Enrollment Kit

A resource kit for prospective and enrolling providers
This enrollment kit gives providers an overview of their journey as they join the COVID-19 Vaccination Program. This package includes the following:

A. Why Enroll Now
B. CalVaxGrant Incentive Program
C. Key Roles and Enrollment Overview
D. Ensure You Will Meet All Program Requirements
E. Enroll in Your Local Immunization Registry (IIS)
F. Enroll in myCAvax
G. Next Steps
Why Enroll Now?

With the expansion of COVID-19 vaccination for 5- through 15-year-olds, healthcare providers who serve adolescent populations are invited to join the California COVID-19 Vaccination Program to receive and administer no-cost vaccine to their patients.

Key reasons to enroll in the program now:

- Reduced enrollment barriers!
- Pfizer is easier to store: 14 days in a routine freezer plus 31 days in a refrigerator! **Ultra-low freezers not required!**
- Reimbursement for $40 administration fee and no-cost vaccines!
- 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!

Message for VFC Providers:

Providers in the Vaccines for Children Program are already set up for proper storage and administration!
Key Roles & Responsibilities

Before enrolling, designate staff to fill these key roles.

**Organization 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

**Location 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

*Please note that these are roles, not individuals and jobs. These roles may overlap and can be fulfilled by the same person.*
myCAvax Provider Enrollment Overview

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

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

Training

Complete Section A

CDPH Approval

Required Training

Section A: Organization Enrollment

Overview: Section A of the myCAvax application is the organization-level enrollment section. This must be completed by the Organization 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 Location Coordinator and approved by CDPH. Organizations must submit one Section B application for each site.
Step 1: Ensure You Will Meet All Program Requirements
Actions to Take

Program eligibility and enrollment into myCAvax is currently focused on the onboarding of small physician practices who routinely vaccinate their patients, as well as providers who are prioritized for vaccine allocation by their local health department.

1) Review [CDC Provider 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, SDIR, RIDE)
   - report administration data to CAIR daily using My Turn or an EHR/EMR connected to the local registry (IIS)
   - report inventory to VaccineFinder daily
   - monitor storage unit temperatures twice daily
   - report redistribution/transfers, shipment incidents, excursions, and vaccine wastage daily in myCAvax

**Not sure if you're eligible?** Please contact the COVID-19 Call Center at covidcallcenter@cdph.ca.gov.
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](https://www.cdc.gov/vaccines/hs-primer/).)

- **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)
# Enrolling in Local 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 if you have an EHR, otherwise contact your Local CAIR Representative

- **San Joaquin Region***: Healthy Futures/RIDE
  - email support@myhealthyfutures.org or
  - call 209-468-2292 for technical support

- **San Diego County:** SDIR
  - email sdir@sdiz.org or
  - call 619-692-5656 for technical support

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

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Step 3: Enroll in myCAvax
Organization 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 Location Coordinators to carry out day-to-day location operations.

Start

- Review this document carefully
- Use Section A of the Provider Enrollment Worksheet to collect the information required to enroll your organization

Training

- Create initial account in myCAvax and complete required CDC/CDPH trainings; use this guide
- Submit attestation that you have completed all required training
- Complete myCAvax Provider101 Account Enrollment training on provider organization and location enrollment

Section A

- Complete and submit Section A Organization Enrollment; use Enrolling Provider Organizations
- CMO and CEO must complete DocuSign E-Signature within 7 days
- Invite Location Coordinators to complete Section B

Confirm

- Ensure that Section B is complete and submitted by the designated Location Coordinator(s)

Complete

- Location Coordinator(s) will be emailed once each location application is approved by CDPH

CDPH Approval

(EZIZ) Learning Resources

Recommended:
- myCAvax 101 (1 hour)
- Provider Enrollment Worksheet
- Enrolling Provider Organizations
Location 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.

Email sent from myCAvax is triggered when Organization Coordinator invites Location Coordinator to complete Section B.

Review this document carefully.

Use Section B of Provider Enrollment Worksheet to collect the information required to enroll your locations.

Create initial account in myCAvax and complete required CDC/CDPH trainings; use this guide.

Submit attestation that you have completed all required CDC/ training.

Complete myCAvax Provider101 Account Enrollment training on provider organization and location enrollment.

Complete and submit Section B Location Application for each location; follow Enrolling Provider Locations carefully to comply with CDC business rules for provider data.

Location Coordinator must complete e-signature.

Location Coordinator will be emailed once the location application is approved by CDPH.

(EZIZ) Learning Resources

Recommended:
- myCAvax 101 (1 hour)
- Provider Enrollment Worksheet
- Enrolling Provider Locations
Next Steps
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:

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

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

**ORDERING VACCINE**
- Location 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**
Location 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)
1. Organization:
Designate staff to fill Organization and Location Coordinator roles

2. Organization Coordinator:
Ensure that your organization will meet all program requirements

3. Organization Coordinator:
Enroll each clinic location with local IIS (CAIR2, RIDE, SDIR)

4. Organization Coordinator:
Create your account within myCAvax and complete required CDC/CDPH training in the system

5. Organization Coordinator:
Complete Section A: Enroll Parent Organization, CEO/CMO e-sign

6. Organization Coordinator:
Invite Location Coordinators to complete Section B for each provider location

7. Location Coordinator:
Create your account and complete required CDC/CDPH training in myCAvax

8. Location Coordinator:
Complete Section B: Enroll Provider Locations; Vaccine Coordinator e-signs

9. CDPH:
Review and approve location application in ~3-5 business days
## Where can I go for additional help?

Updated 12.28.21

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<thead>
<tr>
<th>Type of Support</th>
<th>Description</th>
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| **COVID-19 Provider Call Center**      | The COVID-19 Call Center for Providers and Local Health Departments is dedicated to medical providers in California and their COVID-19 response, specifically addressing questions about State program requirements, enrollment, and vaccine distribution.  
  • Email: covidcallcenter@cdph.ca.gov  
  • Phone: (833) 502-1245, Monday through Friday from 8AM–6PM                           |
| **myCAvax Help Desk**                  | Dedicated staff provides up-to-date information and technical support on the myCAvax system.  
  • Email: myCAvax.HD@Accenture.com  
  • Phone: (833)-502-1245, Option 2, Monday through Friday 7AM–7PM, Saturday and Sunday 8AM-1PM  
  For training opportunities: [https://eziz.org/covid/education/](https://eziz.org/covid/education/) |
| **My Turn Clinic Help Desk**           | For **onboarding support** (those in the process of onboarding): myturnonboarding@cdph.ca.gov  
  For **technical support**: MyTurn.Clinic.HD@Accenture.com or (833) 502-1245, Option 4, Monday through Friday 7AM–7PM, Saturday and Sunday 8AM–1PM.  
  For job aids and demo and training opportunities: [https://eziz.org/covid/myturn/](https://eziz.org/covid/myturn/) |
Thank You!