California COVID-19 Vaccination Program Update

Guidance on redistribution of Moderna vaccine, returning vaccine shippers, minimizing wasted doses, and VaccineFinder

Redistribution Guidance for Moderna Vaccine

Moderna vaccine doses should be shipped directly to each site administering vaccines—unless an organization has received CDPH approval for receiving vaccines centrally and redistributing them to additional clinic locations.

Approved redistribution sites should consider information received to date from Moderna vaccine's manufacturer as general principles for redistribution of this vaccine.

- Once a vial has been thawed, it may be stored refrigerated at 2-8°C for up to 30 days.
- Once thawed, the vaccine cannot be re-frozen.
- When thawed, the vaccine should be handled with care and protected from shocks, drops, vibration, etc.
- Vaccine being transported at temperatures others than frozen (-15 to -25°C) should begin with the vaccine in the frozen state if at all possible.
- If you must transport vaccine that has already been thawed, follow the general guidelines in Transporting Moderna Vaccine.

The following job aids have been updated on EZIZ's COVID-19 Vaccine Management website:

- Guide to Redistribution, Repositioning and Transfers
- Redistributing Vaccines
- Guidance for Satellite, Temporary, and Off-Site Clinics
- Transporting Moderna Vaccine (new)

Returning Vaccine Shippers

Please return the Pfizer thermal shipper and temperature monitoring device within 30 days of delivery. Return instructions are provided in the [Shipping & Handling Guidelines](#) brochure, which ships with vaccines.

For Moderna vaccine, follow the [McKesson Vaccine Shipper Return Instructions](#).

Minimizing Wasted Doses

Plan ahead to ensure vaccine doses are used to prevent waste and administered to eligible recipients.

For Pfizer: Room temperature hold time is up to 2 hours prior to dilution then use or discard after 6 hrs.

For Moderna: Room temperature hold time is up to 12 hours total (time includes period prior to and after puncture). After puncture, use or discard within 6 hours.

Preventive measures include:

- Count eligible persons and doses in advance before thawing or removing from storage.
- Create standby lists of prioritized persons to use should there be unused doses.

Information about VaccineFinder

Once you have successfully registered in VaccineFinder as a provider, you will receive updates from the VaccineFinder service directly. In the message below you can find tips for:

- Incomplete registrations
- Regular reporting
- Holiday reporting
- Where to find trainings and factsheets
- Changing provider email addresses
- Hub and spoke processes
- VaccineFinder contact info for assistance

Incomplete Registrations (If You Do Not Have an Account Yet)

The VaccineFinder system sends emails to all email addresses that have been sent a registration email for COVID VaccineFinder. If you are a **COVID-19 vaccine provider**

are getting this email and have not created a COVID VaccineFinder account, it may mean that your registration email was lost somewhere along the way. Please make sure to check your spam folder for a registration email from vaccinefinder@auth.castlighthealth.com, and please complete your registration if you are able to find your email. If you are not able to find the registration email, please reach out to eocevent522@cdc.gov to request it be resent. VaccineFinder is also able to assist with connecting with your jurisdiction to update the contact email address if the registration email needs to go to a different POC for your organization or provider location.

For **newly enrolling providers**, the registration email will contain instructions to complete VaccineFinder enrollment and to confirm a reporting option, either centralized reporting at the provider organization level, or reporting at the provider location level. If the **provider organization assigns inventory reporting responsibilities to their provider location(s)**, the provider location email address(es) submitted in the provider enrollment form in Section B will receive an email from vaccinefinder@auth.castlighthealth.com with instructions to complete VaccineFinder enrollment.

Regular Inventory Reporting

Providers need to report on-hand COVID-19 vaccine inventory **daily, including on weekends. VaccineFinder does not have a method for retroactive reporting**, so if please report inventory for the current day, even if a previous day's reporting was missed.

Holiday Inventory Reporting

We would also like to share information on requirements for inventory reporting over the coming holidays. For New Year's day (1/1/2021) if your location open is over the holidays, please continue reporting daily. If your location is closed, you do not need to report into VaccineFinder on these days.

Fact Sheets and Training Documentation

Updated VaccineFinder trainings and factsheet can be found here: https://vaccinefinder.org/covid-provider-resources. Please save this link to your favorites.

Changing Provider Email Addresses

The process for changing the contact email addresses used for creating VaccineFinder accounts requires the jurisdiction to update the Provider Enrollment Agreement and to re-submit it to the immunization data lake. VaccineFinder can assist with connecting with the jurisdiction to make this request for any provider that needs to update their contact emails. Please reach out to eocevent522@cdc.gov for assistance.

As a note, for **providers reporting inventory at the organization level**, only one account will be available and will be associated with the email address listed in Section A of the Provider Agreement form. For providers reporting at the location level, two additional accounts will become available for each location under the organization and will be associated with the primary and backup vaccine coordinators listed in Section B of the Provider Agreement form.

Please keep in mind that changing a contact email address will de-activate the VaccineFinder account for the old email address.

Providers utilizing a hub-and-spoke vaccine re-distribution system

We would like to share existing information about reporting responsibilities for providers that plan to use a hub-and-spoke model for vaccine distribution. For providers using a **hub-and-spoke** model for redistributing vaccines to additional endpoints, the **hub** is responsible for ensuring the inventory reporting requirements to submit daily on-hand quantities to VaccineFinder are met. If the **spokes** (or end-point locations) do not report in VaccineFinder, then the **hub** will be responsible for VaccineFinder reporting.

CDC will accept the following options for reporting redistribution:

1. The **hub** reports daily on-hand inventory to VaccineFinder on behalf of their **spokes**. The **hub** enters on-hand quantities for all **spokes** as a daily aggregate total in VaccineFinder. The **spokes** do not need to be set up in VaccineFinder because the **hub** is reporting on behalf of their **spokes**.
2. The **spokes** report daily on-hand inventory to VaccineFinder. The **spokes** assume inventory reporting responsibilities for each of the end-point locations.

Action required: If your **spokes** will be reporting inventory to VaccineFinder (Option 2), please send a list of these locations with the VTrckS Provider PIN (3 character prefix and up to 6 character Provider PIN (example: GAA123456) to eocevent522@cdc.gov. If you do not know your VTrckS Provider PIN, please provide detailed information on the location including location name, organization name, and contact email.

VaccineFinder Assistance

If you require assistance with VaccineFinder, please send an email to one of the addresses below with a brief description of the issue in the subject line.

- eocevent522@cdc.gov for registration / email change help and for general COVID VaccineFinder inquiries, or
- vaccinefinder@castlighthealth.com for technical assistance with account log-in problems, password resets, file upload errors, etc.