

Adult Vaccine Program: waadultvaccines@doh.wa.gov Childhood Vaccine Program: wachildhoodvaccines@doh.wa.gov | (360) 236-2829

Organization/Facility Merge Checklist

An organization/facility merge is when a primary organization is acquired, purchased or newly owned by a secondary organization or two facilities are consolidated into one. Providers are required to notify the Adult and/or Childhood Vaccine Programs at WAAdultVaccines@doh.wa.gov or WACHildhoodVaccines@doh.wa.gov when there is a change in ownership. Please return this form one month in advance of the merge so we can provide guidance.

Organization/Facility Being Acquired

PIN(s): _____ Anticipated Change Date: _____

Primary Contact: _____

Current Organization Name: _____

Current Facility Name(s): _____

Explain the Change:

Acquiring Organization/Facility

PIN: _____

Current Facility Name _____

Primary Contact: _____

Organization Name: _____

Changes to Clinic/Facility Name _____

Before the Merge

Organization/Facility Being Acquired

- ☐ Contact the IIS Data Quality Team IISDataQuality@doh.wa.gov prior to the known merge date or acquisition to begin the data merge process.
- ☐ If the merge involves a move in facility location, additional steps are required. Please complete the [Clinic Move Checklist](#).
- ☐ Gather all Adult and/or Childhood Vaccine Program documents (Vaccine Management Plan, monthly Temperature Monitoring Logs, program binders) and share the location of this information with the acquiring facility. It is a program requirement that records are retained for three years and should be transferred to the acquiring facility.
- ☐ Download or transfer any documents/data that are stored on servers or in the cloud (i.e., temperature data reports).

Before the Merge (continued)

- ☐ Confirm that all accountability reporting is up to date (temperature logs, inventory, doses outside of age range). Please submit reports as close to the merge date as possible.
- ☐ Make sure that vaccines are in the correct storage units (i.e. [COVID vaccine](#)), and that [beyond use date \(BUD\)](#) labels are on vaccines that have been moved from freezer to fridge or from ultra-cold unit to refrigerator.
- ☐ Download all digital data loggers and review temperature data for one month. Follow the [Temperature Excursion Guide](#) for any out-of-range temperatures. If there are any concerns about vaccine viability contact the Adult or Childhood Vaccine Programs.

Acquiring Organization/Facility

- ☐ Locate Adult and/or Childhood Vaccine Program documents (Vaccine Management Plan, monthly temperature logs, program binders). Locate any documents or data that are stored on servers or in the cloud.
- ☐ Confirm with the Adult and/or Childhood Vaccine Programs that all accountability reporting is up to date (temperature logs, inventory, doses outside of age range); this will ensure that you are able to order vaccine.
- ☐ Make sure that vaccines are in the correct storage units (i.e. [COVID vaccine](#)), and that [beyond use date \(BUD\)](#) labels are on vaccines that have been moved from freezer to fridge or from ultra-cold unit to refrigerator.
- ☐ Review all temperature data prior to administering vaccines to patients. Follow the [Temperature Excursion Guide](#) for any out-of-range temperatures. If there are any concerns about vaccine viability contact the Childhood or Adult Vaccine Programs.
- ☐ Confirm that primary and back-up vaccine coordinators have completed [Vaccine Coordinator Training](#) within current calendar year. New vaccine coordinators should refer to the [New Vaccine Coordinator Training Checklist](#) and the [Vaccine Coordinator Quick Start Guide](#).

After the Merge

Childhood Vaccine Program

- ☐ Submit a new provider agreement in the IIS by selecting the “Add” button. Be sure to update anything that has changed before submitting, including facility name, vaccine coordinators, equipment. Print the Childhood Vaccine Program provider agreement and have it signed by the signatory and send to WAChildhoodVaccines@doh.wa.gov for approval.

Adult Vaccine Program

- ☐ Email WAAAdultVaccines@doh.wa.gov to receive a link to update your provider agreement in REDCap.