Vaccine Access Program (VAP) Enrollment - Initial Checklist

- If your site wishes to enroll in VAP **you must contact the Oregon Vaccine Provider Helpdesk** at 1-800-980-9431 or vfc.help@odhsoha.oregon.gov so we can add you to our pending enrollment list.
- **Please complete the enrollment checklist below** to ensure that the process moves as quickly as possible.

Enrollment Instructions/Checklist:

First Steps

☐   **Print** or save this checklist to keep track of your progress through the enrollment process.

☐   **Review the VAP Provider Agreement.** Public (VAP) Provider Agreement

☐   **Carefully Review** the Vaccine Management Guide and fill out the vaccine emergency plan

☐   **Assign the following VAP roles:**

     ☐   **Responsible Provider**: The person responsible for the site's overall compliance with Vaccine Program requirements. This is usually the site's physician-in-chief or the site's medical director or administrator. This must be someone with authority to prescribe vaccines in Oregon.

     ☐   **Vaccine Coordinator**: A designated, on-site, and fully trained staff person responsible for all vaccine management activities within the practice: ordering vaccine, reconciling vaccine inventory, tracking borrowed and wasted or expired doses, etc.

     ☐   **Back-up Vaccine Coordinator**: A designated, on-site, and fully trained staff member with the knowledge and skills to be responsible for all vaccine management activities within the practice. This person acts as support to the Vaccine Coordinator and manages vaccines when the primary coordinator is unavailable.

	Name	Email Address
Responsible Provider		
Vaccine Coordinator		
Back-up Vaccine Coordinator		

☐ **Sign up** for ALERT Immunization Information System (IIS), if not already enrolled. The [ALERT IIS](#) is a statewide immunization registry. ALERT IIS collects immunization data from both public and private health care providers, including pharmacies and hospitals. ALERT IIS collects all immunization doses administered by participating providers in Oregon in order to provide clinical decision support and consolidated immunization records for patients at the point of clinical care. At the population level, it provides aggregate data on vaccinations in support of public health programs to eliminate vaccine preventable diseases.

Your site AL code:	

Is your site a Federally Qualified Health Center (FQHC) or Rural Health Clinic (RHC)?

No ☐   Yes - FQHC ☐   Yes – RHC ☐

Complete [ALERT Trainings](#):

☐   [Standard User training](#) (all staff who will use ALERT)

☐   [Super User Webinar training](#) (one staff member – someone who will have a major role in the vaccine program such as the Vaccine Coordinator, office manager, nursing supervisor, etc.). Identify who your Super User will be below.

Your Super User:		☐

[Inventory Webinar training](#) (two staff members – generally the Vaccine Coordinator and back-up staff who will be ordering and tracking inventory in ALERT)

Determine how your site will enter data into ALERT

☐   Send data electronically from your electronic health record (EHR) or IT department to ALERT IIS (data exchange). Nearly all sites choose to submit data electronically from their EHR. Data Exchange webpage: https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/ALERT/Pages/electronic_data.aspx

If your site hasn't already established data exchange, please submit a registration form: https://app.smartsheet.com/b/form/e04a57de1f1044a5927345ce3df13a9e This process takes time so begin this work as soon as possible. Or if you have questions about the data exchange process, please email: ALERT_DataExchange ALERT_DataExchange@odhsoha.oregon.gov

-OR-

☐   Hand-enter shots into ALERT IIS

Get ready to keep appropriate temperatures and accurate temperature records

☐   **Review** the [Refrigerator and Freezer Guide](#) and [Thermometer Guide](#) to determine that your site's equipment is in full compliance with VAP requirements.

☐   **Download** continuous tracking temperatures each week and record minimum and maximum temperatures at the start of each site day. Find [Sample temperature logs](#) under "Vaccine Storage and Handling."

Storage Units (Dorm-style units with freezer and fridge behind single exterior door <u>not allowed</u>)

Refrigerator **Brand Name/Model**	
Freezer **Brand Name/Model**	

Temperature Monitors/Dataloggers (continuous tracking, min/max on display buffered probe)

	Brand	**Type**	**Calibration Expiration Date**
Refrigerator			
Freezer			
Back-Up			

Last Steps

☐   **Take** the [Vaccine Management Trainings](#). There are two types of required trainings. The vaccine coordinator and back-up coordinator must take the annual Oregon VFC/VAP Overview and Self-Assessment training. In addition, every two years, two staff members responsible for administering vaccines must take the Vaccine Storage and Handling and the Vaccine Administration trainings. Make sure to print and save all training certificates.

☐   **Enter Private vaccine stock into ALERT IIS Inventory**

☐   **Complete and sign the VAP Provider Agreement:** [Public (VAP) Provider Agreement](#)

Submit the following to the Provider Services Team help desk in a single email to vfc.help@odhsoha.oregon.gov:

☐ Vaccine Management training certificates

☐ Provider Agreement

☐ Vaccine emergency plan

☐ One week's worth of maximum and minimum daily temperature logs

☐ One week's worth of and continuous tracking temperature data from the data logger

☐ Datalogger calibration certificates

☐ This checklist

What happens next?

Once you have submitted all of the materials listed above, they will be reviewed by the Vaccine Provider Help Desk for completion and then passed on to an analyst for review. That person will contact the site if there are any questions or concerns about the application materials. When all application materials are completed and progress on data exchange set-up (if used) is satisfactory, the analyst will schedule an on-site enrollment visit to observe the site and discuss the VAP program with key staff.