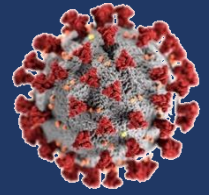


COVID-19 VACCINATION CLINIC PREPARATION CHECKLIST & RESOURCE TOOLKIT



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 at www.Michigan.gov/COVIDVaccineProvider. 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 the documentation of COVID-19 vaccine administration into your clinic’s medical record systems within 24 hours of administration and reporting the doses to MCIR as soon as possible, not to exceed 72 hours after administration. (e.g., HL7 VXU from EHR, Upload to MCIR, Direct Data Entry into MCIR).
<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). Please be patient as MDHHS processes your enrollment, this may require follow up if needed. Your site will receive a “Congratulations” email upon completion of this process. Questions about enrollment can be emailed to: MDHHS-COVIDVaccineProviders@michigan.gov.
<input type="checkbox"/>	Bookmark the MDHHS COVID-19 Vaccine Provider Guidance and Educational Resources website .

REDISTRIBUTION AGREEMENT, IF APPLICABLE

<input type="checkbox"/>	<p>Submit a Redistribution Agreement 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"> Both the Primary and the Redistributed site MUST be enrolled and comply with the Redistribution Agreement (storage, handling, transport with data loggers and qualified cooler, etc.). Resource for support: Redistribution Infographic.
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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"> 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 on-hand inventory by close of business Friday (weekly) to VaccineFinder (per CDC).</p>
<input type="checkbox"/>	<p>Encouraged: 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>

PLANNING FOR VACCINATION CLINICS FOR COVID-19

<input type="checkbox"/>	<p>Ensure staff understand vaccine recommendations: It is recommended to vaccinate all eligible persons 6 months of age and older with the age-appropriate vaccine.</p> <ul style="list-style-type: none"> ACIP Recommendations for COVID-19 Vaccine Interim Clinical Considerations
<input type="checkbox"/>	<p>Evaluate staffing needs, particularly to support administration of 90% of 1st doses within 7 days of receipt.</p> <ul style="list-style-type: none"> Staffing Calculator
<input type="checkbox"/>	<p>Provide training resources for staff – see training modules, videos, and tip sheets below:</p> <ul style="list-style-type: none"> CDC Training and Education page CDC Training Programs and Reference Materials Resource List
<input type="checkbox"/>	<p>Create patient registration process. Ensure 2nd dose scheduling is incorporated with 1st dose scheduling at vaccine appropriate intervals.</p>
<input type="checkbox"/>	<p>Ensure physical distancing, infection control (including proper Personal Protective Equipment [PPE]) and patient flow is prioritized.</p>
<input type="checkbox"/>	<p>Plan supply needs:</p> <ul style="list-style-type: none"> Clinic Supply Checklist
<input type="checkbox"/>	<p>Have printed materials ready for patients:</p> <ul style="list-style-type: none"> Michigan Specific EUAs, EUIs, V-safe information sheets and more can be found at Patient Education, and the Communication and Adverse Event Reporting site. Prevaccination Screening Checklist
<input type="checkbox"/>	<p>Ensure clinic operation plans are in place.</p> <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

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"> • Planning Activities
<input type="checkbox"/>	Develop clinic layouts for a mass vaccination clinic: <ul style="list-style-type: none"> • Pre-clinic activities with layout examples • Curbside or Drive-through considerations
<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"> • Physical distancing, PPE, infection control and patient flow is prioritized. • Pre-screening and post-vaccination observation areas identified. • During Clinic Activities • Post-clinic Activities

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 .

STORAGE AND HANDLING

<input type="checkbox"/>	<p>Review storage and handling specific to each COVID-19 vaccine:</p> <ul style="list-style-type: none"> • Pfizer storage and handling summary (Purple Cap) • Pfizer storage and handling summary (Gray Cap) • Pfizer storage and handling summary (Orange Cap) • Pfizer storage and handling summary (Maroon Cap) • Moderna storage and handling summary (Red Cap with Light Blue Border) • Moderna storage and handling summary (Dark Blue Cap with Magenta Border) • 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, Pfizer gray and orange cap vaccine cannot be stored in a standard freezer (-25°C to -15°C [-13°F to 5°F]) like other routine frozen vaccines.</p>
<input type="checkbox"/>	<p>Ensure storage equipment meets CDC requirements*. Before any storage equipment is used for vaccine storage work with your local health department (LHD) or email MDHHS at checcimms@michigan.gov for guidance on appropriate storage equipment. Current guidance includes CDC's recommendation for vaccine storage units, in the order of preference. The following 3 options are presented:</p> <ul style="list-style-type: none"> • Purpose-built or pharmaceutical/medical-grade units, including doorless and dispensing units (preferred storage units) • Stand-alone refrigerator and freezer units—these units can vary in size from a compact, under-the-counter style to a large, stand-alone, pharmaceutical-grade storage unit • Combination household refrigerator/freezer unit, using only the refrigerator compartment to store vaccines—a separate stand-alone freezer should then be used to store frozen vaccines. Use of the

	<p>freezer compartment of a household combination unit is discouraged. (VFC providers need to follow storage and handling guidelines found in the Michigan Vaccines For Children (VFC) Provider Manual)</p> <p>Ultra-cold note: Keep in mind that most standard freezer units do not meet ultra-cold freezer temperatures between -90°C to -60°C (-130°F to -76°F).</p> <p>*Do not use a dormitory-style or bar-style storage unit under any circumstances.</p>
<input type="checkbox"/>	Utilize digital data loggers (DDLs) for continuous temperature monitoring on all units, also have a backup for transport, or in case one of the DDLs needs repaired or recalibrated.
<input type="checkbox"/>	Utilize product-specific temperature logs and check and document temperatures twice daily: <ol style="list-style-type: none"> 1. AM: “current” temperature and “min/max” temperature 2. PM: “current” temperature
<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 pack-out methods, digital data loggers to ensure viability is maintained. <ul style="list-style-type: none"> • Transport limitations and requirements
<input type="checkbox"/>	How to identify and manage temperature excursions, including contacting the manufacturer(s): <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"/>	For additional vaccine product information, more storage and handling guidance, temperature logs, etc., review the CDC’s COVID-19 Vaccine Product Main Page .

VACCINE PREPARATION AND ADMINISTRATION

<input type="checkbox"/>	Review available resources on vaccine administration: <ul style="list-style-type: none"> • Vaccine Administration: Intramuscular (IM) Injection: Adults 19 years of age and older (cdc.gov) • Vaccine Administration: Intramuscular (IM) injections: Children 7 through 18 years of age (cdc.gov) • You Call The Shots - Vaccine Administration: Intramuscular (IM) Injection Children 3 through 6 years of age (cdc.gov) • You Call The Shots - Vaccine Administration: Intramuscular (IM) Injection Children 1 through 2 years of age (cdc.gov)
<input type="checkbox"/>	Review Product-Specific Preparation and Administration Guidance: <ul style="list-style-type: none"> • Pfizer-BioNTech Vaccine Preparation and Administration (Purple Cap) • Pfizer-BioNTech Vaccine Preparation and Administration (Gray Cap) • Pfizer-BioNTech Vaccine Preparation and Administration (Orange Cap) • Pfizer-BioNTech Vaccine Preparation and Administration (Maroon Cap) • Moderna Vaccine Preparation and Administration (Red Cap with Light Blue Border) • Moderna Vaccine Preparation and Administration (Dark Blue Cap with Magenta Border) • Janssen (Johnson & Johnson) Vaccine Preparation and Administration

<input type="checkbox"/>	<p>Watch CDC videos on intramuscular (IM) injections:</p> <ul style="list-style-type: none"> • Video: IM Injection Sites • Video: IM injection Supplies for adults 19 years and older; IM injection Supplies for children birth through 18 years
<input type="checkbox"/>	<p>Vaccine administrator knowledge review (Reconstitution, needle size, anatomic sites, dose, etc.):</p> <ul style="list-style-type: none"> • Needle gauge and length tip sheet
<input type="checkbox"/>	<p>How to access and manage product expiration dates:</p> <ul style="list-style-type: none"> • From Provider Guidance website, see “Product-Specific Information & EUAs”
<input type="checkbox"/>	<p>Understand and comply with time limits per vaccine once punctured or in a syringe (Beyond Use Date):</p> <ul style="list-style-type: none"> • Resource: COVID-19 Vaccine Handling Toolkit (usp.org)
<input type="checkbox"/>	<p>Review of guidance on additional educational key points for administering COVID-19 vaccine: CDC Interim Clinical Considerations for Use of COVID-19 Vaccine</p>
<input type="checkbox"/>	<p>Use the COVID-19 Vaccine Prevacination Checklist to ensure there are no true contraindications or precautions prior to vaccination.</p>
<input type="checkbox"/>	<p>Document and report vaccine administration via MCIR within 24-72 hours of administration.</p>
<input type="checkbox"/>	<p>For more resources: CDC’s vaccine administration page</p> <ul style="list-style-type: none"> • Utilize the “Resource Library” for more trainings, videos, guidance documents, etc.

PATIENT EDUCATION, ADVERSE EVENT REPORTING

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

ORDERS AND SHIPMENTS

<input type="checkbox"/>	<p>Add E-Order Contacts to your MCIR site: Only staff designated as “E-Order Contacts” in your MCIR site’s VFC tab will have the ability to place a vaccine order.</p> <ul style="list-style-type: none"> • How to add an E-Order Contact (mcir.org) (performed by your office’s MCIR Site Administrator)
<input type="checkbox"/>	<p>How to Order COVID-19 Vaccine in MCIR (E-Ordering):</p> <ul style="list-style-type: none"> • Tip Sheet/Instructions • Webinar Recording • Webinar PDF Slides

<input type="checkbox"/>	<p>Additional E-Ordering resources are available at www.Michigan.gov/COVIDVaccineProvider:</p> <ul style="list-style-type: none"> • View Order History and Order Status • Shipping Timeframes and Shipping Notices • Review and Revise Shipping Information <ul style="list-style-type: none"> ○ 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. Be sure to review and edit your “shipping hours” for vaccine deliveries during the holidays.
<input type="checkbox"/>	<p>Review all shipments immediately, compare to MCIR Outbreak Inventory, and store appropriately.</p>
<input type="checkbox"/>	<p>Be familiar with ancillary supplies provided:</p> <ul style="list-style-type: none"> • Complete Product Information Guide (vaccine, ancillary supplies, etc.) • How to Opt-Out of an COVID-19 Vaccine Ancillary Kit

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 in MCIR • How to document a Drawn Not Used Dose • How to document a Dose Breakage • How to document no Longer Viable Dose • How to document Unable to Extract Expected Doses • How to Create and Submit a COVID Return/Waste Report • How to view or document race and ethnicity in MCIR • How to correct an expiration date in MCIR • And more! <p>For questions, please contact your MCIR Regional Staff</p>
<input type="checkbox"/>	<p>How to report on-hand inventory to CDC Vaccine Finder weekly.</p>
<input type="checkbox"/>	<p>Document redistribution inventory transactions appropriately, if applicable:</p> <ul style="list-style-type: none"> • How to Redistribute Doses in the MCIR Outbreak Inventory – For the site redistributing vaccine • How to Redistribute Doses in the MCIR Outbreak Inventory – For the site receiving vaccine