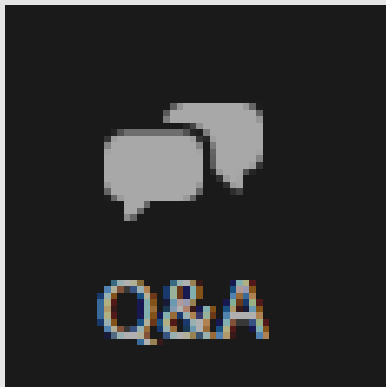




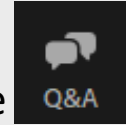
Prepare Your Office for COVID-19 Vaccine Arrival

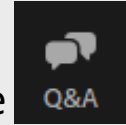
March 26, 2021

Housekeeping



How to Ask Questions

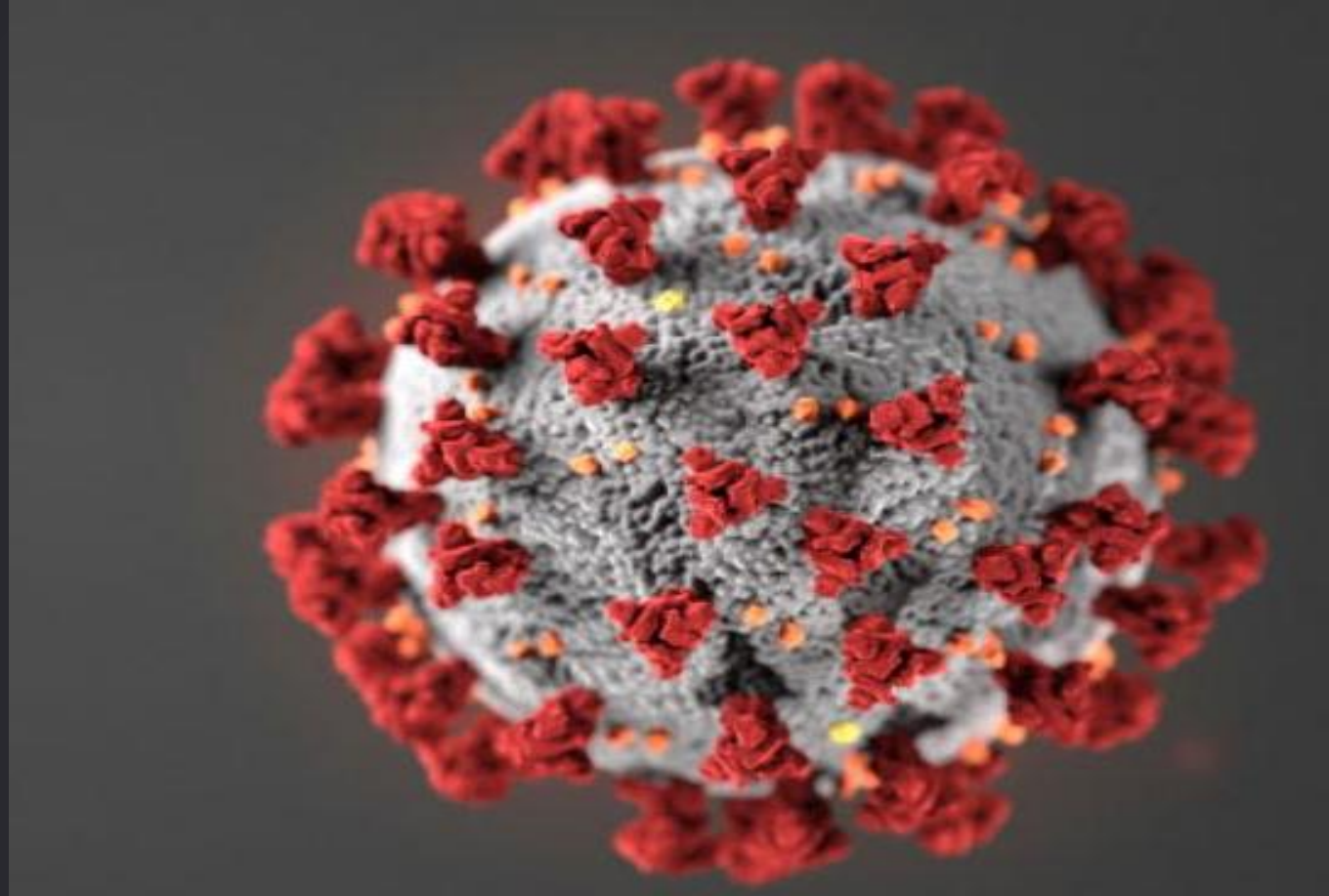


- Click on the  icon found at the bottom part of your screen
- A box will open where you can type in questions, comments, indicate sound problems, etc.
- Use this throughout the webinar to ask questions

Slides & Recording

- This webinar is being recorded. A link as well as slides will be emailed out through our listserv as well as posted on our website at: www.michigan.gov/COVIDvaccine → Provider Guidance and Education

COVID-19 Vaccine and the Primary Care Provider: **A Background**



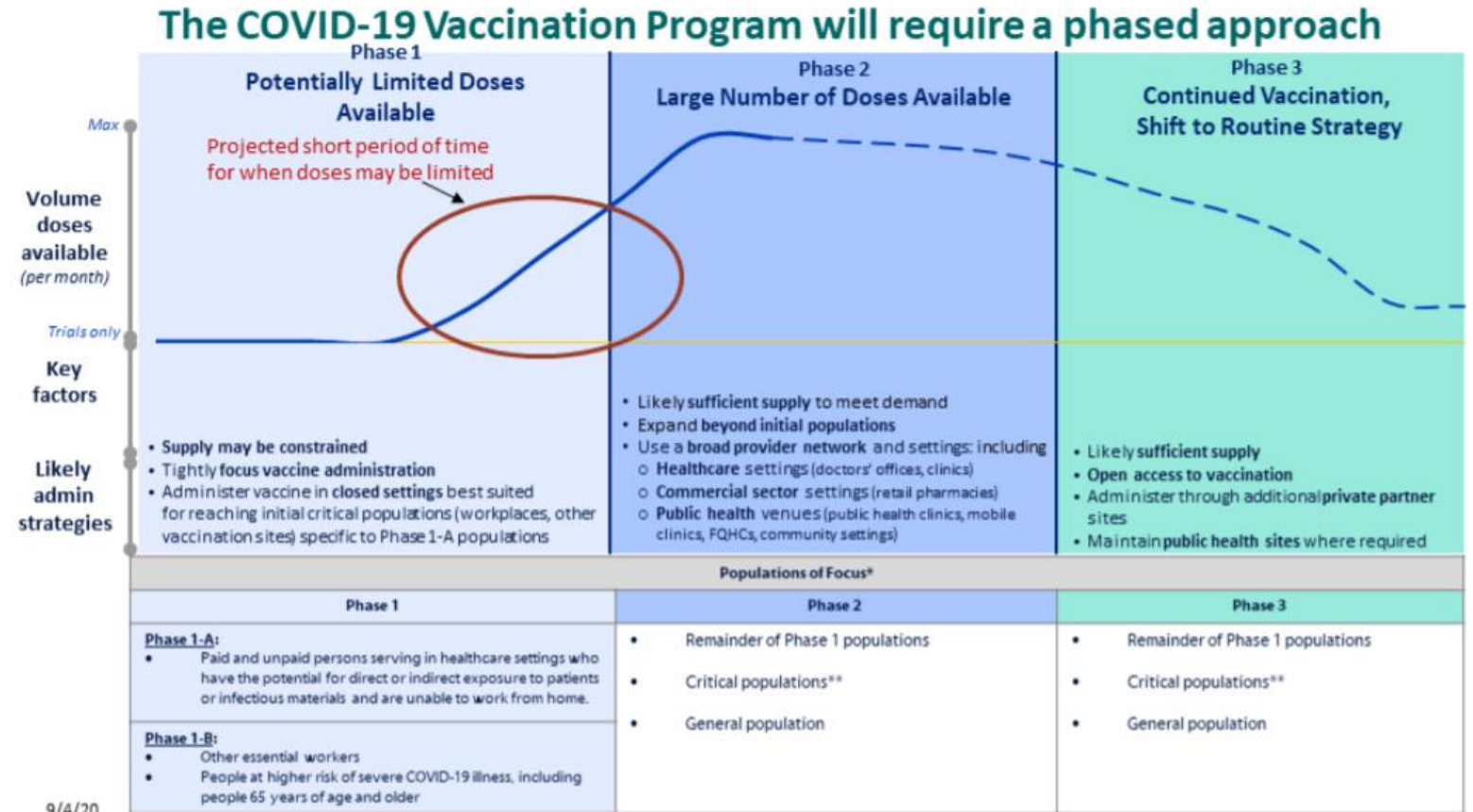
Vaccination Providers



- ✓ Any Facility
- ✓ Organization
- ✓ Healthcare Provider
- ✓ Must be enrolled in the COVID-19 Vaccination Program

Phased Approach to COVID-19 Vaccination

- Flexible to accommodate any scenario
- Supply will be limited
- Allocation must focus on certain providers
- As supply increases, vaccination efforts will increase—thus vaccination providers will need to expand



**Planning should consider that there may be initial age restrictions for vaccine products.*

Source: https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf (page 12)

Primary Care Providers



Why Primary Care Providers Have Not Been Integrated in Wide Distribution Yet?

- Initial plans were clear that certain groups were to be vaccinated first
- Vaccine is LIMITED
- Targeted populations in targeted sites
- First vaccines had difficult storage requirements
- Goal was to always include primary care providers in phase 2

Preparing Your Office for COVID Vaccine

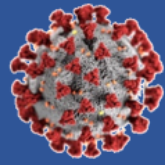


Now that we know the background to the primary care providers role in COVID-19 Vaccination, we can talk about how we need to get ready for vaccine in the office setting

COVID-19 Vaccination Clinic Preparation Checklist and Resource Toolkit

- Intended to prepare for COVID-19 vaccination arrival
- Use checklist as a comprehensive overview
- Completion of these items are **REQUIRED** *prior to* performing COVID-19 vaccination
- Intended to be used as an electronic checklist

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, 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: Coronavirus - For Health Professionals (michigan.gov) <ul style="list-style-type: none">• A “3 Steps” document is available which includes COVID Enrollment Email address for questions.
<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">• 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 available here. If you do not know who your Site Administrator is, contact your MCIR Regional staff.
<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 Regional MCIR staff for assistance and training on MCIR.
<input type="checkbox"/>	Bookmark the MCIR COVID-19 Provider webpage (dose documentation, inventory tip sheets, etc.).

COVID-19 VACCINE ENROLLMENT

<input type="checkbox"/>	Review requirements outlined in the COVID-19 Vaccine Provider Agreement .
<input type="checkbox"/>	Enroll as a provider by submitting a COVID-19 Provider Enrollment Agreement . <ul style="list-style-type: none">• Required for all providers/hospitals/health systems who want to provide COVID-19 vaccine (whether direct shipment or via redistribution).

Sections of the Preparation Checklist

- MCIR Site Registration, User Access, MCIR Data Entry Preparation
- COVID-19 Vaccine Enrollment
- Redistribution Agreement, If Applicable
- Vaccine Finder Onboarding
- Review E-Order Contacts, Shipping Information, Etc.
- Planning for Vaccination Clinics For COVID-19
- Mass Vaccination Planning, If Applicable
- Billing and Vaccine Code Sets
- Storage and Handling
- Vaccine Preparation and Administration
- Patient Education, Adverse Event Reporting
- Vaccine Shipments and Ordering
- MCIR Inventory and Dose Documentation


MCIR SITE REGISTRATION, USER ACCESS, MCIR DATA ENTRY PREPARATION

<input type="checkbox"/>	<p>Providers must be registered in MCIR before applying to be a COVID Provider. For more information on how to apply: Coronavirus - For Health Professionals (michigan.gov)</p> <ul style="list-style-type: none">• A “3 Steps” document is available which includes COVID Enrollment Email address for questions.
<input type="checkbox"/>	<p>Ensure MCIR user access for individuals at your facility who may administer vaccine or look up records.</p> <ul style="list-style-type: none">• 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 available here. If you do not know who your Site Administrator is, contact your MCIR Regional staff.
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Work with Regional MCIR staff for assistance and training on MCIR.</p>
<input type="checkbox"/>	<p>Bookmark the MCIR COVID-19 Provider webpage (dose documentation, inventory tip sheets, etc.).</p>

Michigan Care Improvement Registry (MCIR) Site Registration, User Access, MCIR Data Entry Preparation


Are You Enrolled?

- If you are not already registered in the MCIR you will need to in order to enroll as a COVID-19 provider
 - www.mcir.org
- You must become an enrolled COVID-19 vaccination provider
 - <https://www.micovidvac.cineproviders.org/>




Michigan Department of Health & Human Services
GRETCHEN WHITMER, GOVERNOR | ELIZABETH HERTEL, DIRECTOR

Welcome!
Please help us guide you to the correct information.



Are you?
An **individual** looking for COVID-19 Vaccine Information for yourself or someone else?

VACCINE FINDER



Are you?
A medical provider such as a **physician, hospital, or other health care professional** looking to administer the COVID-19 Vaccine?

MEDICAL PROFESSIONAL

Coronavirus

MI SAFE START ▼

CONTAIN COVID ▼

RESOURCES ▼

PRESS RELEASES

DONATE

VIDEO UPDATES

CORONAVIRUS / RESOURCES / FOR HEALTH PROFESSIONALS

COVID-19 VACCINE

The information and links below are intended for Medical Providers who wish to enroll with the State of Michigan Systems to participate in the CDC COVID 19 Vaccination Program.

For information about the COVID 19 vaccine visit: www.michigan.gov/COVIDVaccine

[Three Steps to participate in COVID-19 Vaccination Program](#)

[CDC COVID-19 Vaccination Program FAQ](#)

[SAMPLE_Section A Provider Agreement CDC COVID-19](#)

[CDC COVID-19 Provider Requirement and Legal Agreement](#)

[CDC Supplemental Redistribution form](#)

[COVID-19 Vaccine Provider Guidance & Education](#)

VIDEO TUTORIALS

[Tutorial 1: CDC COVID 19 Provider Agreement Section A](#)

[Tutorial 2: CMO and CEO Signatures](#)

www.Michigan.gov/COVIDvaccine > Resources > For Health Professionals

3 Steps for Health Care Professionals

1. Are you enrolled in MCIR?
2. Start the CDC COVID-19 Vaccination Program Provider Agreement
3. Log into MCIR (through MILogin) to complete CDC COVID-19 Vaccine site Provider Registration



3 Steps for Health Care Professionals to participate in the CDC COVID-19 Vaccination Program

1. Are you enrolled in Michigan Care Improvement Registry (MCIR)?

If yes —————> Skip to Step 2

If no —————> Start at **A:**

A: All vaccine providers must be enrolled in MCIR. To enroll complete the [MCIR Provider Site Usage Agreement Fillable Form](#) and email or fax the form to your [MCIR Regional Office](#). Once approved, access MCIR through [MILogin](#). Access the [MILogin tip sheet](#) if needed.

B: Do you know your MCIR Site ID number?

If yes —————> Skip to Step 3

If no —————> Go To **B:**

Look up your [MCIR Site ID](#)

2. Start the [CDC COVID-19 Vaccination Program Provider Agreement](#).

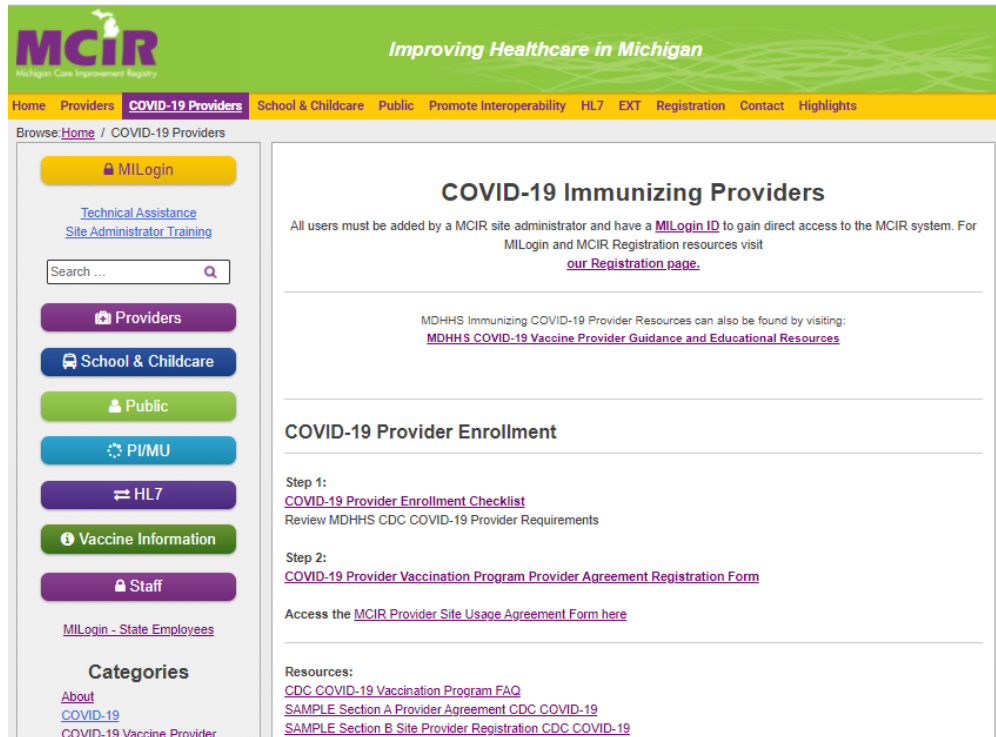
The individual completing the Program Provider Agreement will be receiving *all email regarding vaccines* from the CDC and VaccineFinder. When submitted, a confirmation email will be sent, and the CMO and CEO will receive a link to sign the agreement.

3. Log into MCIR (through [MILogin](#)) to complete [CDC COVID-19 Vaccine Site Provider Registration](#). The Corporate/Organization CMO License number will be needed to complete registration

If you have any questions, please email:
MDHHS-COVIDVaccineProviders@michigan.gov

Important Reminders for MCIR Site Registration

- Establish MCIR Site Administrator
- Ensure MCIR user access for individuals at your facility who may administer vaccine or look up records
 - To request user access, associate users, view tip sheets, videos, etc.: <https://www.mcir.org/resource/provider-site-administrator-training-2/>
- Establish process for reporting doses to MCIR within 24 hours if possible; document all doses within 72 hours of administration
- Work with [Regional MCIR staff](#) for assistance and training on MCIR



Bookmark this [MCIR COVID-19 Provider](#) Webpage

COVID-19 VACCINE ENROLLMENT

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

COVID-19 Enrollment (Redistribution Agreement)

COVID-19 Enrollment Key Points

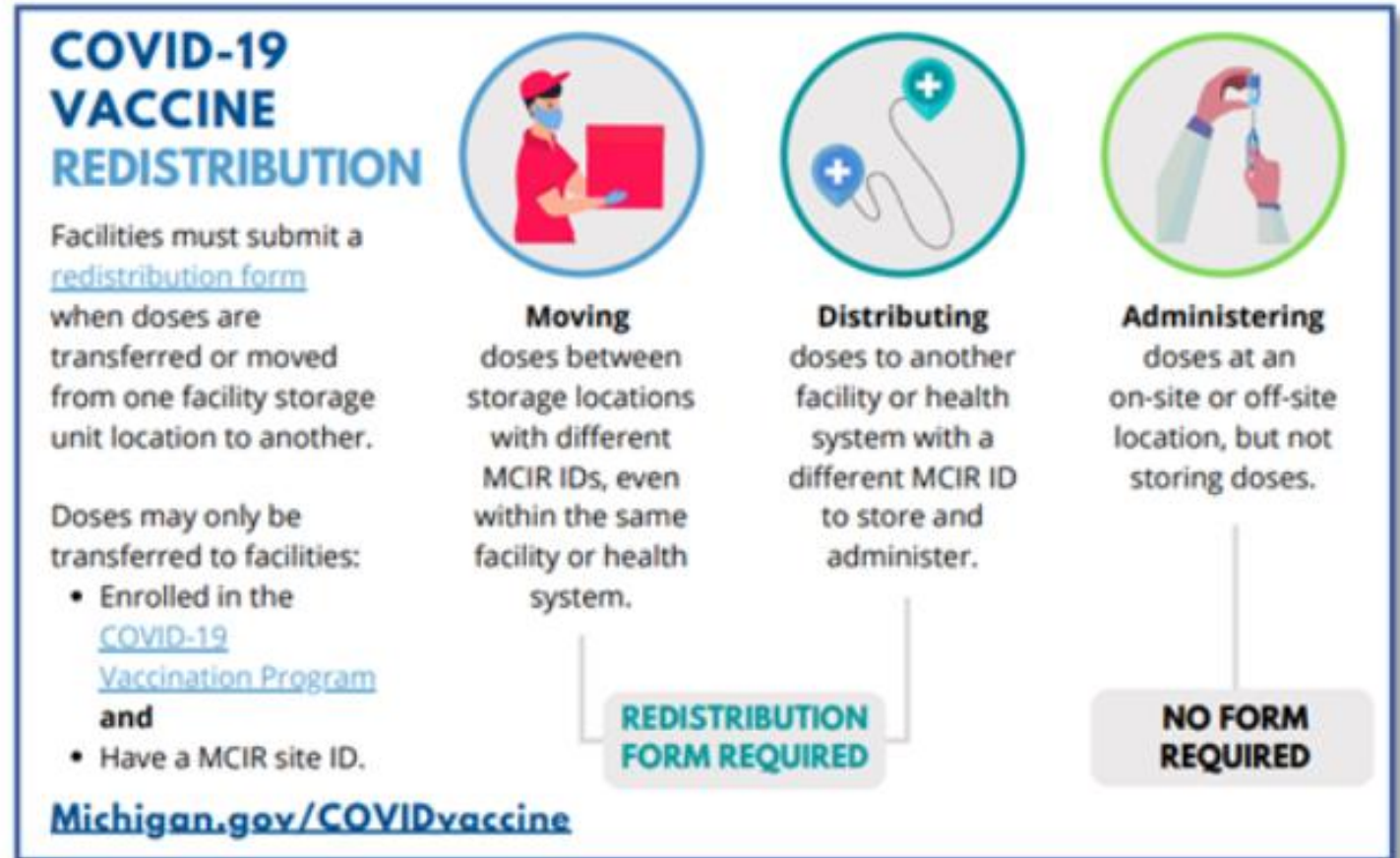
- Enroll by submitting a COVID-19 Provider Enrollment Agreement
 - Required for all providers/hospitals/health systems who want to provide COVID-19 vaccine
- Please be patient as MDHHS processes your enrollment
 - Follow up may be needed
- Your site will receive an email upon completed processing

Questions about enrollment can be addressed to:
MDHHS-COVIDVaccineProviders@michigan.gov

Redistribution

- If an enrolled provider wishes to transfer or receive doses from another site then they **MUST** comply with the *CDC COVID-19 Vaccine Redistribution Agreement*

Redistribution



www.Michigan.gov/COVIDvaccine > Provider Guidance and Education > Enrollment & Redistribution

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">• For “QuickStart to Onboarding” guidance on inventory reporting and VaccineFinder contact information, see our VaccineFinder resource page.
<input type="checkbox"/>	<p>Once you receive vaccine, providers must report daily on-hand inventory to VaccineFinder (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>

Vaccine Finder Onboarding

- After approved as a COVID-19 Vaccine Provider, an email to onboard/enroll in VaccineFinder will be sent
- Once the provider receives COVID-19 vaccine, MUST **report daily vaccine inventory as required by CDC**
- Tools to review:
 - Quick Start Guide to Onboarding
 - Quick Start Guide: Inventory Reporting

VaccineFinder

After being approved as a COVID-19 Vaccine Provider, providers will be notified via email to onboard/enroll in VaccineFinder. Once you receive COVID-19 vaccine, providers must **report daily vaccine inventory as required by CDC**.

Onboarding/Enrolling in VaccineFinder

- [Quick Start Guide to Onboarding](#)

- Onboarding occurs in phases.
- Providers will receive an email from VaccineFinder@auth.castlighthealth.com with instructions for enrolling in VaccineFinder. This email is sent to the COVID-19 "organizational contact" as listed in Section A of the Provider Agreement.
 - This is a unique link that will expire after 7 days.

Reporting Inventory to VaccineFinder

- [Quick Start Guide: Inventory Reporting – File Upload](#)
- [Quick Start Guide: Inventory Reporting – Log Manually](#)
- [VaccineFinder COVID Locating Health](#)

- Direct link to the sign-in and reporting area of VaccineFinder. This is used for all VaccineFinder functions once onboarded.

Public Display of Vaccine Location

It is optional for vaccine providers to display their location to the public. 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."

- [Quick Start Guide: Public Display Administration Fields via LOG MANUALLY](#)
 - Instructions for "Log Manually" process
- [Quick Start Guide: Public Display Administration Fields via FILE UPLOAD](#)
 - Instructions for "File Upload" process

www.Michigan.gov/COVIDvaccine > Provider Guidance and Education > VaccineFinder

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">• How to Add an E-order Contact (performed by your office's MCIR Site Administrator)• E-Order contacts can view order details and receive notices for orders and shipments.
<input type="checkbox"/>	<p>IMPORTANT: Review shipping information located in the VFC "Shipping" tab of your MCIR Site for accuracy and compliancy prior to any orders being placed for your site.</p> <ul style="list-style-type: none">• 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• This review is particularly important for providers that were previously VFC providers but unenrolled – the "Shipping" tab could have outdated information.• Tip sheet: How to Review and Revise Vaccine Shipping Information: COVID-19 Providers
<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>

Review E-Order Contacts, Shipping Information

Please note: E-ordering is not in place as of 3/25/21

E-Order Contacts

- The office MCIR Site Administrator will add an E-order contact
- E-Order contacts can view order details and receive notices for orders and shipments
 - Tip sheet available to add users
- The manufacturer or distributor will send email notices to the primary contact at the facility level, which includes a Tracking ID
 - By adding “E-Order Contacts” to your MCIR site and marking them for notifications, multiple users can receive MCIR-generated vaccine order notices and shipping notices via email
 - This shipping notice also includes a Tracking ID



Add E-Order Contacts to your MCIR site:

- [How to Add an E-order Contact](#) (performed by your office’s MCIR Site Administrator)
- E-Order contacts can [view order details and receive notices for orders and shipments.](#)

HOW TO REVIEW AND REVISE SHIPPING INFORMATION

IMPORTANT: All COVID-19 Vaccine Providers must review shipping information which is located in their MCIR VFC "Shipping" tab. This must be reviewed **prior to any orders being placed, and ensure updates are made immediately if information changes**. Reviewing this information is particularly important for COVID-19 Providers that were previously VFC Providers but unenrolled – the "Shipping" tab could have outdated information. The information in the "Shipping" tab is captured at the time of ordering and submitted to CDC as-is. Shipping information applies to all public vaccine orders (VFC and COVID-19).

When reviewing shipping information, ensure the following:

- "Shipping Hours" reflect the days and hours you are available to receive vaccine delivery. Per CDC: To support efficient distribution of vaccine, locations **should offer full-day receiving hours to the extent possible**. When that is not possible, COVID-19 Vaccine Providers **must be available to receive shipments during a 4-hour window on a weekday other than Monday**.
- "Shipping Address" reflect the address where vaccine will be shipped. Ensure this is accurate and that it shows as "Valid."

INSTRUCTIONS: Please follow the instructions below to review shipping hours and revise if needed.

1. To review/revise shipping hours, you must be associated as an **E-Order Contact**. If you are not an E-Order Contact, [start here](#) before proceeding with next steps.
2. From your MCIR Home Screen, select "Edit My Site"



3. Select the "VFC" tab.

4. Click on the "Shipping" tab
5. Verify all shipping information for compliancy and accuracy. Follow these steps for review/revision:

Shipping Information

- **IMPORTANT:** Review shipping information located in the VFC "Shipping" tab of your MCIR Site for accuracy and compliancy prior to any orders being placed for your site
- Information in the VFC "Shipping" tab is captured at the time of ordering and submitted to CDC as-is
- This review is important because it could have outdated information
- Tip sheet: [How to Review and Revise Vaccine Shipping Information: COVID-19 Providers](#)

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 administration fee guidance and code set list

Billing and Vaccine Code Sets

COVID-19 Vaccine Billing and Vaccine Codes

- COVID-19 providers agree to administer vaccine regardless of:
 - Ability to pay
 - Coverage status
- May not seek any reimbursement

COVID-19 Vaccine Billing and Vaccine Codes

COVID-19 providers agree to administer vaccine regardless of an individual's ability to pay and regardless of their coverage status, and may not seek any reimbursement, including through balance billing, from a vaccine recipient.

Reimbursement Guidance

- **Michigan Medicaid Bulletin re: Medicaid Reimbursement of COVID-19 Vaccine Services**
 - Rates also available in CHAMPS
 - All reimbursement rates will be reviewed and updated as applicable and are published on the MDHHS website at www.michigan.gov/medicaidproviders >> Billing & Reimbursement >> Provider Specific Information.
- **CMS Coverage Announcement**
 - Summary of Medicare, Medicaid, Private insurers, uninsured
- **CMS Toolkits for Provider Support**
- **Uninsured/Underinsured Reimbursement via Provider Relief Fund**
- **American Pharmacists Association "Reimbursement for Administration of COVID-19 Vaccines"**

Code Sets

- **MCIR COVID-19 Vaccine Code Set XLS Format - Updated Feb 2021**
- **CDC Vaccine Codes and Crosswalk - Updated Feb 2021**
 - CPTs, NDCs, CVXs (Codes will become effective only upon EUA issuance)

PLANNING FOR VACCINATION CLINICS FOR COVID-19

<input type="checkbox"/>	Review MDHHS Prioritization Guidance .
<input type="checkbox"/>	Evaluate staffing needs, particularly to support administration of 90% of 1 st doses within 7 days of receipt. <ul style="list-style-type: none">• Staffing Calculator
<input type="checkbox"/>	Provide training resources for staff – see training modules, videos, and tip sheets in sections below to create a training plan for staff. <ul style="list-style-type: none">• CDC Training and Education page• CDC Training Programs and Reference Materials Resource List
<input type="checkbox"/>	Create patient registration process. Ensure 2 nd dose scheduling is incorporated with 1 st dose scheduling.
<input type="checkbox"/>	Ensure physical distancing, PPE , infection control and patient flow is prioritized.
<input type="checkbox"/>	Plan supply needs <ul style="list-style-type: none">• Clinic Supply Checklist• Ancillary Supply Kit Components that arrive with direct-ship COVID-19 vaccine shipments.
<input type="checkbox"/>	Have printed materials ready for patients: <ul style="list-style-type: none">• EUAs, V-safe information sheets and extra COVID-19 Vaccination Record Cards if needed: These can be found at the Patient Education, Communication and Adverse Event Reporting site.• Prevaccination Screening Checklist
<input type="checkbox"/>	Ensure clinic operation plans are in place <ul style="list-style-type: none">• Physical distancing, PPE, infection control, and patient flow is prioritized.• Pre-screening and post-vaccination observation areas identified• During Clinic Activities• Post-clinic Activities

Planning for Vaccination Clinics

YOU CALL THE SHOTS

Satellite, Temporary, and Off-Site Vaccination Clinic Supply Checklist

Below are supplies that may be needed to conduct a satellite, temporary, or off-site vaccination clinic. The list may not be comprehensive. Your [state or local public health immunization program](#) may also have a checklist.

For large-scale clinics held at large facilities, such as stadiums and arenas, or over multiple days, additional supplies will be needed. Contact your state or local public health preparedness program and work with the clinic medical director for additional guidance and assistance.

Quantity of supplies needed will vary significantly between smaller, one-day clinics held in schools, churches, or pharmacies and large-scale clinics held in arenas or held over multiple days.

VACCINES

Refrigerated vaccines

Select the vaccine(s) that will be offered at the clinic.

- | | |
|---|--|
| <input type="checkbox"/> Diphtheria, tetanus, and pertussis (DTaP) | <input type="checkbox"/> Measles, mumps, rubella* (MMR) |
| <input type="checkbox"/> DTaP-HepB-IPV (Pediarix) | <input type="checkbox"/> Meningococcal ACWY* (MenACWY) |
| <input type="checkbox"/> DTaP-IPV/Hib* (Pentacel) | <input type="checkbox"/> Meningococcal B (MenB) |
| <input type="checkbox"/> DTaP-IPV (Kinrix, Quadacel) | <input type="checkbox"/> Pneumococcal conjugate (PCV13) |
| <input type="checkbox"/> Haemophilus influenzae type b* (Hib) | <input type="checkbox"/> Pneumococcal polysaccharide (PPSV23) |
| <input type="checkbox"/> Hepatitis A (HepA) | <input type="checkbox"/> Polio, inactivated (IPV) |
| <input type="checkbox"/> Hepatitis B (HepB) | <input type="checkbox"/> Rotavirus* (RV) |
| <input type="checkbox"/> HepA-HepB (Twinrix) | <input type="checkbox"/> Tetanus-diphtheria, adult (Td) |
| <input type="checkbox"/> Human papillomavirus (9vHPV) | <input type="checkbox"/> Tetanus, diphtheria, and pertussis (Tdap) |
| <input type="checkbox"/> Influenza, injectable (IIV) (in season) | <input type="checkbox"/> Zoster, recombinant (RZV, Shingrix*) |
| <input type="checkbox"/> Influenza, live attenuated intranasal (LAIV) (in season) | |

Frozen vaccines

(Frozen vaccines may only be administered at satellite, temporary, and off-site clinics if they can be safely shipped to and monitored at the site. They should never be transported from one location to another.)

- ☐ Measles, mumps, rubella, varicella* (MMRV, ProQuad) ☐ Varicella*

*Gardasil for ACWY, Hib, MMR, and Shingrix come packaged in the same container as the lyophilized component. (Shingrix for MMR, MMRV, and varicella comes from the manufacturer packaged with the vaccine in separate containers.)

CLINICAL SUPPLIES

Administration supplies

- | | |
|---|--|
| <input type="checkbox"/> Adhesive bandages | <input type="checkbox"/> Sterile alcohol prep pads |
| <input type="checkbox"/> Appropriate needles (length, gauge) for the route of administration (Subcut, IM) and the expected patient population | <input type="checkbox"/> Syringes (1 or 3 cc) |

08/16/20

CDC | NCIRD | Satellite, Temporary, and Off-Site Vaccination Clinic Supply Checklist

Clinic supplies

- | | | |
|--|---|--|
| <input type="checkbox"/> Alcohol-based hand sanitizer (at least 60% alcohol) | <input type="checkbox"/> Partition screens | <input type="checkbox"/> Table and chairs for patient and vaccination provider at each vaccination station |
| <input type="checkbox"/> Digital data logger for each storage unit/container | <input type="checkbox"/> Paper towels | <input type="checkbox"/> Vaccine storage units (refrigerator or portable refrigerators or packouts for transport) that can maintain the appropriate vaccine cold chain |
| <input type="checkbox"/> Disposable table covers | <input type="checkbox"/> Sanitizing products for vaccination and preparation surfaces | <input type="checkbox"/> Waste baskets |
| <input type="checkbox"/> Gauze pads | <input type="checkbox"/> Sharps containers | |
| <input type="checkbox"/> Medical gloves | | |

Clinic documentation

- | | | |
|--|--|---|
| <input type="checkbox"/> Billing forms, if needed | <input type="checkbox"/> Laptops, computers, tablets, or smartphones, as well as printers and 2D barcode readers (if using), including multiple plug outlet strips and extension cords | <input type="checkbox"/> Vaccination standing orders and protocols, as necessary |
| <input type="checkbox"/> Immunization record cards | <input type="checkbox"/> Screening checklist for contraindications to vaccines for children, teens, and adults | <input type="checkbox"/> Vaccine information statements (VIS) for each vaccine being offered and in multiple languages, as appropriate (in some instances, an emergency use authorization (EUA) form may be required) |
| <input type="checkbox"/> Internet access or hotspot | | <input type="checkbox"/> Vaccine storage temperature logs |
| <input type="checkbox"/> Forms to record vaccine administration (this may be done by computer) | | |

Office supplies

- | | | |
|--|--|---|
| <input type="checkbox"/> Clipboards | <input type="checkbox"/> Rope, cones, and/or tape as needed to direct traffic flow | <input type="checkbox"/> Trash bags |
| <input type="checkbox"/> Notepads | <input type="checkbox"/> Signage for clinic hours, future clinics, clinic flow, and easels or other equipment for displaying | <input type="checkbox"/> Walkie-talkies or similar devices, depending on size of the clinic |
| <input type="checkbox"/> Pens | | |
| <input type="checkbox"/> Printer paper | | |
| <input type="checkbox"/> Printers, if applicable | | |

MEDICAL EMERGENCY SUPPLIES

If possible, it is preferable that emergency medical services (EMS) staff be available during the clinic.

Clinical staff providing vaccine should be trained in CPR and able to respond to medical emergencies.

At a minimum, there should be:

- | | | |
|--|---|---|
| <input type="checkbox"/> Antihistamines (diphenhydramine (Benadryl), hydroxyzine (Atarax, Vistaril), and syringes if needed) | <input type="checkbox"/> Epinephrine in prefilled autoinjector or prefilled syringe (various doses), prepackaged syringes, vials, or ampules (Epi-pens) | <input type="checkbox"/> Light source to examine mouth and throat |
| <input type="checkbox"/> Cell phone or land line to call 911 | <input type="checkbox"/> First aid kit | <input type="checkbox"/> Oxygen |
| | Additional supplies may include: | <input type="checkbox"/> Stethoscope |
| | <input type="checkbox"/> Blood pressure measuring device | <input type="checkbox"/> Timing device for measuring pulse |
| | | <input type="checkbox"/> Tongue depressors |
| | | <input type="checkbox"/> Tourniquet |

Additional supplies needed during the COVID-19 pandemic

During the COVID-19 pandemic, additional supplies are needed to protect both staff and patients, including:

- Additional hand sanitizer with at least 60% alcohol for hand hygiene
- Additional cleaning equipment for more frequent cleanings, using [EPA-Registered Antimicrobial Products, for Use Against Novel Coronavirus SARS-CoV-2](#)
- Additional signage, tape, ropes, and cones to encourage physical distancing and provide one-way flow through the clinic
- Face coverings for patients who arrive without one
- Hand soap, as appropriate
- Personal protective equipment (PPE) for staff. Gloves should be worn by anyone administering intranasal or oral vaccine. Depending on level of community transmission, eye protection may also be recommended
- Thermometers for checking patient temperature before entering the clinic, if required
- Tissues

08/16/20

Ensure Clinic Operation Plans are in Place

- Create patient registration process
- Plan supply needs
- Have printed materials ready
- Physical distancing, PPE, patient flow
 - Observation area
 - Clinic activities

HOW TO GET A VACCINE

ACCESS THE STATE'S
VACCINE DATA

GET YOUR QUESTIONS
ANSWERED 

ATTEND AN UPCOMING
TOWN HALL

RESOURCES

FOOD PROCESSING &
AGRICULTURAL WORKERS


COMMUNITY OUTREACH
PILOT PROGRAM 

PROTECT MICHIGAN
COMMISSION

INTERIM COVID-19
VACCINATION STRATEGY 

SOCIAL VULNERABILITY
AND COVID-19 

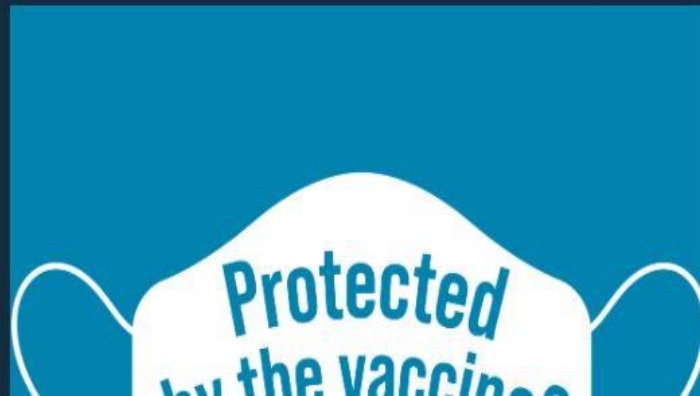
VACCINE ALLOCATION
PLANNING 

VACCINE TESTIMONIALS

COVID-19 VACCINE
PRIORITIZATION
GUIDANCE 

COVID-19 VACCINE
COMMUNICATION
MATERIALS

www.michigan.gov/covidvaccine



PROTECTED BY THE VACCINE?

We must remain vigilant and continue to use the prevention strategies that have helped us slow the spread of COVID-19 pre-vaccine. Even if you've already been vaccinated, continue to help protect your community and mask up, Michigan. Wearing a mask, social distancing, and washing your hands, even after receiving the vaccine, will offer the most protection for yourself and those around you as we work towards community immunity.



Have questions?
Chat with Robin



Training and Education



Training Required by Professional Qualification

Find the training and core competencies you will need by clicking on your professional qualification below:

Healthcare professionals who have administered vaccine in the last 12 months

Healthcare professionals or retired (past 5 years) physicians, nurses, or practical nurses who are licensed/previously licensed to administer COVID-19 vaccine but have not done so in the last 12 months

Vaccination support workers (not licensed to administer vaccine) qualified to prepare, store, handle, or transport vaccine

Administration support staff qualified to store, handle, or transport vaccine

Staff Trainings

- A strategy to prepare for COVID-19 vaccine arrival is to train
- Who needs training—everyone
 - Everyone in the office will have a role
- Trainings
 - COVID-19 Trainings:
<https://www.cdc.gov/vaccines/covid-19/training.html#recent-hcp>

COVID-19 Vaccination Training Programs and Reference Materials for Healthcare Professionals



Healthcare professionals who are knowledgeable about evidence-based immunization strategies and best practices are critical to implementing a successful vaccination program. They are key to ensuring that vaccination is as safe and effective as possible. Some healthcare professionals administering COVID-19 vaccine may have extensive experience with immunization practices, since they routinely administer recommended vaccines in their clinical practice. For others, administering COVID-19 vaccine may be their first clinical experience with vaccination. Below is a list of immunization training and educational materials, including basic and COVID-19-vaccine-specific information.

» Vaccine Storage and Handling

Vaccine storage and handling practices are only as effective as the staff who implement them. Staff who are well-trained in general storage and handling principles and follow standard operating procedures for vaccine management are critical to ensuring vaccine supply potency and patient safety.

Training Program / Reference Material	Description
You Call the Shots: Vaccine Storage and Handling	An interactive, web-based immunization training course on storage and handling best practices and principles.
"Keys to Storing and Handling Your Vaccine Supply" video	This video is designed to decrease vaccine storage and handling errors by demonstrating recommended best practices and addressing frequently asked questions.
Vaccine Storage and Handling Toolkit	Comprehensive guide that reflects best practices for vaccine storage and handling from Advisory Committee on Immunization Practices (ACIP) recommendations, product information from vaccine manufacturers, and scientific studies.
Vaccine Storage and Handling Toolkit, COVID-19 Vaccine Addendum	The <i>Vaccine Storage and Handling Toolkit</i> , COVID-19 Vaccine Addendum, provides information, recommendations, and resources on storage and handling best practices to help safeguard the COVID-19 vaccine supply and ensure patients receive safe and effective vaccines.
Epidemiology and Prevention of Vaccine-Preventable Diseases	Comprehensive information on routinely used vaccines and the diseases they prevent. Chapter 5 is dedicated to vaccine storage and handling (updated 2020).

» Vaccine Administration

Healthcare professionals who will administer vaccines should receive comprehensive, competency-based training in vaccine administration policies and procedures before administering vaccines. Staff's vaccine administration knowledge and skills should be validated using a skills checklist and maintained using quality improvement processes.

You Call the Shots: Vaccine Administration	An interactive, web-based vaccine administration course that provides training using videos, job aids, and other resources.
Vaccine administration videos	Short, skill-based demonstration videos of vaccine administration activities, including injection techniques based on age and medication preparation.
Skills Checklist for Vaccine Administration	This checklist from the Immunization Action Coalition is a self-assessment tool for healthcare professionals who administer vaccines.
Epidemiology and Prevention of Vaccine-Preventable Diseases	Comprehensive information on routinely used vaccines and the diseases they prevent. Chapter 6 is dedicated to vaccine administration (updated 2020).

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COVID-19 Vaccination Training Programs and Reference Materials for Healthcare Professionals



» Communicating with Patients about Vaccines

Healthcare professionals play a key role in improving vaccine acceptance as they are in contact with patients throughout the office visit. By fostering a culture of immunization in the practice, both providers and patients can vaccinate with confidence.

How Nurses and Medical Assistants Can Foster a Culture of Immunization in the Practice video	Research shows that healthcare professionals are patients' most trusted source of information when it comes to vaccines. By highlighting key points before, during, and after a patient's visit, this presentation will support vaccine conversations and reinforce best practices for improving vaccination coverage.
"#HowIRecommend" vaccination video series	These videos explain the importance of vaccination, how to effectively address questions from patients about vaccine safety and effectiveness, and how clinicians routinely recommend same-day vaccination for their patients.
Provider Resources for COVID-19 Vaccine Conversations with Patients	Information for healthcare providers on how to talk to patients about COVID-19 vaccines, including giving strong recommendations, setting expectations about vaccine availability, and preparing to answer likely patient questions.
Epidemiology and Prevention of Vaccine-Preventable Diseases	Comprehensive information on routinely used vaccines and the diseases they prevent. Chapter 3, discusses essential strategies healthcare professionals can use when talking to patients about vaccines (updated 2020).

» COVID-19 Vaccine Training and Clinical Materials

This suite of COVID-19 vaccine training programs and clinical materials for healthcare professionals include general and product-specific information. A variety of topics and formats are available. All are based on manufacturer's guidance and vaccine recommendations made by the Advisory Committee on Immunization Practices (ACIP). **These trainings and materials will be made available as each vaccine product is authorized by FDA.**

COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers	A web-based training course outlining best practices and principles for healthcare providers when preparing to administer COVID-19 vaccine. It is a high-level overview of the following topics with links to detailed information: vaccine development and safety, safety monitoring programs, Emergency Use Authorizations (EUAs), vaccine storage/handling, preparation, administration, PPE, scheduling, documentation, and reporting adverse events. Information on each vaccine product will be added as each is authorized by FDA.
Ongoing webinars, including posted recordings (CE available)	These webinars will address ACIP recommendations and vaccine products as they become available.
Clinical materials	COVID-19 vaccine screening form for contraindications and precautions Expiration date tracker Reporting a temperature excursion IIS off-line vaccine administration documentation tool Guide to ancillary supplies kit (for staff helping providers order vaccine) COVID-19 vaccine frequently asked clinical questions web page Prevaccination screening form

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2

COVID-19 Vaccination Training Programs and Reference Materials for Healthcare Professionals



Pfizer vaccine materials	Online training module Vaccine preparation and administration summary Storage and handling summary Temperature log for ultra-cold freezer units, including online fillable PDF version Beyond use date tracker labels for refrigerator storage Standing orders template Storage labels for refrigerator Temperature logs for the refrigerator Infographic poster for vaccine preparation Checklist for vaccine delivery
Moderna vaccine materials	Online training module Vaccine preparation and administration summary Guidance for transporting vaccines Storage and handling summary Temperature log for freezer units Beyond use date tracker labels for refrigerator storage Standing orders template Storage labels for refrigerator Temperature logs for the refrigerator
Janssen vaccine materials	Online training module Vaccine preparation and administration summary Storage and handling summary Standing orders template Temperature logs for the refrigerator
Clinical materials for additional vaccine products, plus specific materials determined by product	Online training module for each vaccine product Vaccine administration summary Vaccine storage and handling summary

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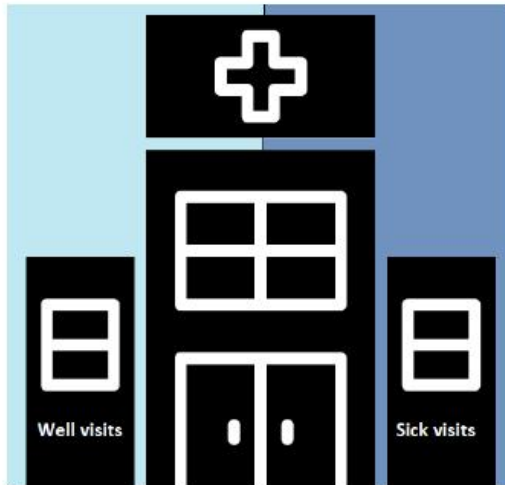
3

<https://www.cdc.gov/vaccines/covid-19/downloads/COVID-19-Clinical-Training-and-Resources-for-HCPs.pdf>

CDC Guidance to Prevent the Spread of COVID-19 in Healthcare Settings

- Ensure physical distancing, PPE, infection control and Patient flow

Separate sick from well patients



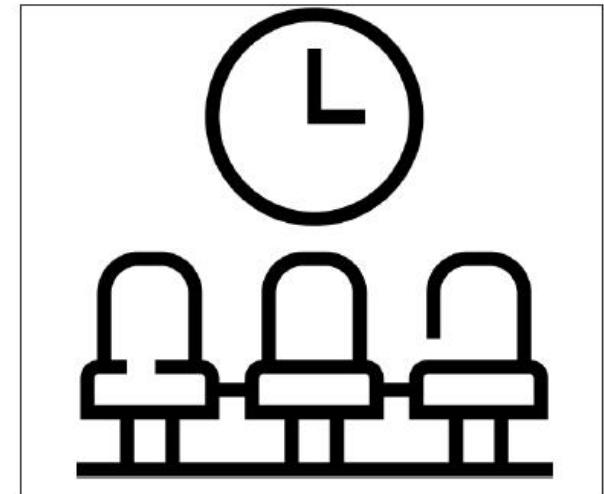
Schedule well and sick visits at different times of the day
Place sick visits in different areas of the facility or different locations

Ensure physical distancing measures



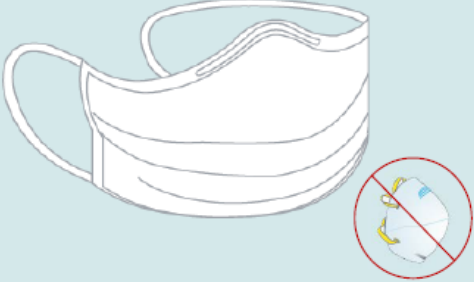
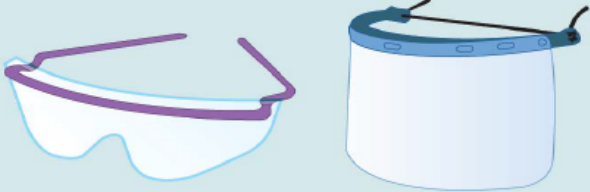

- At least 6 feet during all aspects of visit: check-in, checkout, screening procedures, postvaccination monitoring
- Use strategies such as physical barriers, signs, ropes, floor markings

Reduce crowding in waiting room



- Ask patients to wait outside (e.g., in their vehicles) until called in

Use Appropriate Personal Protective Equipment

Face mask	Eye protection	Gloves
		
<ul style="list-style-type: none">• Recommended: All healthcare providers (N95 masks not recommended)	<ul style="list-style-type: none">• Recommended: Areas of moderate/<u>substantial community</u> transmission• Optional: Areas of minimal/<u>no community</u> transmission	<ul style="list-style-type: none">• Recommended: Intranasal or oral vaccines• Optional: Intramuscular or subcutaneous vaccines

www.cdc.gov/vaccines/pandemic-guidance/index.html

Image credit: Pan American Health Organization

CDC COVID-19 Vaccine Specific Training

COVID-19 Vaccine Specific Guidance

- Pfizer-BioNTech
- Moderna
- Janssen

U.S. COVID-19 Vaccine Product Information

Find a suite of information and materials that are needed for each specific COVID-19 vaccine that cover administration, storage and handling, safety, and reporting.

Pfizer-BioNTech

Moderna

Janssen/J&J

Requirements, Trainings, and Resources

Vaccine Storage and Handling Toolkit

Provider Requirements and Support

Training and Education

FAQs for Healthcare Professionals

Page last reviewed: March 2, 2021

Content source: National Center for Immunization and Respiratory Diseases

Source: <https://www.cdc.gov/vaccines/covid-19/info-by-product/index.html>

Pfizer-BioNTech COVID-19 Vaccine: What Healthcare Professionals Need to Know

COVID-19 Vaccine Training Modules Home



🏠 COVID-19 Vaccine
Training Modules Home

Introduction

About COVID-19 Vaccine
(Pfizer)

Storage and Handling

Vaccine Preparation

Vaccine Administration



Introduction

Summary of changes (last updated February 24, 2021)

<https://www2.cdc.gov/vaccines/ed/covid19/pfizer/10000.asp>

Moderna COVID-19 Vaccine: What Healthcare Professionals Need to Know

COVID-19 Vaccine Training Modules Home



🏠 COVID-19 Vaccine Training
Modules Home

Introduction, Disclaimers, and
Objectives

About COVID-19 Vaccine
(Moderna)

Advisory Committee on
Immunization Practices
Recommendations

Vaccine Storage and Handling

Vaccine Preparation and
Administration

Disclaimers

Financial conflict disclosure

- CDC and our presentation developers wish to disclose they have no financial interests in or other relationships with the manufacturers of commercial products, suppliers of commercial services, or commercial supporters. Planners have reviewed content to ensure there is no bias.

Trade name disclosures

- The use of trade names is for identification only and does not imply endorsement by the Centers for Disease Control and Prevention or the U.S. Department of Health and Human Services.



<https://www2.cdc.gov/vaccines/ed/covid19/moderna/00010.asp>

Janssen COVID-19 Vaccine (Johnson & Johnson): What Healthcare Professionals Need to Know

COVID-19 Vaccine Training Modules Home



🏠 COVID-19 Vaccine Training
Modules Home

Introduction

About Janssen COVID-19 Vaccine

Advisory Committee on
Immunization Practices
Recommendations

Vaccine Storage and Handling

Vaccine Preparation and
Administration

Patient Education



Introduction

<https://www2.cdc.gov/vaccines/ed/covid19/janssen/10000.asp>

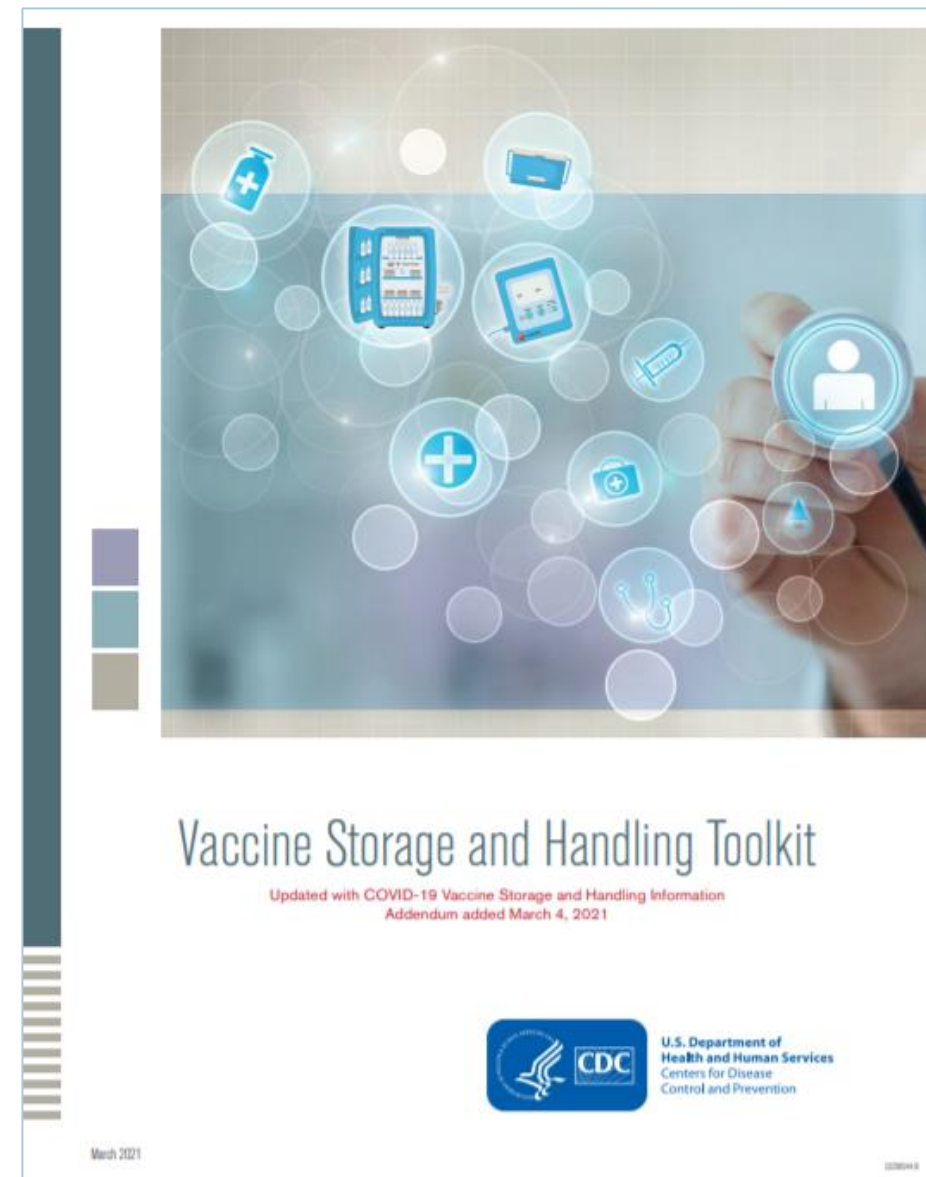
STORAGE AND HANDLING

<input type="checkbox"/>	<p>Review storage and handling specific to each COVID-19 vaccine:</p> <ol style="list-style-type: none"> 1. Pfizer storage and handling summary 2. Moderna storage and handling summary 3. Janssen (Johnson & Johnson) storage and handling summary
	<p>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.</p>
<input type="checkbox"/>	<p>Ensure storage equipment meets CDC requirements.</p> <ul style="list-style-type: none"> • 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
<input type="checkbox"/>	<p>Utilize digital data loggers (DDLs) for continuous temperature monitoring on all units, including transport.</p>
<input type="checkbox"/>	<p>Utilize product-specific temperature logs and check temperatures twice daily:</p> <ol style="list-style-type: none"> 1. AM: “current” temperature and “min/max” temperature 2. PM: “current” temperature
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Transport must be minimized; if transport occurs, it must be performed with qualified packout methods, digital data loggers and ensuring viability is maintained</p> <ul style="list-style-type: none"> • Transport limitations and requirements
<input type="checkbox"/>	<p>How to identify and manage temperature excursions, including contact to manufacturer(s)</p> <ul style="list-style-type: none"> • Temperature excursions • Contact information: <ul style="list-style-type: none"> • Pfizer: 1-877-829-2619 (1-877-VAX-CO19) • Moderna: 1-866-663-3762 (1-866-MODERNA) <ul style="list-style-type: none"> ○ Or online tool: https://tools.modernamedinfo.com/excursion/ • Janssen: 1-800-565-4008
<input type="checkbox"/>	<p>For additional vaccine product information, more storage and handling guidance, temperature logs, etc., review the CDC’s COVID-19 Vaccine Product Main Page.</p>

Storage and Handling

Supplies— Storage and Handling

- Must know vaccine that will be receiving
- Storage units are vaccine dependent
- Digital Data Loggers (DDL)
- Vaccine specific forms and education



Source:

<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>



Basics

- Store vaccine in a freezer or refrigerator. See guidance below for each storage unit.
- Each box contains 10 multidose vials (100 doses).
- Use vaccine vials stored in the refrigerator before removing vials from frozen storage.
- This vaccine does not need to be mixed with a diluent before administration.
- Check and record storage unit temperature each workday. See guidance below for each type of temperature monitoring device. Save storage records for 3 years, unless your jurisdiction requires a longer time period.

Deliveries

Vaccine

1. The vaccine will arrive frozen between -25°C and -15°C (-13°F and 5°F).
2. Examine the shipment for signs of damage.
3. Open the box and remove TagAlert Temperature Monitor from box (placed in the inner box next to vaccine).
4. Check the TagAlert temperature monitoring device by pressing the blue "start and stop" button.
 - Left arrow points to a **green checkmark**: The vaccine is ready to use. Store the vaccine at proper temperatures immediately.
 - Right arrow points to a **red X**: The numbers 1 and/or 2 will appear in the display. Store the vaccine at proper temperatures and label **DO NOT USE**. Call the phone number indicated in the instructions or your jurisdiction's immunization program **IMMEDIATELY**!



Ancillary Supply Kit

An ancillary supply kit will be provided for administering the vaccine and includes enough supplies to administer 100 doses of vaccine. Administration supplies include needles, syringes, sterile alcohol prep pads, vaccination record cards (shot cards), and some PPE. The kit is delivered separately from the vaccine. Unpack the kit and check for receipt of the correct administration supplies and quantities.

Freezer

Vaccine may be stored in a freezer between -25°C and -15°C (-13°F and 5°F).

Note: These temperatures are within the appropriate range for routinely recommended vaccines BUT the temperature range for this vaccine is tighter.

- If storing the vaccine in a freezer with routinely recommended vaccines, carefully adjust the freezer temperature to the correct temperature range for this vaccine.

Store in the original carton and protect from light. | Do not use dry ice for storage.

Vaccine Specific Storage & Handling

Review vaccine specific storage and handling guidance:

1. Pfizer storage and handling summary:

- <https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/storage-summary.pdf>

2. Moderna storage and handling summary:

- <https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/storage-summary.pdf>

3. Janssen storage and handling summary

- <https://www.cdc.gov/vaccines/covid-19/info-by-product/janssen/downloads/janssen-storage-handling-summary.pdf>

Key Storage and Handling Reminders

- **Ensure storage equipment meets CDC requirements**
 - Do not use a dormitory-style or bar-style storage unit under any circumstances
- Prepare for the temperature ranges specific to these products
- **Utilize digital data loggers (DDLs), that meet CDC requirements, for continuous temperature monitoring on all units, including transport**
 - If you need help setting up your DDL, visit manufacturer website or contact the local county health department
- Utilize product-specific temperature logs and check temperatures twice daily:
 - AM: “current” temperature and “min/max” temperature
 - PM: “current” temperature

<https://www.cdc.gov/vaccines/covid-19/info-by-product/index.html>

<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>

Storage Units

Error: Using the wrong type of storage units

- Not having the correct storage unit can affect your vaccine
 - Temperature fluctuations or the storage unit not holding temps



Dormitory Style, Source: Centers for Disease Control and Prevention



Example of a Household Combination Unit



Example of a Pharmaceutical-Grade Unit

- The best units for storing vaccines are refrigerators and freezers that are pharmaceutical-grade or purpose-built units

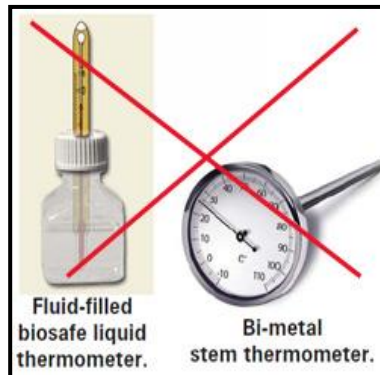
Thermometers

Error: Using the wrong type of thermometer

- Not having a thermometer that works and accurately reflects temperatures within the storage unit can affect your vaccine
- Remember thermometers must be calibrated and with a current Certificate of Traceability and Calibration Testing
 - Documentation of testing to ensure that it captures accurate readings



Source: Centers for Disease Control and Prevention



Source: Centers for Disease Control and Prevention



Example of a Digital Data logger

- Recommended to use a digital data logger (DDL) with a detachable “buffered” probe (glycol, glass beads, sand or Teflon®)

VACCINE PREPARATION AND ADMINISTRATION

<input type="checkbox"/>	Review available resources on vaccine administration: You Call the Shots Vaccine Administration: Intramuscular (IM) Injection Adults 19 years of age and older
<input type="checkbox"/>	Review Product-Specific Preparation and Administration Guidance <ul style="list-style-type: none"> • Pfizer BioNTech Vaccine Preparation and Administration • Moderna Vaccine Preparation and Administration • Janssen (Johnson & Johnson) Vaccine Preparation and Administration
<input type="checkbox"/>	Watch CDC videos on intramuscular (IM) injections: <ul style="list-style-type: none"> • Video: IM Injection Sites • Video: IM Injection Supplies
<input type="checkbox"/>	Vaccine administrator knowledge review: <ul style="list-style-type: none"> • Reconstitution, use of adjuvants, needle size, anatomic sites, dose, etc. • Needle gauge and length tip sheet
<input type="checkbox"/>	How to access and manage product expiration dates <ul style="list-style-type: none"> • From Provider Guidance website, see “Product-Specific Information & EUAs”
<input type="checkbox"/>	Review of guidance on additional educational key points for administering COVID-19 vaccine: Document being drafted—link when complete
<input type="checkbox"/>	Use the COVID-19 Vaccine Prevacination Checklist to ensure there are no true contraindications or precautions prior to vaccination

MDHHS Division of Immunization

This document is available at www.michigan.gov/COVIDvaccine, then “Provider Guidance and Education”

Pg. 4 of 5

Rev date: [3-25-21](#)


<input type="checkbox"/>	Document and report vaccine administration via MCIR within 24-72 hours of administration.
<input type="checkbox"/>	For more resources: CDC’s vaccine administration page <ul style="list-style-type: none"> • Utilize the “Resource Library” for more trainings, videos, guidance documents, etc.

Vaccine Preparation and Administration

Screening for Contraindications and Precautions

- Screen patients prior to receipt of each vaccine dose to identify if there is a contraindication or precaution
- CDC Prevaccination Questionnaire to assist with screening <https://www.cdc.gov/vaccines/covid-19/downloads/pre-vaccination-screening-form.pdf>
- Persons with a contraindication (including history of a severe or immediate reaction following the first dose of mRNA COVID-19 vaccine) should not be vaccinated

**Prevaccination Checklist
for COVID-19 Vaccines**



For vaccine recipients:
The following questions will help us determine if there is any reason you should not get the COVID-19 vaccine today.
If you answer "yes" to any question, it does not necessarily mean you should not be vaccinated. It just means additional questions may be asked.
If a question is not clear, please ask your healthcare provider to explain it.

Patient Name _____
Age _____

	Yes	No	Don't know
1. Are you feeling sick today?			
2. Have you ever received a dose of COVID-19 vaccine?			
• If yes, which vaccine product did you receive? <input type="checkbox"/> Pfizer <input type="checkbox"/> Moderna <input type="checkbox"/> Another product _____			
3. Have you ever had an allergic reaction to: (This would include a severe allergic reaction [e.g., anaphylaxis] that required treatment with epinephrine or EpiPen® or that caused you to go to the hospital. It would also include an allergic reaction that occurred within 4 hours that caused hives, swelling, or respiratory distress, including wheezing.)			
• A component of the COVID-19 vaccine, including polyethylene glycol (PEG), which is found in some medications, such as laxatives and preparations for colonoscopy procedures			
• Polysorbate			
• A previous dose of COVID-19 vaccine			
4. Have you ever had an allergic reaction to another vaccine (other than COVID-19 vaccine) or an injectable medication? (This would include a severe allergic reaction [e.g., anaphylaxis] that required treatment with epinephrine or EpiPen® or that caused you to go to the hospital. It would also include an allergic reaction that occurred within 4 hours that caused hives, swelling, or respiratory distress, including wheezing.)			
5. Have you ever had a severe allergic reaction (e.g., anaphylaxis) to something other than a component of COVID-19 vaccine, polysorbate, or any vaccine or injectable medication? This would include food, pet, environmental, or oral medication allergies.			
6. Have you received any vaccine in the last 14 days?			
7. Have you ever had a positive test for COVID-19 or has a doctor ever told you that you had COVID-19?			
8. Have you received passive antibody therapy (monoclonal antibodies or convalescent serum) as treatment for COVID-19?			
9. Do you have a weakened immune system caused by something such as HIV infection or cancer or do you take immunosuppressive drugs or therapies?			
10. Do you have a bleeding disorder or are you taking a blood thinner?			
11. Are you pregnant or breastfeeding?			

Form reviewed by _____

Date _____



» General Information

Vaccine: COVID-19 vaccine (Pfizer)
Diluent: 0.9% sodium chloride (normal saline, preservative-free)
Multidose vial: 6 doses per vial
Dosage: 0.3 mL

Vaccine MUST be mixed with diluent before administration.

» Age Indications

16 years of age and older

» Schedule

2-dose series separated by 21 days
A series started with COVID-19 vaccine (Pfizer) should be completed with this product.

» Administration

Intramuscular (IM) injection in the deltoid muscle



» Thawing Frozen Vaccine

- Frozen vaccine must be thawed before using.
- Thaw vaccine in the refrigerator or at room temperature:
 - Refrigerator:** Between 2°C and 8°C (36°F and 46°F)
Unpunctured vials may be stored in the refrigerator for up to 120 hours (5 days).
 - Room temperature (for immediate use):** Up to 25°C (77°F)
Unpunctured vials cannot be kept at room temperature for more than 2 hours (including thaw time).

- Amount of time needed to thaw vaccine varies based on temperature and number of vials.
- Do NOT** refreeze thawed vaccine.
- Use vials in the refrigerator before removing vials from ultra-cold temperature or freezer storage.
- Use CDC's beyond-use date labels for this vaccine to track storage time at refrigerated and frozen temperatures.

» Prepare the Vaccine

Follow aseptic technique. Perform hand hygiene before vaccine preparation, between patients, when changing gloves (if worn), and any time hands become soiled.*		Inject 1.8 mL 0.9% sodium chloride (normal saline, preservative-free) diluent into the vaccine vial.	
Remove vaccine from the freezer or refrigerator. Allow vaccine to come to room temperature. Vials can be held at room temperature for up to 2 hours before mixing.		Using the mixing syringe, remove 1.8 mL of air from the vaccine vial to equalize the pressure in the vaccine vial.	
Before mixing, check the expiration dates of the vaccine and diluent. NEVER use expired vaccine or diluent. The expiration dates for the diluent and the vaccine are located on the respective vials.		Gently invert the vial containing vaccine and diluent 10 times. The vaccine will be off-white in color. Do not use if discolored or contains particulate matter. Do not shake. If the vial is shaken, contact the manufacturer.	
With the vaccine at room temperature, gently invert vial 10 times. Do not shake the vial. If the vial is shaken, contact the manufacturer. The vaccine is white to off-white in color and may contain opaque particles. Do not use if liquid is discolored.		Note the date and time the vaccine was mixed on the vial.	
Using a new, sterile alcohol prep pad for each vial, wipe off the stoppers of the diluent and vaccine vials. Using a 21-gauge (or narrower) needle, withdraw 1.8 mL of 0.9% sodium chloride (normal saline, preservative-free) into a mixing syringe. Discard diluent vial and any remaining diluent. Do NOT use bacteriostatic normal saline or other diluents to mix the vaccine.		Keep mixed vaccine between 2°C and 25°C (36°F to 77°F) and administer within 6 hours. Discard any unused vaccine after 6 hours. Do not return to freezer storage.	

*Gloves are not required unless the person administering the vaccine is likely to come in contact with potentially infectious body fluids or has open lesions on the hands. If worn, perform hand hygiene and change gloves between patients.

Vaccine Specific Preparation & Administration

Review vaccine specific prep & admin guidance:

1. Pfizer prep & admin summary:

- <https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/prep-and-admin-summary.pdf>

2. Moderna prep & admin summary:

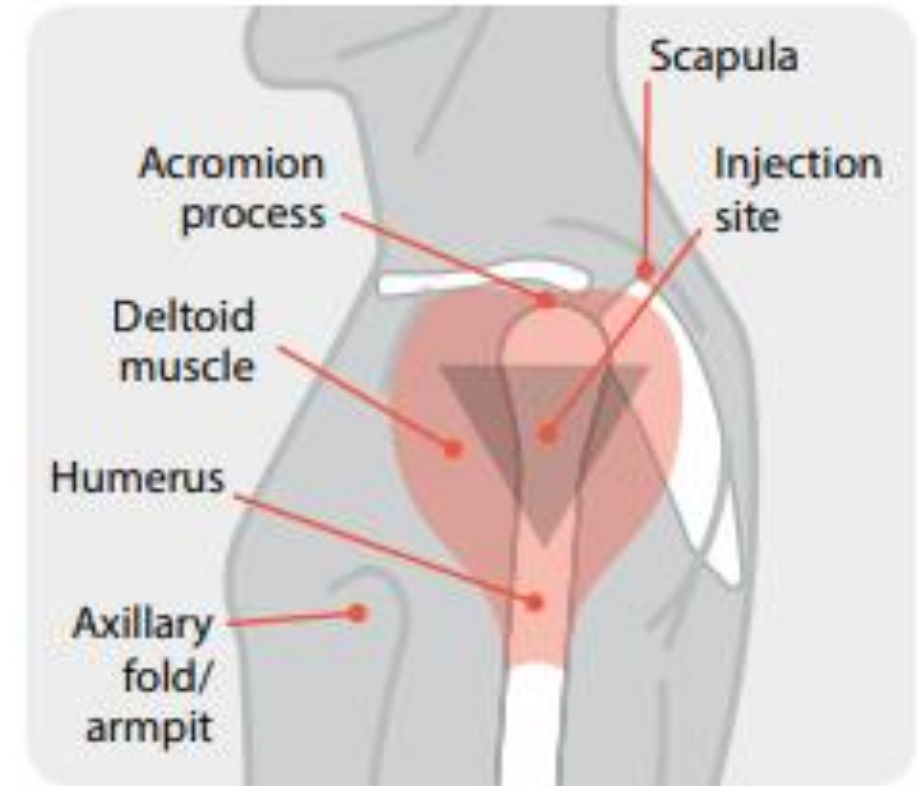
- <https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/prep-and-admin-summary.pdf>

3. Janssen prep & admin summary

- <https://www.cdc.gov/vaccines/covid-19/info-by-product/janssen/downloads/Janssen-Prep-and-Admin-Summary.pdf>

Key Vaccine Preparation and Administration Reminders

- Proper intramuscular (IM) injection
 - CDC videos
- Knowledge of:
 - Reconstitution, needle size, anatomic site, and dose
- Resources:
 - Needle gauge and length tip sheet
 - CDC vaccine administration page:
<https://www.cdc.gov/vaccines/hcp/admin/admin-protocols.html> > Resource Library
 - **Safety Checklist coming



PATIENT EDUCATION, ADVERSE EVENT REPORTING

<input type="checkbox"/>	Provide EUA fact sheets to vaccine recipients, educate on vaccine, and answer patient questions. <ul style="list-style-type: none">• Resource for support: What to Expect after Getting a COVID-19 Vaccine
<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 VAERS .

Patient Education, Adverse Event Reporting

Key Patient Education Reminders

- Provide the Michigan Emergency Use Authorization (EUA)
 - www.Michigan.gov/COVIDvaccine > Provider Guidance and Education > Patient Education, Communication, and Adverse Event Reporting
- Provide a V-safe flyer
- Provide a COVID-19 vaccination record card to every person who receives a COVID-19 vaccine
- Report moderate and severe adverse events to the Vaccine Adverse Event Reporting System:
<https://vaers.hhs.gov/reportevent.html>

Patient Education, Communication, and Adverse Event Reporting

EUA Fact Sheets for Recipients

The EUA Fact Sheet for Recipients must be provided to each vaccine recipient/caregiver.


- Important: Obtain EUA Fact Sheet for Recipients from our links below. These versions include the information statement about MCIR (as indicated in Michigan VISs). Per state law, patients/parents must be informed about MCIR.
- EUA Fact Sheets:
 - Pfizer
 - Moderna
 - Janssen (Johnson & Johnson)
- Questions about EUAs? See [COVID-19 Vaccine EUA FAQs](#)

Vaccination Record Cards

- Providers must provide a COVID-19 [vaccination record card](#) to each vaccine recipient/parent/legal guardian.
- These are included in ancillary kits shipped to provider offices. Complete these cards accurately, including second dose due date, and give to each patient.

V-safe

- V-safe is a new smartphone-based tool that uses text messaging and web surveys to provide health check-ins after a person receives a COVID-19 vaccination. It also reminds patients of any needed second vaccine dose.
- Provide a [v-safe information sheet](#) (below) to patients at the time of vaccination, and encourage them to enroll and fill out the surveys when prompted to do so.
- [Key messages and FAQs for v-safe](#)
- V-safe is now available in the following languages (*New!*):
 - English
 - Korean
 - Simplified Chinese
 - Spanish



**Get vaccinated.
Get your smartphone.
Get started with v-safe.**

Use your smartphone to get COVID-19 vaccine reminders and health check-ins after getting the COVID-19 vaccine. You'll also get reminders if you need a second vaccine dose.

Sign up with your smartphone's browser at vsafe.cdc.gov

Available in English and Spanish!

What to Expect after Getting a COVID-19 Vaccine

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/expect/after.html>

COVID-19 vaccination will help protect you from getting COVID-19. You may have some side effects, which are normal signs that your body is building protection. These side effects **may feel like flu** and **may even affect your ability** to do daily activities, but they should go away in a few days.

Common side effects

On the arm where you got the shot:

- Pain
- Swelling

Throughout the rest of your body:

- Fever
- Chills
- Tiredness
- Headache

Helpful tips

If you have pain or discomfort, talk to your doctor about taking an over-the-counter medicine, such as ibuprofen or acetaminophen.

To reduce pain and discomfort where you got the shot:

- Apply a clean, cool, wet washcloth over the area.
- Use or exercise your arm.

To reduce discomfort from fever:

- Drink plenty of fluids.
- Dress lightly.

When to call the doctor

In most cases, discomfort from fever or pain is normal. Contact your doctor or healthcare provider:

- If the redness or tenderness where you got the shot increases after 24 hours
- If your side effects are worrying you or do not seem to be going away after a few days



Ask your healthcare provider about getting started with v-safe

Use your smartphone to tell CDC about any side effects after getting the COVID-19 vaccine. You'll also get reminders if you need a second dose.

Learn more about **v-safe**.

www.cdc.gov/vsafe

Printable Handout for Vaccine Recipients

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/expect/after.html>

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 view order details and receive shipment notifications
<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">• Ancillary supply kit list• Complete Product Information Guide (vaccine, ancillary supplies, etc.)

Vaccine Shipments and Ordering

HOW TO: REVIEW COVID-19 ORDERS & RECEIVE NOTIFICATIONS

By adding users to your MCIR site as “E-Order Contacts”, they can review order details and receive notifications about order shipments, including Tracking IDs.

1. To obtain access to the features below, sites must first add users as “E-Order Contacts” to your MCIR Site – Follow [this tip sheet](#)!

- Be sure to checkmark the user for notifications (step 9 in the tip sheet above).

Receiving Order Notices and Shipping Notices with Tracking IDs

For Pfizer and Moderna vaccine, the manufacturer or distributor will send email notices to the primary contact at the facility level, which includes a Tracking ID. However, by **adding “E-Order Contacts” to your MCIR site and marking them for notifications, multiple users can receive MCIR-generated vaccine order notices and shipping notices via email.** This shipping notice also includes a Tracking ID. These emails will come from: mcir@michigan.gov.

Example of order notice (generated when the order is placed):

Subject: Your (VFC PIN) MCIR order (**Order number here**) has been approved

Your SNS Vaccine vaccine order **Order number here**) is being submitted. Please use the MCIR order history log to track the progress of your vaccine order. You will also receive an additional email with shipping information.

Example of shipping notice (generated when order is en-route and shipment information uploaded to MCIR Outbreak Inventory):

E-ordering is not available at this time while allocations are in place
Review all shipments **immediately**, compare to MCIR Outbreak Inventory, and store appropriately

MCIR INVENTORY AND DOSE DOCUMENTATION

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

MCIR Inventory and Dose Documentation

The screenshot shows the MCIR website with a green header and a yellow navigation bar. The main content area is titled "COVID-19 Immunizing Providers" and includes a search bar, a list of categories (Providers, School & Childcare, Public, P/MU, HL7, Vaccine Information, Staff), and a section for "COVID-19 Provider Enrollment" with steps 1 and 2. The left sidebar contains links for MILogin, Technical Assistance, Site Administrator Training, and a search bar. The right sidebar contains links for COVID-19 Vaccine Provider, COVID-19 Vaccine Provider, and COVID-19 Vaccine Provider.

MCIR
Michigan Core Improvement Registry

Improving Healthcare in Michigan

Home Providers **COVID-19 Providers** School & Childcare Public Promote Interoperability HL7 EXT Registration Contact Highlights

Browse: [Home](#) / COVID-19 Providers

COVID-19 Immunizing Providers

All users must be added by a MCIR site administrator and have a [MILogin ID](#) to gain direct access to the MCIR system. For MILogin and MCIR Registration resources visit [our Registration page](#).

MDHHS Immunizing COVID-19 Provider Resources can also be found by visiting:
[MDHHS COVID-19 Vaccine Provider Guidance and Educational Resources](#)

COVID-19 Provider Enrollment

Step 1:
[COVID-19 Provider Enrollment Checklist](#)
Review MDHHS CDC COVID-19 Provider Requirements

Step 2:
[COVID-19 Provider Vaccination Program Provider Agreement Registration Form](#)

Access the [MCIR Provider Site Usage Agreement Form](#) here

Resources:
[CDC COVID-19 Vaccination Program FAQ](#)
[SAMPLE Section A Provider Agreement CDC COVID-19](#)
[SAMPLE Section B Site Provider Registration CDC COVID-19](#)

Categories
[About](#)
[COVID-19](#)
[COVID-19 Vaccine Provider](#)

MILogin
[Technical Assistance](#)
[Site Administrator Training](#)
Search ...
Providers
School & Childcare
Public
P/MU
HL7
Vaccine Information
Staff
[MILogin - State Employees](#)

- How to Document a COVID-19 Dose
 - How to Document a Drawn Not Used Dose
 - How to Document a Dose Breakage
 - How to view or document race and ethnicity in MCIR
- And more!

All MCIR Outbreak Inventory guidance can be found at www.mcir.org, then select “[COVID-19 Providers](#)”



What Can We Do While We Wait?

Strategies to Prepare for the COVID-19 Vaccine

Continue to Vaccinate With All the Recommended Vaccines During the COVID-19 Pandemic

- Vaccination in the medical home is ideal
- Best practices for storage and handling of vaccines and vaccine administration should be followed
 - CDC Vaccine Storage and Handling Toolkit: www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html
 - Vaccine Administration Protocols: www.cdc.gov/vaccines/hcp/admin/admin-protocols.html
- Report or document vaccines administered into the MCIR
- Defer vaccination in persons with confirmed or suspected COVID-19

www.cdc.gov/vaccines/pandemic-guidance/index.html



Strategy: Prepare Your Office for the COVID-19 Vaccine Conversation

Recipient Education Source: <https://www.cdc.gov/vaccines/covid-19/hcp/index.html>

Factors weighing on acceptance:

- Are there side effects?
- Does it work?
- Is it safe?
- How much does it cost?



COVID-19 vaccine more acceptable if:

- Healthcare team said it was safe
- No costs to the individual
- Help get back to school and work
- Easily Obtainable



**Patients May be
Hesitant to Receive
COVID-19 Vaccine**

71% of the general public said that they would receive a COVID-19 vaccine (Data from December 2020 KFF poll)

What you Say Matters

- Research shows a patient who receives a **strong recommendation** from a provider is 4-5 times more likely to be vaccinated
- Personalizing the message that vaccines are safe and effective can be powerful
 - Patients often are more likely to be persuaded by stories and anecdotes about the successes of vaccines





Additional Strategies

Education is KEY

- Most Important aspects of a successful COVID-19 vaccination program
 - CDC focus
 - MDHHS focus
- Education can ease doubt and hopefully increase vaccine uptake
- Tied to vaccine confidence, tied to acceptance, tied to vaccine uptake



Office Plan and Community Partnerships

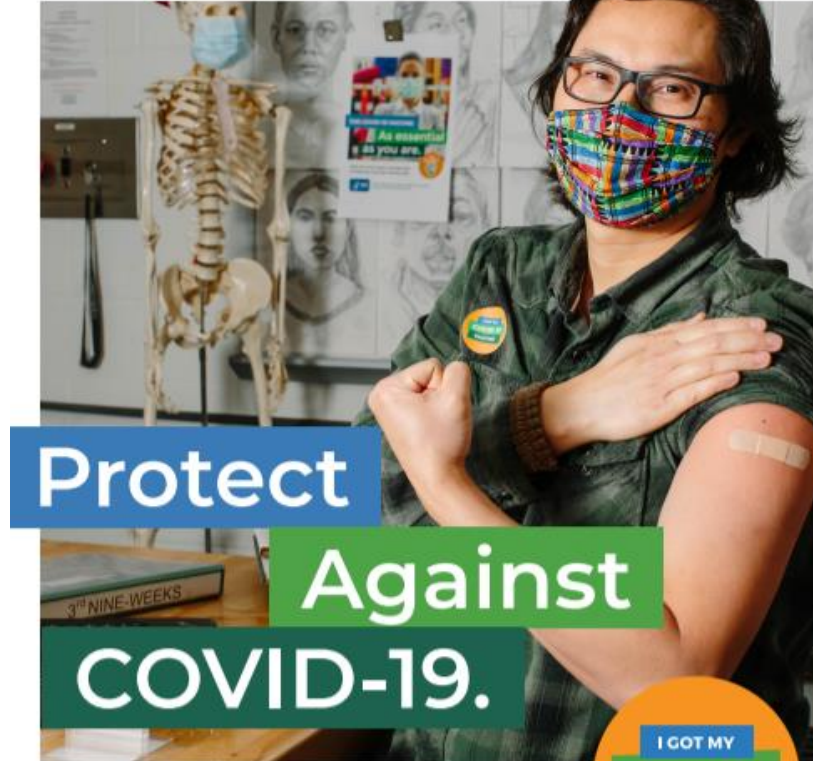
- Make your COVID-19 Office Vaccination Plan
 - Office COVID-19 vaccine message
- Part of your plan should be community partnerships
 - Local Health Department
 - Health Systems/Hospitals
 - Pharmacies
 - MDHHS



Working Together (MDHHS and You)

- Ensure you are an enrolled COVID-19 Vaccine Provider with MDHHS
 - Along with enrolled in MCIR
- Attend MDHHS webinars
- Watch for important emails





A safe and effective vaccine to protect against COVID-19 is now available.



Learn how you can get a COVID-19 vaccine.
cdc.gov/coronavirus/vaccines

Resources

CDC COVID-19 Vaccination Communication Toolkit

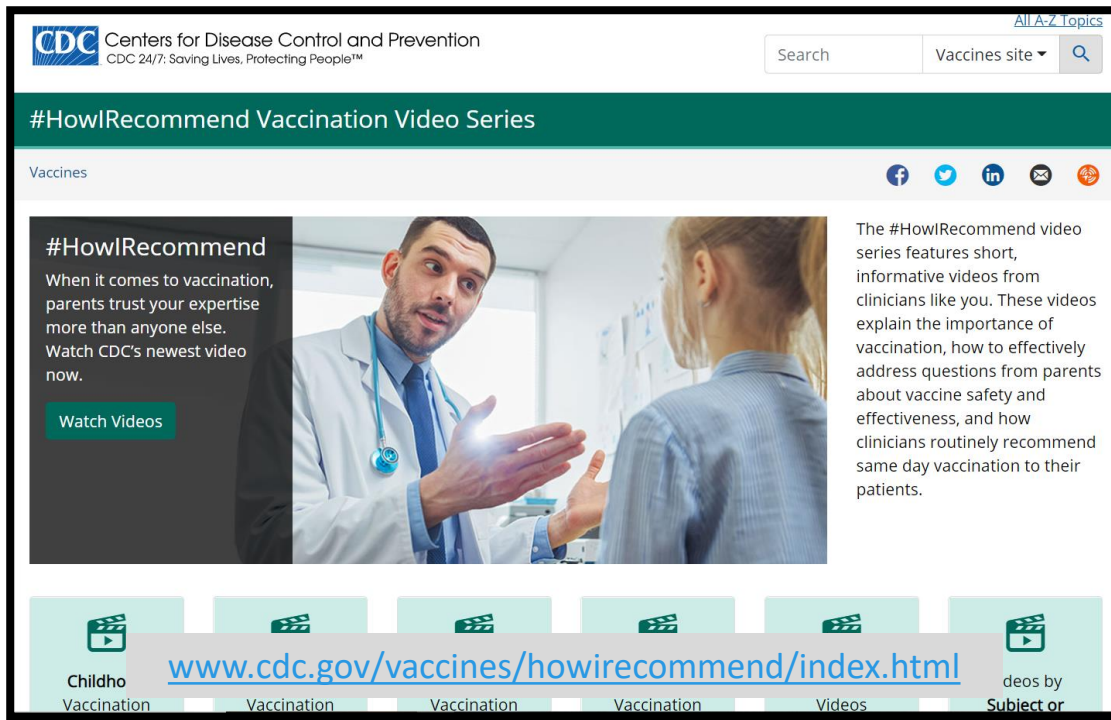
- Ready-made materials for use by Medical Centers, Clinics, and Clinicians
 - Posters
 - Fact Sheets and FAQs
 - Stickers
 - Slides
 - Social Media
 - Video



<https://www.cdc.gov/vaccines/covid-19/health-systems-communication-toolkit.html>

Communication Resources

- Part of education is having a conversation about immunizations
- Use resources to help give guidance and gain confidence with communication strategies



CDC's #HowIRecommend Video Series:

- Short, informative videos from clinicians like you
- Explain the importance of vaccination, how to effectively address questions from parents about vaccine safety and effectiveness, and how clinicians routinely recommend same day vaccination to their patients.

Coronavirus

MI SAFE START

CONTAIN COVID

RESOURCES

PRESS RELEASES

DONATE

VIDEO UPDATES

CORONAVIRUS / RESOURCES / COVID-19 VACCINE

COVID-19 Vaccine

Safe. Effective. No Cost.

FIND A SITE IN YOUR COUNTY

RESOURCES

FOOD PROCESSING &
AGRICULTURAL WORKERS



COMMUNITY OUTREACH
PILOT PROGRAM



PROTECT MICHIGAN
COMMISSION

INTERIM COVID-19
VACCINATION STRATEGY



SOCIAL VULNERABILITY
AND COVID-19



VACCINE ALLOCATION
PLANNING



VACCINE TESTIMONIALS

COVID-19 VACCINE
PRIORITIZATION GUIDANCE



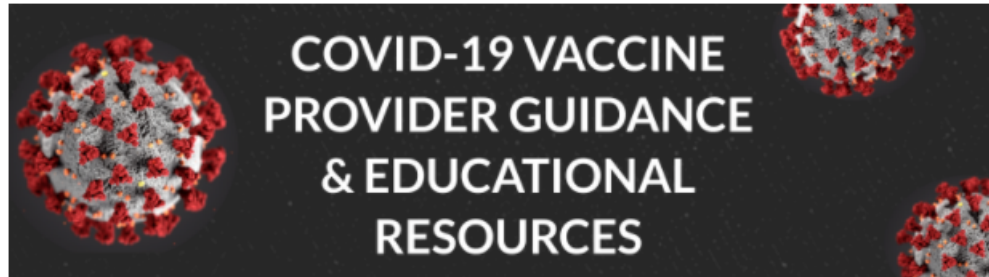
PROVIDER GUIDANCE AND EDUCATION

Materials and information to support COVID-19 vaccine providers.

MORE INFORMATION

MDHHS COVID-19 Web Page
www.Michigan.gov/COVIDVaccine

COVID-19 Vaccine Provider Guidance and Educational Resources



This webpage will house materials to support COVID-19 Vaccine Providers in successful implementation of the COVID-19 Vaccination Program. Be sure to "bookmark" this page and check back frequently for updates!

GENERAL COVID-19 VACCINE RESOURCES

- [MDHHS COVID-19 Vaccination Interim Prioritization Guidance](#)
- [CDC COVID-19 Vaccine Resources for Healthcare Professionals](#)
 - Vaccine administration, storage and handling, reporting, and patient education for each specific vaccine
- [COVID-19 Vaccine Training Module](#)
 - Self-paced module with certificate of completion (no CE)
 - MDHHS strongly recommends that all COVID-19 Vaccine Providers complete this training.
- [CDC HCP Vaccine Administration Resource Library](#)

CONTENT-SPECIFIC COVID-19 RESOURCES

- [Webinars](#)
 - Upcoming Noontime Knowledge: Thursday March 11, 2021: Janssen COVID-19 Vaccine (Johnson and Johnson)
 - [Enrollment & Redistribution](#)
 - [Vaccine Billing and Vaccine Code Sets](#)
 - [Product-Specific Information & EUAs](#)
 - [Pfizer](#)
 - [Moderna](#)
 - [Janssen \(Johnson & Johnson\)](#)
-

MDHHS COVID-19 Vaccine Provider Web Page

COVID-19 vaccine webpage

www.michigan.gov/COVIDvaccine,

then selecting “Provider Guidance and Education”

COVID-19 Vaccination

Clinical Resources for Each COVID-19 Vaccine

Find information for COVID-19 vaccination administration, storage and handling, reporting, and patient education for each specific vaccine

Product Information by US Vaccine



- Links to several CDC pages such as the storage and handling toolkit, vaccine administration, ACIP recommendations, and more
- Links to the COVID-19 product vaccine information
- There is a “Vaccination Resource Toolkits” tab that reviews the Communication Toolkit
- For further information: <https://www.cdc.gov/vaccines/covid-19/index.html>



Safety Is a Top Priority

The U.S. vaccine safety system ensures that all vaccines are as safe as possible. [Learn more.](#)

CDC COVID-19 Vaccine Information for You and Your Family

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

**Thank you
for all that
you do!!**

- For COVID-19 Vaccine questions email:
 - checcimms@michigan.gov