

# Startup Worksheet



## California COVID-19 Vaccination Program

**Instructions:** Complete this worksheet as you work through the [Startup Guide](#) to ensure your practice is ready before vaccines arrive.

### Clinic Operations Setup

- Bookmark & review [CDC Provider Agreement](#); each location is responsible for compliance.
  - [Subscribe](#) to the webpage for updates to clinical and operational guidance.
  - Inform practice staff of routine site visits.
- Confirm coordinators understand their roles & responsibilities; report changes to Provider Call Center.
  - Organization Coordinator: \_\_\_\_\_
  - Location Coordinators: Primary: \_\_\_\_\_ Backup: \_\_\_\_\_
- Determine which [COVID-19 vaccine products](#) your location will offer.
  - Moderna  Novavax  Pfizer-BioNTech
- Determine if your practice will redistribute vaccines  Yes  No
- Determine if your practice will implement standing orders for COVID-19 vaccines.  Yes  No
- Prepare to comply with administration & clinical guidance for products your location will offer.
  - See [COVID-19 Timing by Age](#) (and [Spanish](#)) for summary guidance.
  - COVID-19 vaccines are ACIP-recommended; strongly encourage vaccination.
  - Prepare clinicians to comply with [ACIP recommendations](#) and CDC's [Interim Clinical Considerations](#).
  - Prepare clinicians to comply with FDA's [EUA Fact Sheets for HCPs](#) for products your location will offer.
  - Determine how [Fact Sheets for Recipients](#) will be distributed:  paper  electronic
- Review your [reimbursement options](#) (and [CMA COVID-19 portal](#)) for administration fees.
  - Never turn away recipients due to inability to pay administration fees or coverage status; update operational protocols as needed.
- Review CDC's [interim guidance for immunization services](#) that reduces transmissions.
- Determine how your practice will maintain paper and electronic COVID-19-related documentation for 3 years.

### Systems Setup

- Register with VaccineFinder for inventory reporting.
  - Determine who will report inventory:
    - Organization Coordinator will report for all affiliated locations.
    - Location Coordinators will report for their location.
  - Confirm vaccine products your location will offer.
- Confirm readiness to report doses administered daily.
  - EHR/EMR connected CAIR2/RIDE  My Turn connected to CAIR
- [Onboard](#) if using My Turn clinic management functionality.

### Vaccine Management Preparations

- Confirm where you'll store COVID-19 vaccines; review storage requirements for [vaccine products](#) to be offered.
  - Refrigerator  Freezer  ULT
- Set up storage unit and data logger.
  - Estimate storage needs for vaccines and ancillary kits.
  - Protect your storage unit's power supply.

- Organize & label shelf space or baskets.
- [Set up and install](#) your data logger.
- Start [recording storage unit temperatures](#) and review instructions [for if an alarm goes off](#).
- Create your [COVID-19 vaccine management plan](#) (VMP) for routine & emergency situations.
- Stock vaccine transport container and supplies for emergencies.
  - Transport container □ Coolants □ Data logger □ Packing supplies

### Staff Readiness

- Ensure Coordinators are set up and trained.
  - Login to myCAvax and confirm organization, location, coordinator info is accurate and complete.
  - Add [these critical senders](#) to your contact list or have IT whitelist them.
  - Determine if and how you will communicate Provider Call Center updates to clinicians & staff.
  - Review [this job aid](#) and prepare if you are reporting inventory to VaccineFinder.
- Ensure Location Coordinators are trained on products and storage and handling protocols.
  - Complete required [COVID-19 Vaccine Product Training](#) for products your location will be administering.
  - Bookmark [COVID-19 Vaccine Product Guide](#) and review storage & handling, administration, and beyond-use (use-by) limits for products to be offered.
  - Bookmark CDC's [Vaccine Product Information Guide](#) for details about vaccine shipments, ancillary kits, dimensions, PPE, and needle sizes.
  - Review receiving instructions for products your location will offer including instructions for reporting shipment incidents. □ Moderna □ Novavax □ Pfizer-BioNTech
  - Review the emergency protocols in your [COVID-19 Vaccine Management Plan](#).
  - Ramp up on myCAvax through live trainings, videos, and Knowledge Center job aids.
- Train other staff with vaccine-related responsibilities.
  - Check-In Staff & Scheduling Desk □ Vaccinators □ Clinicians □ Medical Support Staff
  - Administrative Support Staff □ Billing □ Supervisors
- Determine where you will track training completions for key practice staff.
  - COVID VMP □ assessment form on file □ training database or log □ Other

### Provider Support

- [Register](#) for **Weekly Provider Office Hours** for all things COVID and review [archived sessions](#)!
- [Register](#) for bi-weekly **myCAvax and My Turn trainings**!
- Bookmark and check out [COVID-19 Provider FAQs](#), updated weekly!
- Still have questions? Bookmark EZIZ's [COVID-19 Resources](#) to find additional job aids and videos!
- Provider Call Center is here to support you and answer all questions COVID: [providercallcenter@cdph.ca.gov](mailto:providercallcenter@cdph.ca.gov) and (833) 502-1245 Mon-Fri, 8AM-5PM