

California Bridge Access Program

# Enrollment Kit

*A resource kit for prospective and enrolling providers*

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*This enrollment kit gives providers an overview of their journey as they join the California Bridge Access Program. This package includes the following:*

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# Why Enroll Now?

A limited supply of COVID-19 vaccine will be made available through the California Bridge Access Program to eligible provider types serving uninsured and underinsured adults to prevent loss of access when vaccines transition to the commercial market.

## Key reasons to enroll in the program now:

- Offer your uninsured adult patients access to COVID-19 vaccines at no cost—and in their medical home!
- COVID-19 vaccines are ACIP-recommended and may be stored in refrigerators! (See [COVID-19 Vaccine Product Guide](#) for storage & handling and administration details by product.)
- You don't need to be enrolled in VFC or offer Medi-Cal services!
- Your strong recommendation is one of the most important factors in your patients' decision to get vaccinated!

# Key Roles & Responsibilities

Before enrolling, designate staff to fill these key roles.



## Organization Vaccine Coordinator

Main point of contact for the Organization who completes Section A of the CDC Provider Agreement in myCAVax and receives all program communications

Provider Role: CMO, CEO, Executive Team Member

**What's an Organization?** An organization is the parent company of one or more affiliated pharmacy sites. For example, a large pharmacy chain may have multiple sites with each one ordering, receiving, and administering vaccine. However, all pharmacy sites are grouped under the parent company, which is called the organization. Small providers with only one site will still need to belong to an organization for purposes of enrollment.



## Vaccine Coordinator

On-site point of contact for the provider location who completes Section B in myCAVax; oversees vaccine ordering, receiving, transport, temperature monitoring, and reporting.

Provider Role: Vaccine Coordinator, Quality Manager, Operations Manager, Administrator

**What's a Location?** A provider location is a specific vaccination site where a provider receives vaccine shipments and administers vaccine to patients.

# myCAvax Provider Enrollment Overview

myCAvax is California's provider enrollment platform for receiving COVID-19 vaccine



## Required Training

**Overview:** Providers must be invited to enroll. CDPH will email a link for self-registration. Eligibility attestation required.

Before enrolling, **designated staff** must review and acknowledge taking CDPH and CDC training. Review time is about 1 hour.

## Section A: Organization Enrollment

**Overview:** Section A of the myCAvax application is the organization-level enrollment section. This must be completed by the Organization Vaccine Coordinator and digitally signed by the organization's **CEO and CMO**. Each organization should only have one (1) Section A application.

## Section B: Location Enrollment

**Overview:** Section B of the myCAvax application is the location-level enrollment section. This application provides specific details of each vaccinating site. Each organization must have at least one Section B application that is completed by the location's designated **Vaccine Coordinator** and approved by CDPH. Organizations must submit one Section B application for each site. A signed **BAP Provider Agreement** is required for each location for final CDPH approval.

# **Step 1: Ensure You Will Meet All Program Requirements**

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# Actions to Take

Providers serving uninsured and underinsured adults (19Y+) through public health departments, Federally Qualified Health Centers/Rural Health Centers, tribal clinics, and Indian Health Services sites must meet these requirements:

**1) Review BAP Provider Participation Agreement to ensure your facility can meet all program requirements, including these key elements:**

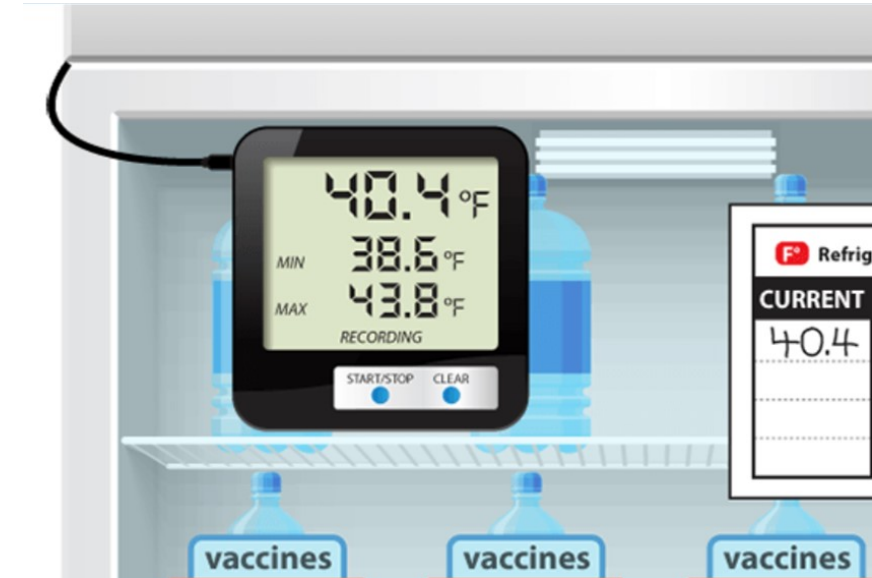
- Complete COVID-19 Required Training
- Enroll **each location** in your local immunization registry (CAIR2 or RIDE)
- Conduct eligibility screening & documentation before each administration; document eligibility category 317 in CAIR
- Report administration data to CAIR daily using My Turn or an EHR/EMR connected to the local registry (IIS)
- Do not bill patients immunized with BAP-supplied vaccines for the cost of vaccine or administration
- Monitor storage unit temperatures twice daily
- Report transfers, shipment incidents, temperature excursions, and vaccine wastage daily in myCAvax
- Display your location to the public on Vaccines.gov so eligible adults can find no-cost COVID-19 vaccines

**Not sure if you're eligible?** Please contact the Provider Call Center at [providercallcenter@cdph.ca.gov](mailto:providercallcenter@cdph.ca.gov).

# Actions to Take

## 2) Ensure your equipment meets guidelines and is installed prior to approval. Non-compliant equipment delays approval.

- Storage Units:** Use purpose-built or pharmaceutical-grade units designed specifically for storage of biologics, including refrigerated and frozen vaccines. These units can be compact, under-the-counter style or large units. If pharmaceutical units are not an option, commercial or household standalone units are also acceptable. If necessary, combination units can be acceptable, but you must have a separate freezer if storing frozen COVID-19 vaccines. Do not store any vaccine in a dormitory-style or bar-style combined refrigerator/freezer unit under any circumstances. (See CDC's [Vaccine S&H Toolkit](#).)
- Data Loggers:** Storage units must be equipped with a digital data logger designed for your storage unit temperatures; devices with a buffered probe provide more accurate measurements. Always use devices with a current and valid Certificate of Calibration Testing.





# Step 2: Enroll in Your Local Immunization Registry (IIS)

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# Enrolling in Immunization Registry (IIS)

## What you Need to know

**Obtain IIS ID required to complete the myCAVax enrollment process (if not already enrolled in CAIR).**

- Each vaccination location must have its own unique IIS ID (e.g., CAIR Org Code); locations may not share the Organization's IIS ID.
- It may take up to 2-3 days to receive your IIS ID.

**You will need to decide how to report\* vaccine administration data to the IIS via one of the following options:**

**1) Submission from EHR/EMR** – connect your EHR/EMR to your local immunization registry

**OR**

**2) My Turn** – Doses are entered into this clinic management tool, which reports to your local immunization registry automatically

*\*Providers who are currently reporting manually to CAIR may continue to do so.*

## Where to Enroll

**You will need to report to one of the following registries depending on your location:**

- **Most Counties:** Enroll in [CAIR](#)
  - email [CAIRDataExchange@cdph.ca.gov](mailto:CAIRDataExchange@cdph.ca.gov) if you have an EHR, otherwise contact your [Local CAIR Representative](#)
- **San Joaquin Region\*:** [Healthy Futures/RIDE](#)
  - email [support@myhealthyfutures.org](mailto:support@myhealthyfutures.org) or
  - call [209-468-2292](tel:209-468-2292) for technical support

*\*Includes: Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne*

# Step 3: Enroll in myCAvax



**myCAvax**  
California Vaccine Management System

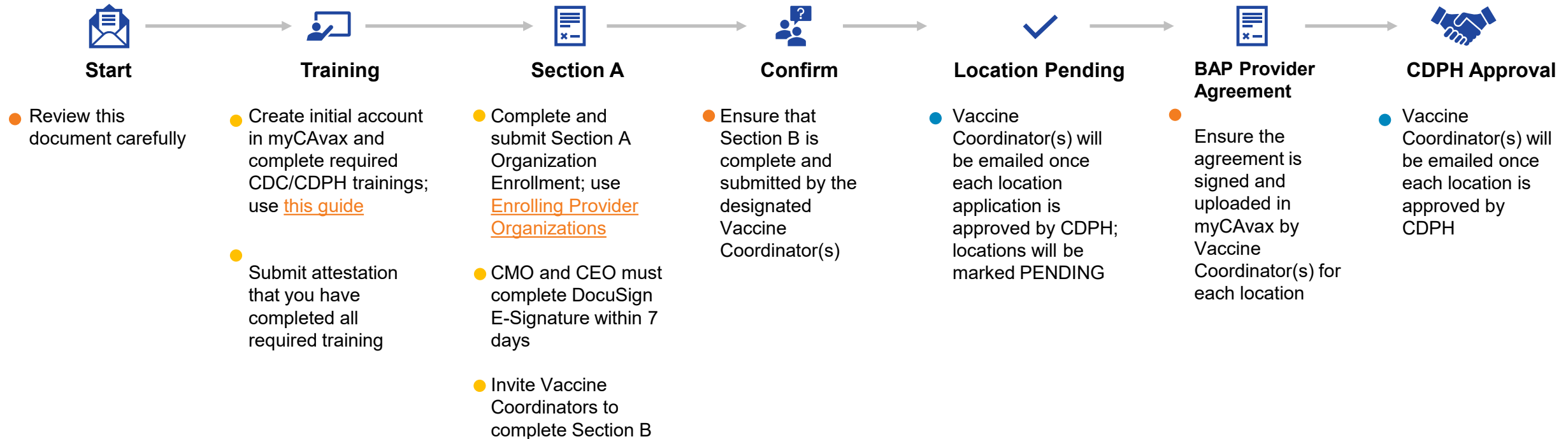


# Organization Vaccine Coordinator

**This main point of contact completes Section A of the CDC Provider Agreement to enroll the organization in myCAvax.** Role is also responsible for organization participation in the vaccination program and designates Vaccine Coordinators to carry out day-to-day location operations.

LEGEND

- Mandatory
- Optional
- Awareness
- Recommended



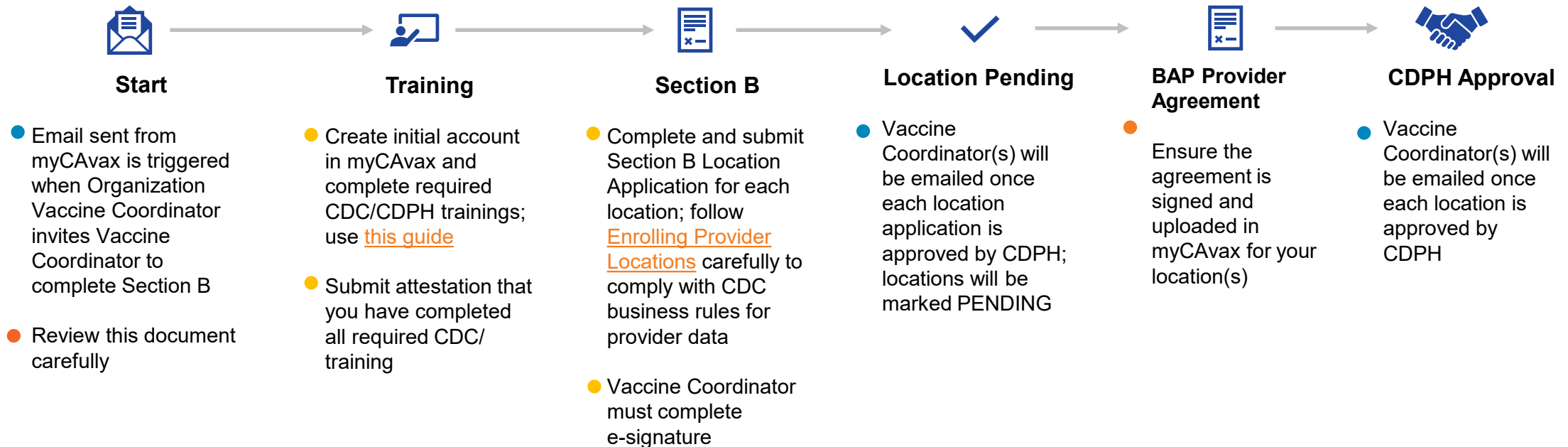


# Vaccine Coordinator

On-site point of contact who completes Section B of the CDC Provider Agreement to enroll provider location(s) in myCAvax. Role also maintains daily vaccine operations at the provider site.

LEGEND

- Mandatory
- Optional
- Awareness
- Recommended



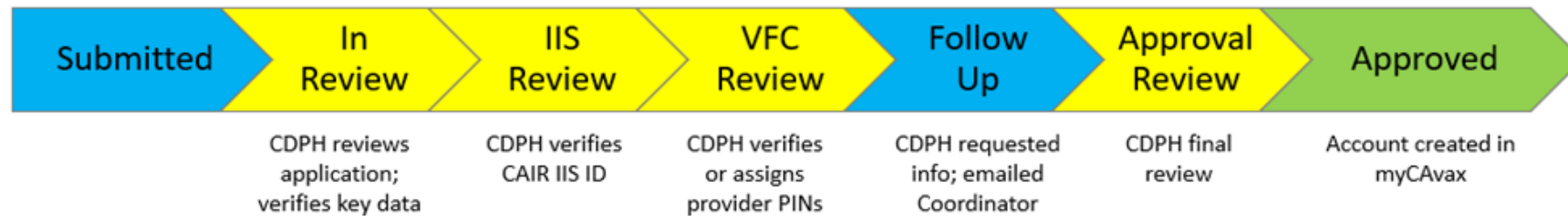
# Next Steps

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# What Happens Next?

**Once your site has submitted your application for the California COVID-19 Vaccination Program:**

- CDPH verifies key data and follow up with additional questions as part of the approval process.



- Upon approval you will receive an email notification from CDPH with a link notifying you of next actions as well as training and other resources available.

**Next step items will include:**

- Consider My Turn to provide administration data reporting and clinic management functions
- Review training resources for using myCAvax to order and manage your vaccine inventory
- Review Organization Readiness Checklist

# Additional Resources

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# Where Can I Go For Additional Help?

## Type of Support

## Description

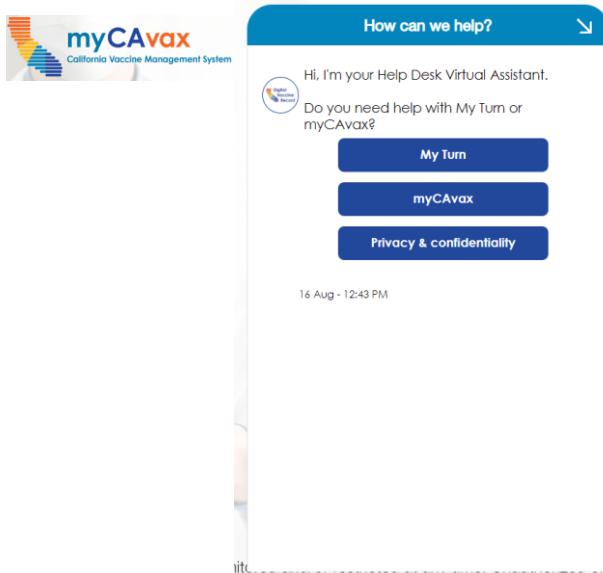


### Provider Call Center

Dedicated to medical providers and Local Health Departments in California, specifically addressing questions about State program requirements, enrollment, and vaccine distribution.

- For myCAvax Help Desk inquiries: [myCAvax.hd@cdph.ca.gov](mailto:myCAvax.hd@cdph.ca.gov)
- For My Turn Clinic Help Desk inquiries: [MyTurn.Clinic.HD@cdph.ca.gov](mailto:MyTurn.Clinic.HD@cdph.ca.gov)
- For all other inquiries: [providercallcenter@cdph.ca.gov](mailto:providercallcenter@cdph.ca.gov)
- Phone: (833) 502-1245, Monday through Friday from 8AM–5PM

### Virtual Assistant



ChatBot resolves many top questions online but directs you to the Provider Call Center queue for live assistance if requested!

### Knowledge Center



The Knowledge Center houses key job aids and videos that are updated every release to include enhancements across vaccine programs. Once logged into the system, you can access the Knowledge Center from the myCAvax homepage (or at various places throughout the system) using the links as shown below.



Need help? View our jobs aids in the [Knowledge Center](#), or [contact us](#).

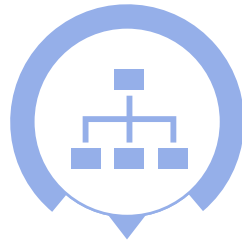
# myCAvax System Features

*myCAvax is a self-service platform that allows Providers an all-in-one application for training, managing locations, ordering vaccine, and filing reports for inventory management*



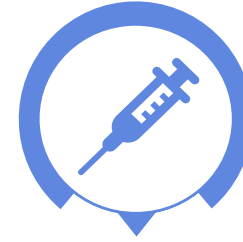
## Self-Enrollment

- Organization Vaccine Coordinator creates myCAvax account and completes Section A of the application
- Vaccine Coordinators are invited to the create their own accounts by Organization Vaccine Coordinator
- Vaccine Coordinators complete and submit Section B applications for review by CDPH



## MANAGING LOCATIONS

- View location status(es) under the Locations tab
- Organization Vaccine Coordinators can add individual locations by inviting new Vaccine Coordinators to complete Section B of the CDC's COVID-19 Vaccination Provider Form
- Organization Vaccine Coordinators can bulk add locations by filling out the template provided



## ORDERING VACCINE

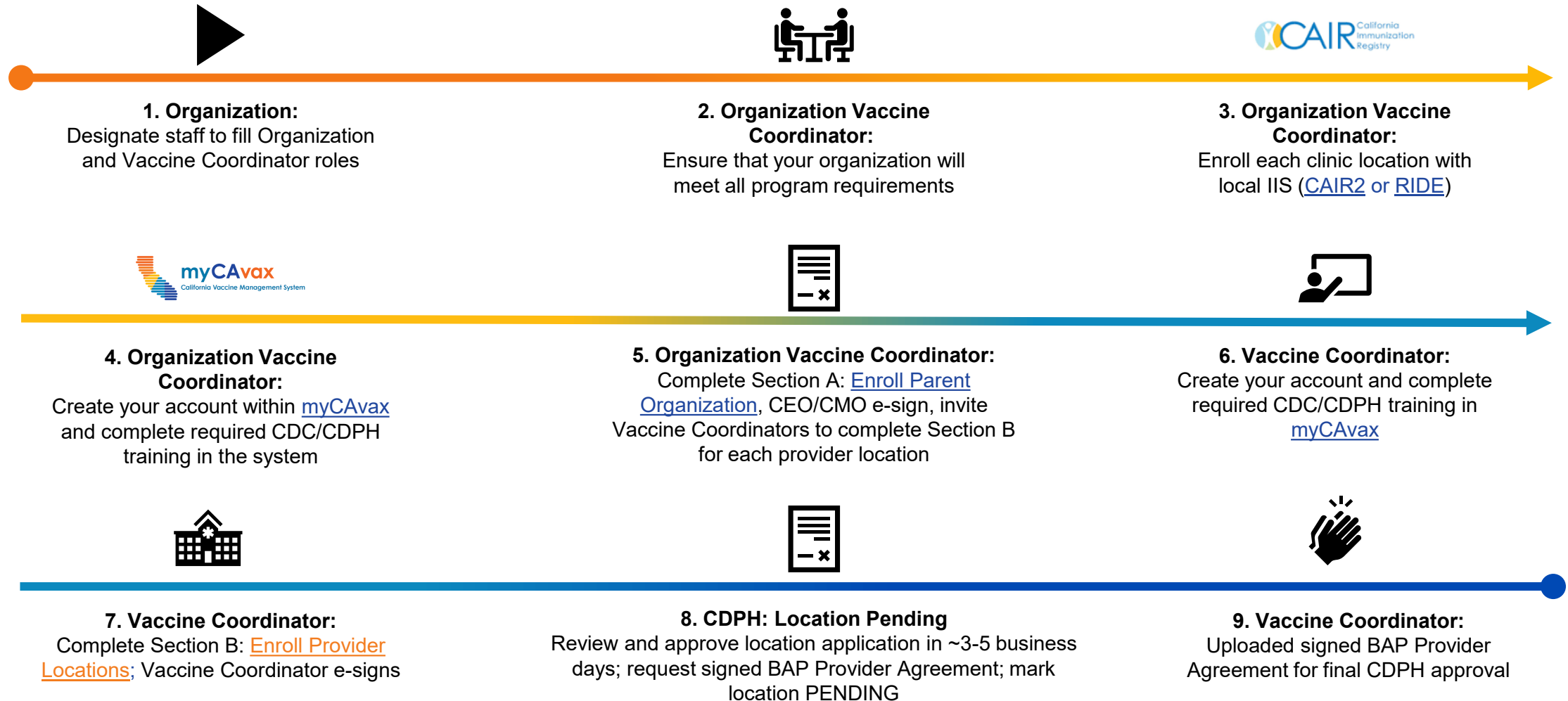
- Vaccine Coordinators can submit Vaccine Order Requests via the Vaccine Order tab for each location
- Orders submitted by 5pm on Monday will be delivered by the following Monday or Tuesday
- Vaccine Marketplace allows you to post short-dated vaccine or receive short-dated vaccine posted by other providers



## INVENTORY MANAGEMENT

- Vaccine Coordinators file reports to record:
- Transfers and Redistributions of vaccine inventory
  - Spoiled, expired, or wasted doses
  - Shipment incidents
  - Temperature excursions (when a vaccine is exposed to out-of-range temperatures)

# Provider Onboarding Journey



# Thank You!