style="list-style-type: none"><li>• <a href="#">Staffing Calculator</a></li></ul>
<input type="checkbox"/>	<p>Provide training resources for staff – see training modules, videos, and tip sheets in sections below to create a training plan for staff.</p> <ul style="list-style-type: none"><li>• <a href="#">CDC Training and Education page</a></li><li>• <a href="#">CDC Training Programs and Reference Materials Resource List</a></li></ul>

<input type="checkbox"/>	Create patient registration process. Ensure 2 <sup>nd</sup> dose scheduling is incorporated with 1 <sup>st</sup> dose scheduling.
<input type="checkbox"/>	Ensure physical distancing, <a href="#">PPE</a> , infection control and patient flow is prioritized.
<input type="checkbox"/>	Plan supply needs <ul style="list-style-type: none"> <li>• <a href="#">Clinic Supply Checklist</a></li> <li>• <a href="#">Ancillary Supply Kit Components</a> that arrive with direct-ship COVID-19 vaccine shipments.</li> </ul>
<input type="checkbox"/>	Have printed materials ready for patients: <ul style="list-style-type: none"> <li>• EUAs, V-safe information sheets and extra COVID-19 Vaccination Record Cards if needed: These can be found at the <a href="#">Patient Education, Communication and Adverse Event Reporting site</a>.</li> <li>• <a href="#">Prevaccination Screening Checklist</a></li> </ul>
<input type="checkbox"/>	Ensure clinic operation plans are in place <ul style="list-style-type: none"> <li>• Physical distancing, <a href="#">PPE</a>, infection control, and patient flow is prioritized.</li> <li>• Pre-screening and post-vaccination observation areas identified</li> <li>• <a href="#">During Clinic Activities</a></li> <li>• <a href="#">Post-clinic Activities</a></li> </ul>

## MASS VACCINATION PLANNING, IF APPLICABLE

<input type="checkbox"/>	Establish the purpose and goal(s) of your clinic, target population, whether open to the public or only targeted groups, numbers to be served, and vaccine(s) to be offered.
<input type="checkbox"/>	Determine locations and sites (consider accessibility, weather, power supply, partnerships, etc.) <ul style="list-style-type: none"> <li>• <a href="#">Planning Activities</a></li> </ul>
<input type="checkbox"/>	Develop clinic layouts for a mass vaccination clinic: <ul style="list-style-type: none"> <li>• <a href="#">Pre-clinic activities with layout examples</a></li> <li>• <a href="#">Curbside or Drive-through considerations</a></li> </ul>
<input type="checkbox"/>	Create a clinic promotion and communication plan.
<input type="checkbox"/>	Ensure clinic operation plans are in place <ul style="list-style-type: none"> <li>• Physical distancing, <a href="#">PPE</a>, infection control and patient flow is prioritized.</li> <li>• Pre-screening and post-vaccination observation areas identified</li> <li>• <a href="#">During Clinic Activities</a></li> <li>• <a href="#">Post-clinic Activities</a></li> </ul>

## BILLING AND VACCINE CODE SETS

<input type="checkbox"/>	Administer vaccine regardless of an individual's ability to pay and regardless of their coverage status, and do not seek any reimbursement, including through balance billing, from a vaccine recipient.
<input type="checkbox"/>	COVID-19 vaccine <a href="#">administration fee guidance and code set list</a>

## STORAGE AND HANDLING

<input type="checkbox"/>	Review storage and handling specific to each COVID-19 vaccine: <ol style="list-style-type: none"> <li>1. <a href="#">Pfizer storage and handling summary</a></li> <li>2. <a href="#">Moderna storage and handling summary</a></li> <li>3. <a href="#">Janssen (Johnson &amp; Johnson) storage and handling summary</a></li> </ol>
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	(cont'd) It is important to prepare for the temperature ranges specific to these products, which may differ from the temperature ranges of routine vaccines. For example, Moderna vaccine freezer storage requires a <i>narrower temperature range</i> than other routine frozen vaccines.
<input type="checkbox"/>	Ensure storage equipment meets <a href="#">CDC requirements</a> . <ul style="list-style-type: none"> <li>Do not use a dormitory-style or bar-style storage unit under any circumstances. These units have a single exterior door and an evaporator plate/coil, usually located in a freezer compartment</li> </ul>
<input type="checkbox"/>	Utilize digital data loggers (DDLs) for continuous temperature monitoring on all units, including transport.
<input type="checkbox"/>	Utilize product-specific <a href="#">temperature logs</a> and check temperatures twice daily: <ol style="list-style-type: none"> <li>AM: “current” temperature and “min/max” temperature</li> <li>PM: “current” temperature</li> </ol>
<input type="checkbox"/>	Verify unit is stable prior to vaccine storage or ordering (do NOT risk a vaccine loss). It may take 2-7 days to stabilize the temperature in a newly installed refrigerator and 2-3 days for a freezer. Check and record temperatures each day for 2-7 days. Once you have 2 consecutive days of in-range temperatures, your unit is considered stable. At the LHD’s discretion, additional days of monitoring may be required.
<input type="checkbox"/>	Transport must be minimized; if transport occurs, it must be performed with qualified packout methods, digital data loggers and ensuring viability is maintained <ul style="list-style-type: none"> <li><a href="#">Transport limitations and requirements</a></li> </ul>
<input type="checkbox"/>	How to identify and manage temperature excursions, including contact to manufacturer(s) <ul style="list-style-type: none"> <li><a href="#">Temperature excursions</a></li> <li>Contact information: <ul style="list-style-type: none"> <li><b>Pfizer:</b> 1-877-829-2619 (1-877-VAX-CO19)</li> <li><b>Moderna:</b> 1-866-663-3762 (1-866-MODERNA) <ul style="list-style-type: none"> <li>Or online tool: <a href="https://tools.modernamedinfo.com/excursion/">https://tools.modernamedinfo.com/excursion/</a></li> </ul> </li> <li><b>Janssen:</b> 1-800-565-4008</li> </ul> </li> </ul>
<input type="checkbox"/>	For additional vaccine product information, more storage and handling guidance, temperature logs, etc., review the CDC’s <a href="#">COVID-19 Vaccine Product Main Page</a> .

## VACCINE PREPARATION AND ADMINISTRATION

<input type="checkbox"/>	Review available resources on vaccine administration: <a href="#">You Call the Shots Vaccine Administration: Intramuscular (IM) Injection Adults 19 years of age and older</a>
<input type="checkbox"/>	Review Product-Specific Preparation and Administration Guidance <ul style="list-style-type: none"> <li><a href="#">Pfizer BioNTech Vaccine Preparation and Administration</a></li> <li><a href="#">Moderna Vaccine Preparation and Administration</a></li> <li><a href="#">Janssen (Johnson &amp; Johnson) Vaccine Preparation and Administration</a></li> </ul>
<input type="checkbox"/>	Watch CDC videos on intramuscular (IM) injections: <ul style="list-style-type: none"> <li>Video: <a href="#">IM Injection Sites</a></li> <li>Video: <a href="#">IM Injection Supplies</a></li> </ul>
<input type="checkbox"/>	Vaccine administrator knowledge review: <ul style="list-style-type: none"> <li>Reconstitution, use of adjuvants, needle size, anatomic sites, dose, etc.</li> <li><a href="#">Needle gauge and length tip sheet</a></li> </ul>
<input type="checkbox"/>	How to access and manage product expiration dates <ul style="list-style-type: none"> <li>From <a href="#">Provider Guidance website</a>, see “Product-Specific Information &amp; EUAs”</li> </ul>

<input type="checkbox"/>	Understand and comply with time limits per vaccine once punctured or in a syringe (Beyond Use Date) <ul style="list-style-type: none"> <li>Resource: <a href="#">USP Beyond Use Date in Vial or Syringe for COVID-19 Vaccines</a></li> </ul>
<input type="checkbox"/>	Review of guidance on additional educational key points for administering COVID-19 vaccine: <b>Document being drafted</b>
<input type="checkbox"/>	Use the <a href="#">COVID-19 Vaccine Prevacination Checklist</a> to ensure there are no true contraindications or precautions prior to vaccination
<input type="checkbox"/>	<a href="#">Document</a> and report vaccine administration via MCIR within 24-72 hours of administration.
<input type="checkbox"/>	For more resources: <a href="#">CDC's vaccine administration page</a> <ul style="list-style-type: none"> <li>Utilize the "Resource Library" for more trainings, videos, guidance documents, etc.</li> </ul>

## PATIENT EDUCATION, ADVERSE EVENT REPORTING

<input type="checkbox"/>	Provide <a href="#">EUA fact sheets</a> to vaccine recipients, educate on vaccine, and answer patient questions. <ul style="list-style-type: none"> <li>Resource for support: <a href="#">What to Expect after Getting a COVID-19 Vaccine</a></li> </ul>
<input type="checkbox"/>	Provide a COVID-19 vaccination record card to every person who receives COVID-19 vaccine.
<input type="checkbox"/>	Report moderate and severe adverse events as well as vaccine administration errors to <a href="#">VAERS</a> .

## VACCINE SHIPMENTS AND ORDERING

<input type="checkbox"/>	How to order COVID-19 vaccine (E-ordering is not available at this time while allocations are in place)
<input type="checkbox"/>	How to <a href="#">view order details and receive shipment notifications</a>
<input type="checkbox"/>	Review all shipments immediately, compare to MCIR Outbreak Inventory, and store appropriately
<input type="checkbox"/>	Be familiar with ancillary supplies provided <ul style="list-style-type: none"> <li><a href="#">Ancillary supply kit list</a></li> <li><a href="#">Complete Product Information Guide (vaccine, ancillary supplies, etc.)</a></li> </ul>

## MCIR INVENTORY AND DOSE DOCUMENTATION

<input type="checkbox"/>	All MCIR Outbreak Inventory guidance can be found at <a href="http://www.mcir.org">www.mcir.org</a> , then select " <a href="#">COVID-19 Providers</a> " <ul style="list-style-type: none"> <li>How to Document a COVID-19 Dose</li> <li>How to Document a Drawn Not Used Dose</li> <li>How to Document a Dose Breakage</li> <li>How to view or document race and ethnicity in MCIR</li> <li>And more!</li> </ul>
<input type="checkbox"/>	How to report on-hand inventory to CDC <a href="#">Vaccine Finder</a> daily
<input type="checkbox"/>	Document redistribution inventory transactions appropriately, if applicable <ul style="list-style-type: none"> <li>1: <a href="#">How to Redistribute Doses in the MCIR Outbreak Inventory – For the site redistributing vaccine</a></li> <li>2: <a href="#">How to Redistribute Doses in the MCIR Outbreak Inventory – For the site receiving vaccine</a></li> </ul>