

Enrolling CA Community Health Centers in myCAvax



To ensure our nation's underserved communities and those disproportionately affected by COVID-19 are equitably vaccinated against COVID-19, the Health Resources and Services Administration (HRSA) and the Centers for Disease Control and Prevention (CDC) launched a program to directly allocate COVID-19 vaccine to HRSA-supported health centers. Many health centers are eligible to enroll, or have enrolled, in the HRSA Health Center COVID-19 Vaccine Program. This program directly allocates COVID-19 vaccine to HRSA-supported health centers. ([Read more.](#))

Enrollment in myCAvax is a requirement to receive vaccine through the HRSA program and through the California state program. Many health centers are already enrolled in myCAvax because they are currently enrolled in California's COVID-19 Vaccination Program. If a CHC is not enrolled in myCAvax yet, their enrollment option will depend on whether they would like to participate in the California COVID-19 Vaccination Program, the HRSA COVID-19 Vaccine Program, or both.

Option 1: CHC Enrolls in the California COVID-19 Vaccination Program

- Enroll in the myCAvax provider system & California Immunization Registry (CAIR2) or your local immunization registry
- Sign Third-Party Administrator (TPA) agreement with Blue Shield ([read more](#))
 - To sign the contract and join the TPA network, contact CovidVaccineNetwork@blueshieldca.com
- Complete brief Onboarding Assessment with a My Turn CHC lead and CPCA liaison
 - Tailored onboarding instructions will be sent after the assessment meeting
- The State supplies the vaccine via an allocation process that utilizes a Capacity Form that is submitted weekly (Mondays by 4 p.m.) within myCAvax.

Option 2: HRSA Enrolls CHC in CDC COVID-19 Vaccination Program

- 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 and
 - ✓ complete the HRSA Readiness Assessment
- HRSA supplies the vaccine

Getting Started: myCAvax Provider Enrollment Overview

All CHCs who wish to receive vaccine through either the HRSA program or the California state program must enroll and sign CDC's Provider Agreement using the myCAvax provider system.

Step 1: Review program requirements.

- [Before You Enroll](#)
- [Provider Enrollment Worksheet](#)
- [Storage Guidelines](#)
- [Required Training](#)

Step 2: Ensure each vaccinating location is registered with your local immunization registry prior to enrollment. Each location will need a unique *IIS ID*.

- [CAIR](#)
- [Healthy Futures/RIDE](#)
- [SDIR](#)

Step 3: Enroll at myCAvax.

- Designate an Organization Contact to start the enrollment process.
- See First Time Login [Job Aid](#).
- Complete Section A: Provider Requirements and Legal Agreement (Organization)
 - ✓ 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 provider locations enrolling under the organization (necessary to complete Section B)
- Complete Section B: Provider Profile Information (Provider 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 [Provider Enrollment: Before You Enroll](#) 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
 - ✓ 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 after Application Approval

COVID-19 Call Center

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

For technical issues with myCAvax

- email: myCAvax.HD@accenture.com

VTrckS Provider Identification Numbers (PINs)

HRSA will enroll CHC sites in CDC’s Vaccine Tracking System (VTrckS) 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 VTrckS PIN will always be “CAxxxxxx” 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 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 VTrckS PIN

Once your myCAvax application has been approved, Vtrcks PIN’s can be found by logging into myCAvax.

1. Open your account for the *approved* Provider Location—not the Provider Organization—and click *View Section B Form*.

Location Name	Location Coordinator	Status	Enrollment Form
1 Marathon Clinic #134	Kelly Jones	Invitations Sent	View Section B Form
2 Marathon Clinic #142	Lilian Doney	Approved	View Section B Form
3 Marathon Clinic #153	Thomas Jones	Invitations Sent	View Section B Form

2. For your *Provider Location*, click to view the *Details* section of your account.
3. The state-supplied VTrckS PIN will be displayed in the *VTrckS ID* field.

Account: Marathon Clinic #142

Account Owner: User161017700795771... | Status: Active | Certification: [X] | Account Record Type: Provider Location

2 DETAILS RELATED

Account Name	Marathon Clinic #142	Status	Active
Parent Account	Marathon Clinic	Status Reason	
Email		Location	Marathon Clinic #142
US Identifier	IRPH	Phone	
Provider Pin	IRPH	Extension Number	
VTrckS ID	CAxxxxxx	Fax	
Provider PIN		COVID Id	CA145798B10001

Ordering

- State-supplied vaccine: CHCs who are in the TPA network must complete a Capacity form found within myCAvax every Monday by 4 p.m.
- HRSA-supplied vaccine: CHCs will use the VTrckS Partner Ordering Portal (VPoP) to order vaccine.

Inventory Reporting

- State-supplied vaccine: CHCs will continue to [report inventory directly to VaccineFinder](#).
- HRSA-supplied vaccine: 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 will submit doses administered data to the California Immunization Registry (CAIR2) or their local immunization information system.