Enrolling California’s Community Health Centers

California’s Community Health Centers (CHCs) play an important role in ensuring that our nation’s underserved communities and those disproportionately affected by COVID-19 are equitably vaccinated against COVID-19. Vaccines are distributed at no cost to CHCs through two programs: the California COVID-19 Vaccine Program (California Program) and the HRSA Health Center COVID-19 Vaccine Program (HRSA Program).

CHCs must enroll in myCAvax to receive COVID-19 vaccine through both the California and HRSA programs.

Option 1: CHC enrolls in the California Program

Many health centers are participating in the California Program, and if not enrolled, are encouraged to do so.

- Enroll in the myCAvax provider system & California Immunization Registry (CAIR2) or your local immunization registry
  - MyTurn Onboarding (optional)
- The State supplies the vaccine

Option 2: CHC enrolls in the HRSA Program

Many health centers are eligible to enroll, or have enrolled, in the federal HRSA Program. This program directly allocates COVID-19 vaccine to HRSA-supported health centers (read more.)

- The HRSA program is open to all HRSA-funded health centers and Health Center Program look-alikes.
- CHCs will still enroll in the myCAvax provider system & California Immunization Registry (CAIR2) or your local immunization registry
- Additional steps to enroll in the HRSA program include:
  - submit Conditions of Participation to HRSA along with
  - a completed HRSA Readiness Assessment
- HRSA supplies the vaccine
Getting Started: myCAvax Provider Enrollment Overview

All CHCs who wish to receive COVID-19 vaccine through either the state or federal vaccine program must enroll and sign CDC’s Provider Agreement at myCAvax.

Step 1: Review myCAvax requirements.

- Enrollment Kit
- Provider Enrollment Worksheet
- Storage Guidelines
- Required Training

Step 2: Ensure each vaccination location is registered with your local immunization registry prior to myCAvax enrollment. Each location will need a unique IIS ID which will be assigned after registration.

- Most Counties: enroll in CAIR.
- San Joaquin Region (Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne): enroll in Healthy Futures/RIDE
- San Diego County: enroll in SDIR

Step 3: Enroll at myCAvax.

- Designate an Organization Contact to start the enrollment process.
- Complete Section A: Provider Requirements and Legal Agreement (see Enrolling Organizations)
  - Identify organization officers responsible for agreeing to sign to the conditions specified in the federal COVID-19 Vaccination Program Provider Agreement:
    - CEO (or chief fiduciary/legal official)
    - CMO (or equivalent medical official)
  - Identify the number of affiliated locations enrolling under the organization (necessary to complete Section B)
- Complete Section B: Provider Profile Information (see Enrolling Locations)
  Each affiliated location receiving or administering COVID-19 vaccines and reporting under the same CEO/CMO must complete Section B. The enrollment application is detailed. Review the Enrollment Kit and gather all the required information before applying online.
  - Identify contacts responsible for adherence to Provider Agreement terms
    - Vaccine Coordinator or Medical or Pharmacy Director
    - Will be recipient of program emails
  - Identify Primary/Backup Location Coordinators (will receive allocation and order confirmation emails and vaccine deliveries, monitor temperatures, and manage vaccine inventory)
  - Record detailed storage & handling equipment, data loggers, etc.

Provider Support

COVID-19 Call Center
- (833) 502-1245 Mon-Fri 8 am–8 pm
- email covidcallcenter@cdph.ca.gov

myCAvax Help Desk
For technical issues with myCAvax
- email: myCAvax.HD@accenture.com
After you Enroll

Ordering

• California Program: Location Coordinators for active and approved sites can submit order requests in myCAvax for all available COVID-19 vaccines. Review the Ordering Vaccine job aid for additional information.
• HRSA Program: CHCs will use the VTrckS Partner Ordering Portal (VPoP) to order vaccine.

Inventory Reporting

• California Program: CHCs will continue to report inventory directly to VaccineFinder.
• HRSA Program: CHCs must report their vaccine inventory from the HRSA allocation in VPoP.
• For CHCs receiving both State-supplied and HRSA-supplied vaccine: Report the State inventory to VaccineFinder and report the federal inventory to VPoP.

Vaccine Administration Reporting

Regardless of the source of vaccine supply, CHC sites must submit doses administered data to the California Immunization Registry (CAIR2) or their local immunization information system daily.

Locating the VTrckS Provider Identification Numbers (PIN)

HRSA will enroll CHC sites in CDC’s Vaccine Tracking System (VTrkS) and assign a federal VTrckS PIN to each site; the federal PIN indicates the site’s affiliation with the HRSA supplemental vaccine program. Also, California will assign a state VTrckS PIN to each site; the State PIN will be used for reporting doses administered to the California Immunization Registry (CAIR).

The California VTrkS PIN will always be “CAAxxxxxx” while the federal PINs will start with MH1, CP1, GM1, TP1, MS1, IP1, or GN1 followed by 6 characters.

• Providers who are part of the CDPH VFC Program should already have an assigned state VTrckS PIN. If you do not know your PIN when you apply for myCAvax, it will be input during the application review process.
• For non VFC providers, the state VTrckS PIN will be assigned post approval.

Locating Your VTrkS PIN

Once your myCAvax application has been approved, the Vtrcks PIN can be found in myCAvax.

1. Open your account for the approved Provider Location—not the Provider Organization—and click View Section B Form.
2. For your Provider Location, click to view the Details section of your account.

3. The state-supplied VTrkS PIN will be displayed in the VTrkS ID field.