

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 COVID-19 Vaccination Program. This package includes the following:

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Why Enroll Now?

With the expansion of COVID-19 vaccination for 12- 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!
- CalVaxGrant Program launched on July 12th to reimburse practices for staffing, technology, equipment, and more!
- 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!

CalVaxGrant Incentive Program

The CalVaxGrant is a new program that offers grant funding, one-on-one myCAvax support, and vaccine administration resources for independent pharmacies and physician practices. Individual practices may receive up to \$55,000 to support vaccination efforts. To be eligible, practices must [register and complete](#) Sections A and B of the myCAvax enrollment application. Please click [this link](#) to access the CalVaxGrant application, resources, and updates.

Guidelines

- Must submit CalVaxGrant application between July 12 and August 13, 2021
- Must have a physician medical practice with no more than 200 physicians within the organization
- Must complete Sections A and B of the myCAvax enrollment application
- Must expend or plan to expend \$10,000 per site (up to 5 sites) between November 1, 2020, and November 1, 2021
- Must have an unrestricted license and be in good standing with their licensing board
- FQHCs and CHCs are eligible--if they have not already participated in the State Innovation Fund Grant Program

Questions? Contact CMA at calvaxgrant@phcdocs.org or (916) 551-2565

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



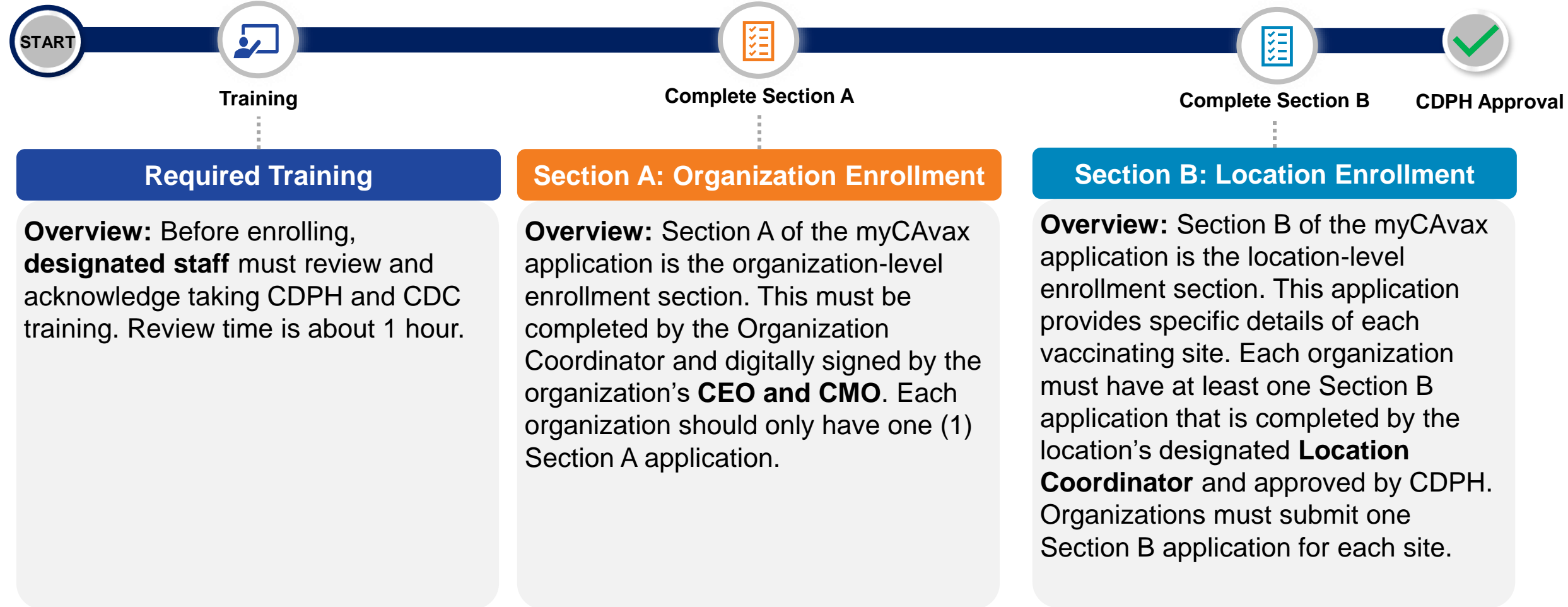
Location Coordinator

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

myCAvax Provider Enrollment Overview

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



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 independent pharmacies and 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:

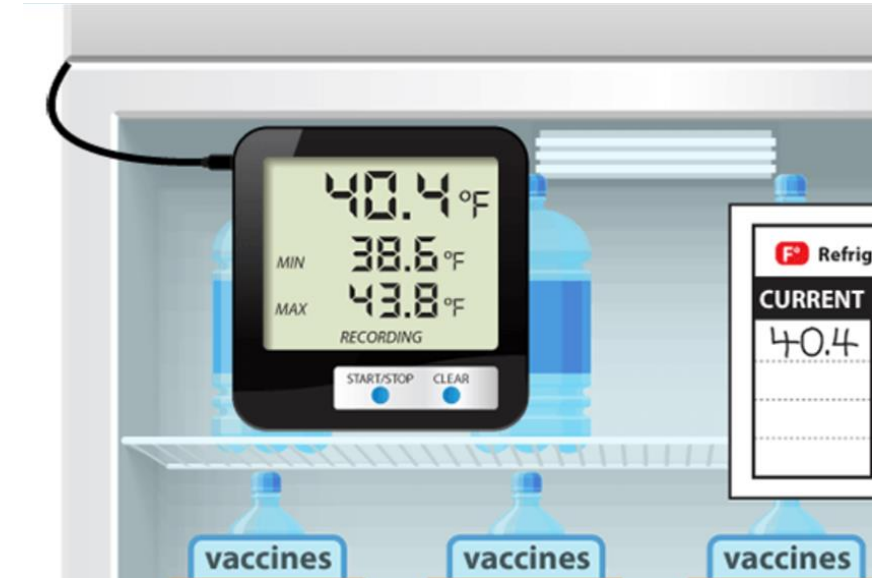
- complete [COVID-19 Required Training](#)
- enroll **each location** in your local immunization registry (CAIR2, SDIR, RIDE)
- report administration data to CAIR daily using My Turn or an EHR/EMR connected to the local registry (IIS)
- report inventory to VaccineFinder daily
- monitor storage unit temperatures 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.

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)



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](tel:209-468-2292) for technical support
- **San Diego County:** [SDIR](#)
 - email sdir@sdiz.org or
 - call [619-692-5656](tel:619-692-5656) for technical support

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

Step 3: Enroll in myCAvax



myCAvax
California Vaccine Management System

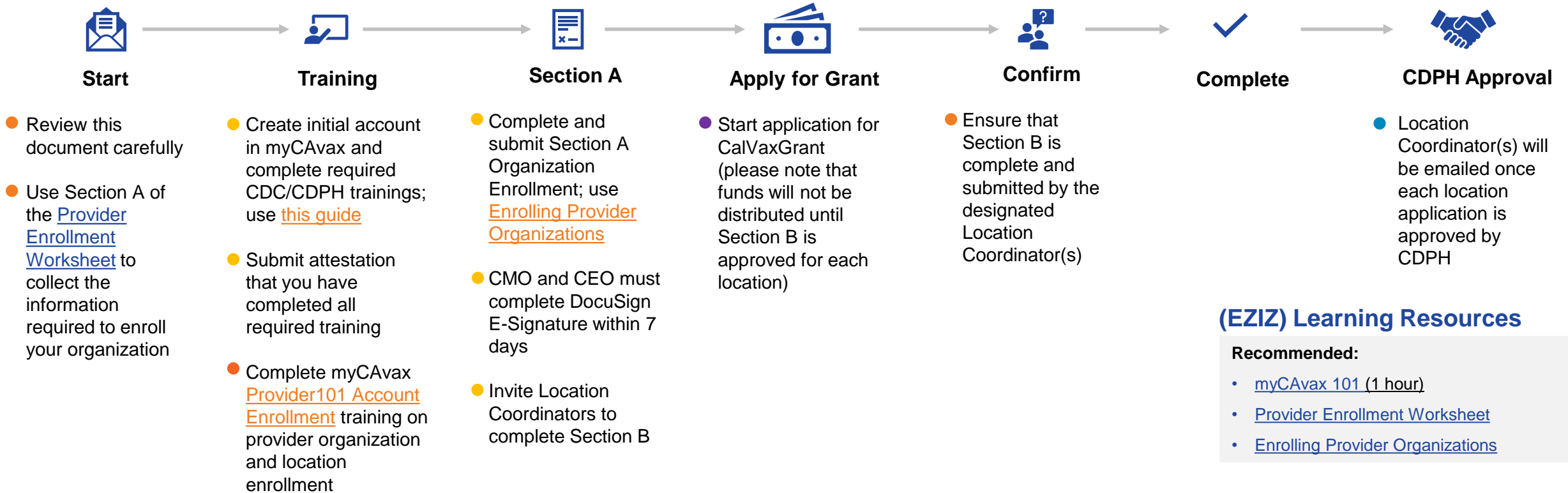


Organization Coordinator

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.

LEGEND

- Mandatory
- Optional
- Awareness
- Recommended



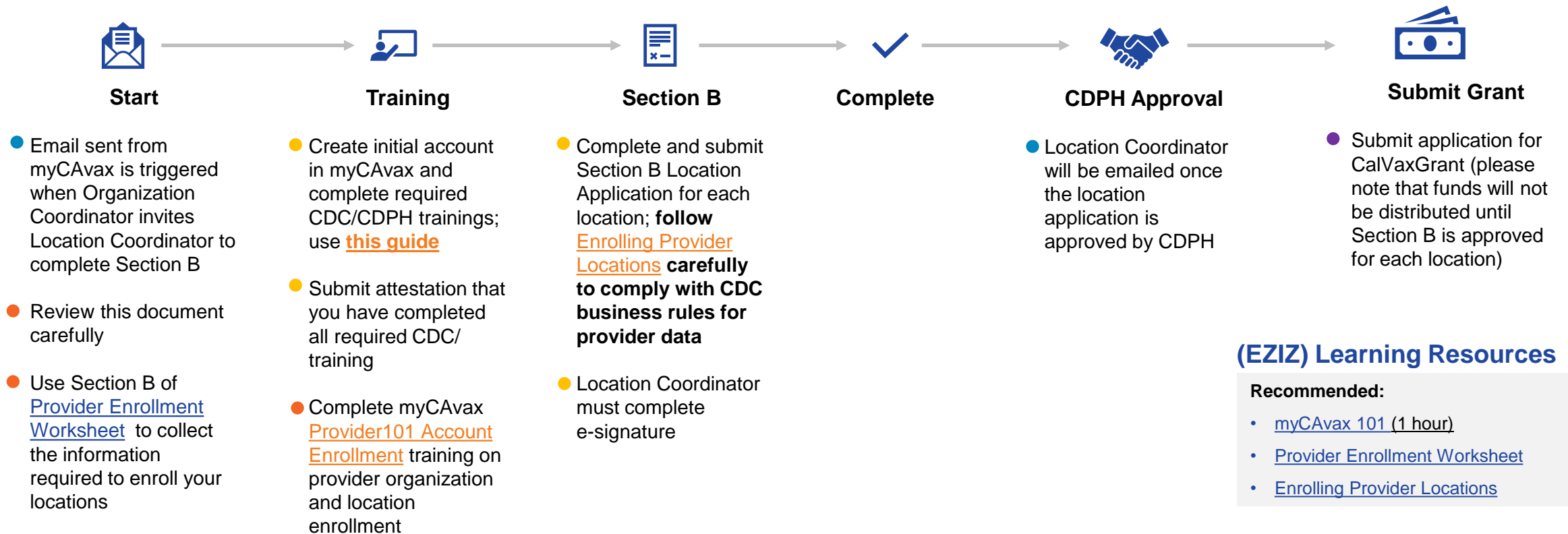


Location Coordinator

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.

LEGEND

- Mandatory
- Optional
- Awareness
- Recommended



(EZIZ) Learning Resources

Recommended:

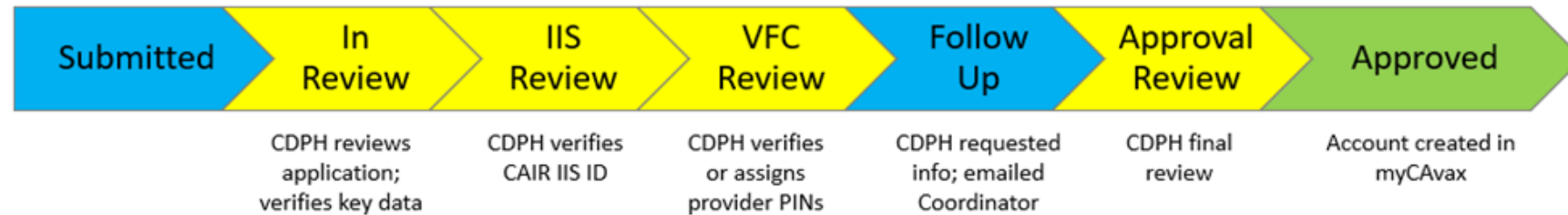
- [myCAvax 101 \(1 hour\)](#)
- [Provider Enrollment Worksheet](#)
- [Enrolling Provider Locations](#)

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

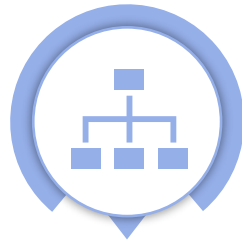
myCAvax System Features

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 the 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

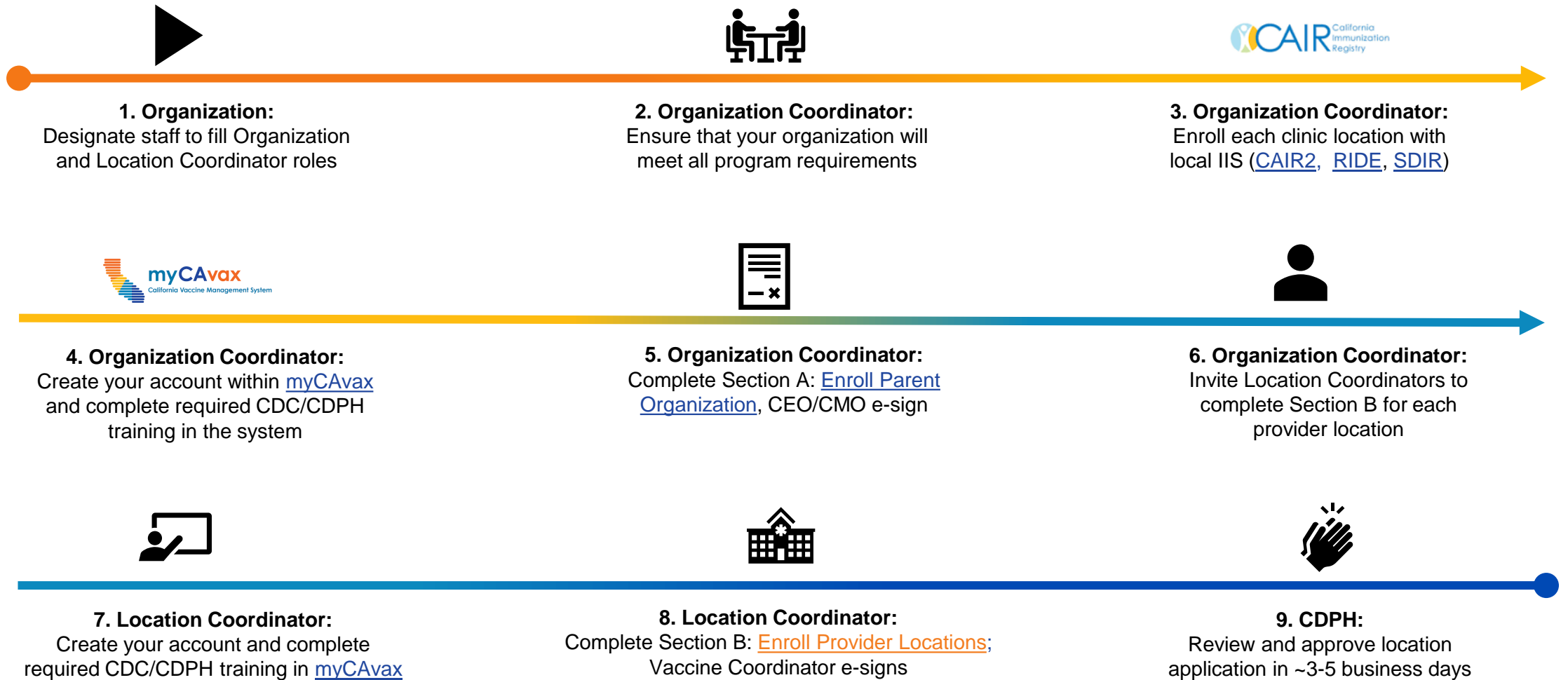


INVENTORY MANAGEMENT

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)

Provider Onboarding Journey



Where can I go for additional help?

Updated 7.6.21

Type of Support

Description



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.

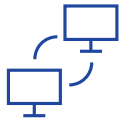
- Email: covidcallcenter@cdph.ca.gov
- Phone: (833) 502-1245, Monday through Friday from 8AM–6PM



California Medical Association

For Provider enrollment support, please contact the California Medical Association.

- Email: vaccinenetwork@cmadocs.org
- Phone: (800) 786-4262

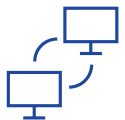


myCAvax Help Desk

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 8AM–8PM, Saturday and Sunday 8AM-1PM

For training opportunities: <https://eziz.org/covid/education/>

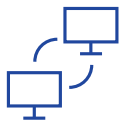


My Turn Clinic Help Desk

For **onboarding support** (those in the process of onboarding): myturnonboarding@cdph.ca.gov

For **technical support**: MyTurn.Clinic.HD@Accenture.com or (415) 621-9494: Monday through Friday 7AM–7PM, Saturday and Sunday 8AM–1PM.

For job aids and demo and training opportunities: <https://eziz.org/covid/myturn/>



CalVaxGrant Program Support

For questions and support around [CalVaxGrant](#), contact the program's administrator, Physicians for a Healthy California.

- Email: calvaxgrant@phcdocs.org
- Phone: (916) 551-2565

Thank You!