

# Readiness Checklist: Quick Start Guide



## California COVID-19 Vaccination Program

This guide outlines key tasks and available resources to help providers onboard to the COVID-19 Vaccination Program.

Task	Frequency	Provider	LHD	Job Aids
<b>Onboarding</b>	One time			
Enroll in your local CAIR2/SDIR/RIDE registry and receive IIS ID needed for enrollment	One time	Y	Y	<a href="#">CAIR Regions</a>
Enroll in COVID-19 Vaccination Program	One time	Y	Y	<ul style="list-style-type: none"> <li><a href="#">Provider Enrollment: Before You Enroll</a></li> <li><a href="#">Provider Enrollment Worksheet</a></li> </ul>
Register in myCAvax	One time	Y	Y	
Complete training requirements	One time	Y	Y	
Complete onboarding to My Turn & the network	One time	Y	Y	
Sign TPA agreement	One time	Y	Y	<a href="#">Program Enrollment</a>
Onboard to My Turn	One time	Y	Y	<a href="#">My Turn Onboarding</a>
Review reporting requirements	One time	Y	Y	<a href="#">Reporting Requirements: At a Glance</a>
Set up inventory reporting to VaccineFinder (once you are expecting vaccines)	One time	Y	Y	<ul style="list-style-type: none"> <li><a href="#">Reporting Inventory to VaccineFinder</a></li> <li><a href="#">VaccineFinder Updates</a></li> </ul>
<b>Preparations for Initial Allocation</b>				
Ensure key practice staff understand product vaccine administration, storage & handling requirements and ancillary kits	Before receipt	Y	Y	<ul style="list-style-type: none"> <li><a href="#">Moderna EUA Website</a></li> <li><a href="#">Pfizer EUA Website</a></li> <li><a href="#">Vaccine Product Comparison Sheet</a></li> <li><a href="#">Guide to COVID-19 Ancillary Supplies</a></li> </ul>
Ensure staff are trained on use of dry ice PPE if ordering Pfizer product	Before receipt	Y	Y	<a href="#">Dry Ice Safety for HCPs</a>
Train vaccinators to inform patient/family of importance of dosing interval, 2 <sup>nd</sup> -dose reminder protocols, vaccination card	Before receipt	Y	Y	<ul style="list-style-type: none"> <li><a href="#">VaxTextSM COVID-19 Vaccination Second-Dose Reminder</a></li> <li><a href="#">V-safe After Vaccination Health Checker</a></li> </ul>

Work with IT to ensure critical emails (e.g., advance order notice) aren't filtered to Junk or Spam folders	Before receipt	Y	Y	<a href="#">Provider Enrollment: Next Steps</a>
Ensure shipping information, receiving hours, and contact information (including vaccine coordinators) are accurate.	Before receipt	Y	Y	<a href="#">Provider Enrollment: Next Steps</a>
Source pelleted dry ice (if storing Pfizer doses in thermal shippers)	Before receipt	Y	Y	<a href="#">Provider Enrollment: Next Steps</a>
Prepare vaccine coordinators to receive emails, texts, calls from Controlant if storing Pfizer doses in thermal shippers	Before receipt	Y	Y	<a href="#">Provider Enrollment: Next Steps</a>
<b>Receiving &amp; Storing Vaccines</b>				
Receive vaccines	Routine	Y	Y	<a href="#">Receiving &amp; Storing Pfizer Vaccine</a> <a href="#">Receiving &amp; Storing Moderna Vaccine</a>
Set up contact list with Controlant upon receipt (Pfizer only)	First time & maintain	Y	Y	<a href="#">Receiving &amp; Storing Pfizer Vaccine</a>
Re-ice Pfizer thermal shippers (if storing doses temporarily in shippers)	Every 5 days or as needed	Y	Y	<a href="#">Receiving &amp; Storing Pfizer Vaccine</a>
Monitor storage unit temperatures	Twice daily	Y	Y	<ul style="list-style-type: none"> <li>• <a href="#">How to Record Temperatures</a></li> <li>• <a href="#">COVID-19 Temperature Log</a></li> </ul>
<b>Ordering Vaccines</b>				
Request additional vaccines (not all orders will be fulfilled due to limited availability in early phases)	Routine	Y	Y	myCAvax job aid and video
<b>Reporting Requirements</b>				
Report temperature excursions	Each incident	Y	Y	<ul style="list-style-type: none"> <li>• <a href="#">Reporting Temperature Excursions</a></li> <li>• <a href="#">Reporting Temperature Excursions Worksheet</a></li> </ul>
Report doses administered	Daily	Y	Y	<a href="#">Reporting Doses Administered</a>
Report doses on hand to Vaccine Finder	Daily	Y	Y	<a href="#">Reporting Inventory to Vaccine Finder</a>
Report adverse events to VAERS	Routine	Y	Y	<a href="#">Reporting Adverse Events to VAERS</a>
Report doses wasted, spoiled, and expired	Routine	Y	Y	<a href="#">Reporting Doses Spoiled, Expired or Wasted</a>
<b>Vaccine Redistribution</b>				

Determine if you're a candidate for routine vaccine redistribution	One time	Y	Y	<ul style="list-style-type: none"> <li>• <a href="#">Guide to Redistributions, Repositioning &amp; Transfers</a></li> <li>• <a href="#">Redistribution Agreement: Before You Apply</a></li> </ul>
Sign Redistribution Agreement (if applicable)	One time	Y	Y	<ul style="list-style-type: none"> <li>• <a href="#">CDC Supplemental Redistribution Agreement</a></li> <li>• <a href="#">Redistribution Vaccine Management Plan</a></li> </ul>
Redistribute doses following guidance; report inventory for each redistribution	Routine	Y	Y	<ul style="list-style-type: none"> <li>• <a href="#">Redistributing Vaccines</a></li> </ul>
<b>Vaccine Repositioning for Off-Sites</b>				
Review and follow guidance for off-site clinics	As needed	Y	Y	<a href="#">Guidance for Satellite, Temporary and Off-Site Clinics</a>
<b>Vaccine Transfers</b>				
Transfer doses following guidance for emergency or unplanned events; report inventory for each transfer	Unplanned	Y	Y	<a href="#">Transferring Vaccines</a>
<b>Vaccine Transport</b>				
Review and follow guidance for transport	As needed	Y	Y	<ul style="list-style-type: none"> <li>• <a href="#">Transporting Pfizer Vaccine</a></li> <li>• <a href="#">Transporting Moderna Vaccine</a></li> <li>• <a href="#">Vaccine Transport Log</a></li> </ul>
<b>Vaccinations</b>				
Administer vaccines following guidance	Routine	Y	Y	<ul style="list-style-type: none"> <li>• <a href="#">Moderna EUA Website</a></li> <li>• <a href="#">Pfizer EUA Website</a></li> </ul>
Schedule 2 <sup>nd</sup> dose appointment per dosing interval (if applicable)	Routine	Y	Y	
Distribute vaccination record	Routine	Y	Y	<a href="#">Guide to COVID-19 Ancillary Supplies</a>
Promote V-SAFE	Routine	Y	Y	<a href="#">V-safe After Vaccination Health Checker</a>
Hold vaccination clinics to target critical populations	As needed	Y	Y	<a href="#">Guidance for Satellite, Temporary, Off-Site Clinics</a>
<b>Administrative Tasks</b>				
Get familiar with allocations	Ongoing		Y	<a href="#">SharePoint site</a>
Allocate doses (for providers and LHD)	Ongoing		Y	myCAvax job aids & videos
Allocate for re-orders (for providers and LHD)	Ongoing		Y	myCAvax job aids & videos