

Preparing to Enroll in the COVID-19 Vaccination Program

Before enrolling in the COVID-19 Vaccination Program, you should review the provider agreement package from the Centers for Disease Control and Prevention (CDC) and gather information about your clinic. The package includes two parts:

- COVID-19 Vaccination Program Provider Agreement
- COVID-19 Vaccination Program Provider Profile Form

COVID-19 Vaccination Program Provider Agreement

Provider organizations must sign and agree to conditions of participating in the COVID-19 Vaccination Program in order to receive any COVID-19 vaccine. The agreement is between the organization and CDC. It must be signed by the Chief Medical Officer and Chief Executive Officer, or equivalent positions.

Agreement Conditions:

1. Administer COVID-19 vaccine in accordance with all requirements and recommendations of CDC and CDC's [Advisory Committee on Immunization Practices \(ACIP\)](#).
2. Within 24 hours, submit vaccine administration data through either [immunization information system \(IIS\)](#) of the state or another system designated by CDC according to CDC documentation and data requirements.
 - a. The organization must preserve these records for at least 3 years following vaccination, or longer if required by state, local, territorial, or tribal law.
3. Must not sell or seek reimbursement for COVID-19 vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal government provides without cost to organization.
4. Administer COVID-19 vaccine regardless of the vaccine recipient's ability to pay COVID-19 vaccine administration fees.
5. Provide an approved Emergency Use Authorization (EUA) fact sheet or vaccine information statement (VIS), as required, to each vaccine recipient, the adult caregiver accompanying the recipient, or other legal representative before administering vaccine.
6. COVID-19 vaccination services must be conducted in compliance with CDC's [Guidance for Immunization Services During the COVID-19 Pandemic](#) for safe delivery of vaccines.
7. Comply with CDC requirements for COVID-19 vaccine management:
 - a. Store and handle COVID-19 vaccine under proper conditions, including maintaining cold chain conditions and chain of custody at all times in accordance with the manufacturer's package insert and CDC guidance in CDC's [Vaccine](#)

[Storage and Handling Toolkit](#), which will be updated to include specific information related to COVID-19 vaccine;

- b. Monitor vaccine storage unit temperatures at all times using equipment and practices that comply with guidance in CDC's [Vaccine Storage and Handling Toolkit](#).
 - c. Comply with each relevant jurisdiction's immunization program guidance for dealing with temperature excursions;
 - d. Monitor and comply with COVID-19 vaccine expiration dates; and
 - e. Keep all records related to COVID-19 vaccine management for a minimum of 3 years, or longer if required by state, local, or territorial law.
8. Report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted as required by the relevant jurisdiction.
 9. Comply with all federal instructions and timelines for disposing of COVID-19 vaccine and adjuvant, including unused doses.
 10. Report any adverse events following vaccination to the [Vaccine Adverse Event Reporting System](#) (VAERS).
 11. Provide a completed COVID-19 vaccination record card to every COVID-19 vaccine recipient, the adult caregiver accompanying the recipient, or other legal representative (cards will be available in ancillary kits).
 12. A: Organization must comply with all applicable requirements as set forth by the U.S. Food and Drug Administration, including but not limited to requirements in any EUA that covers COVID-19 vaccine.
B: Administer COVID-19 vaccine in compliance with all applicable state and territorial vaccination laws.

Note: Coverage under the Public Readiness and Emergency Preparedness (PREP) Act extends to organization if it complies with the PREP Act and the PREP Act Declaration of the secretary of Health and Human Services.

Information to prepare:

- **Review agreement conditions**
- **Organization identification:** organization's legal name, number of affiliated locations, address, contact information
- **Responsible officers:** Chief Executive Officer or Chief Fiduciary contact information, Chief Medical Officer (or equivalent position) contact information and licensure number

COVID-19 Vaccination Program Provider Profile Information

The Provider Profile collects information related to management of the COVID-19 Vaccination Program. If an organization has multiple sites that will be receiving or administering COVID-19 vaccine, a profile form must be completed for each site. Additional details may be requested by the Washington State Department of Health.

Information to prepare:

- **Location name**
- **Contact information for primary and backup COVID-19 vaccine coordinators**
- **Address for receiving site and vaccination site** (if different)

- **Days and times vaccine coordinators are available to receive COVID-19 vaccine shipments**
- **Vaccination provider types** (e.g., tribal health, Indian Health Services, hospital, Federally Qualified Health Center, etc.)
- **Vaccination setting** (e.g., workplace, community center, mobile clinic, etc.)
- **Approximate number of patients/clients routinely served** (e.g., number of children 18 years and younger, adults 19-64 years, adults 65 years and older, unique patients/clients seen per week)
- **Influenza vaccination capacity in 2019/2020 influenza season**
- **Populations served by this location** (e.g., pregnant women, pediatric, persons over 65 years)
- **Use of immunization information system (IIS)**
- **Storage capacity based on number of 10-dose multidose vials, at these temperature ranges:**
 - Refrigerated, 2°C to 8°C
 - Frozen, -15°C to -25°C
 - Ultra-frozen, -60°C to -80°C
- **List and picture of brands/models/types of storage units to be used for storing COVID-19 vaccine.**
- **Collect copies of the calibration certificate(s) for each of your digital data loggers or temperature monitoring systems**
- **Download the last three to five days of temperature data for each digital data logger or temperature monitoring system**
- **List of providers practicing at facility who have prescribing authority** (include licensure number)
 - Please ensure provider names match the name as written on their active medical license. Credentials can be found at the Washington State Department of Health [Provider Credential Search](#).

More COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

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