Startup Worksheet

Instructions: Providers newly enrolled in myCAvax should complete this worksheet as you work through the Startup Guide to ensure your practice is ready before the first vaccine shipment arrives.

Clinic Operations Setup

- □ Bookmark & review BAP Provider Participation Agreement; each location is responsible for compliance.
  - ○ Inform practice staff of routine compliance site visits.
- □ Confirm coordinators understand their roles & responsibilities and report changes to Provider Call Center.
  - ○ Organization Vaccine Coordinator: ________________________________
  - ○ Vaccine Coordinators: Primary: ________________________________ Backup: ________________________________
- □ Determine which COVID-19 vaccine products your location will offer.
  - □ Moderna Spikevax 12Y+ □ Novavax 12Y+ □ Comirnaty 12Y+
- □ Determine if your practice will implement standing orders for COVID-19 vaccines. □ Yes □ No
  (Standing orders for routine vaccines are typically developed by Immunization Action Coalition and may be posted here sometime after FDA authorization.)
- □ Prepare to comply with administration & clinical guidance for products your location will offer.
  - ○ COVID-19 vaccines are ACIP-recommended; strongly encourage vaccination.
  - ○ Prepare clinicians to comply with ACIP Vaccine Recommendations | Adult Immunization Schedule 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 the BAP billing and reimbursement policy.
  - ○ Never charge for vaccine supplied at no cost by the Bridge Access Program.
  - ○ Never charge patients an administration fee for BAP-supplied vaccines
- □ Determine how your practice will maintain BAP-related patient and vaccine management documentation (both paper and electronic) for 3 years.

Systems Setup

- □ Display your location as BAP Provider on Vaccines.gov.
  - ○ Determine who will display all affiliated locations under the Organization:
    - □ Organization Vaccine Coordinator will display all affiliated locations on Vaccines.gov.
    - □ Vaccine Coordinators will display their location on Vaccines.gov.
  - ○ Login to the COVID Locating Health provider portal and display your BAP Provider location
- □ Confirm readiness to report doses administered daily.
  - □ EHR/EMR connected CAIR2/RIDE □ My Turn connected to CAIR
- □ Complete digital enrollment 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.
  - ○ Prepare storage units to protect your power supply.
  - ○ Set up storage units and 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
Designate staff to report nonviable vaccine in myCAvax and return to McKesson

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.

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 (TBD) for details about vaccine shipments, dimensions, PPE, and needle sizes.
- Review receiving instructions for products your location will offer including instructions for reporting shipment incidents. ☐ Moderna ☐ Novavax ☐ Pfizer-BioNTech
- Register for Provider Office Hours for program and clinical updates.

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 Provider Office Hours for all things COVID and review archived sessions!
Bookmark EZIZ’s Bridge Access Program to find additional job aids!
Provider Call Center is here to support you and answer all questions COVID: providercallcenter@cdph.ca.gov and (833) 502-1245 Mon-Fri, 8AM-5PM