



## CDC COVID-19 Vaccination Enrollment Steps to Complete the Program Provider Enrollment Process

### Step 1: Complete the CDC COVID-19 Vaccination Program Provider Agreement.

Every healthcare organization/vaccination provider that would like to order and receive COVID-19 vaccine will need to complete the *CDC COVID-19 Vaccination Program Provider Agreement*. The forms can be found on the Alaska COVID-19 Vaccine Information for Healthcare Workers [website](#). This is a separate agreement from the Alaska Immunization Program (VFC and AVAP). Current VFC or AVAP providers need to complete and submit the *CDC COVID-19 Vaccination Program Provider Agreement* to provide COVID-19 vaccine in Alaska.

#### Section A: COVID-19 Vaccination Program Provider Requirements and Legal Agreement

- Chief Medical Officer and Chief Executive Officer must review agreement and confirm the organization's ability and commitment to comply with all outlined requirements.

#### Section B: Provider Profile Information

- On a facility basis, this section provides essential information about each facility's operations.
- Providers Practicing at the Facility (page 7): This is not a comprehensive list of all providers at each location. List only the providers who will be prescribing COVID-19 vaccine.

#### COVID-19 Supplemental COVID-19 Vaccine Redistribution Agreement

- This will be made available to providers that meet the description of redistribution. This will be determined from the submission of the *COVID-19 Vaccination Program Provider Agreement* (Section A and B).

If an organization has one location, complete section A for the organization (with signatures) and complete Section B.

If an organization has multiple locations, complete section A for the organization (with signatures) and complete Section B for each location. If there are three locations, 3 Provider Agreements containing section A and section B will be submitted.

The submit button on the *CDC COVID-19 Vaccination Program Provider Agreement* will send the Agreement to the Alaska Immunization Program. Please **do not** print the Agreement and email it the Alaska Immunization Program. Only submit the Agreement once it is complete and is populated with the appropriate signatures. If you experience issues with the submit button on the form, please email [covid19vaccine@alaska.gov](mailto:covid19vaccine@alaska.gov) with a contact name and phone number for assistance.

Once the CDC COVID-19 Program Provider Agreement (Section A and B) is submitted and all conditions are met, the agreement will be approved. The Alaska Immunization Program will send status notification emails once the *CDC COVID-19 Program Provider Agreement* has been received, if there are any questions about the information on the *CDC COVID-19 Program Provider Agreement* and once the *CDC COVID-19 Program Provider Agreement* has been approved. Expect further instructions when it is time to activate the *CDC COVID-19 Program Provider Agreement* for distribution of the COVID-19 vaccine.

## (Cont'd) CDC COVID-19 Vaccination Enrollment Steps to Complete the Program Provider Enrollment Process

### Step 2: Connect to VacTrAK.

An organization must be connected to VacTrAK with all standard [Roles and Responsibilities](#) in place. VacTrAK will be the source of COVID-19 vaccine ordering. The following table outlines the necessary steps from the three starting points based on current VacTrAK access.

VacTrAK Access Status	Required steps for up to date access to VacTrAK	Links to assist in meeting required steps
<b>No Current Access to VacTrAK</b> <ul style="list-style-type: none"> <li>• Non-traditional Providers</li> <li>• Pandemic Only Providers</li> </ul>	<ol style="list-style-type: none"> <li>1. Establish a contractual agreement with VacTrAK</li> <li>2. Assign VacTrAK Users</li> <li>3. Take required training for administration, vaccine ordering and inventory management</li> </ol>	<a href="#">VacTrAK Healthcare Provider Contract</a> <a href="#">Request to Add or Modify Users</a>
<b>Current connection in VacTrAK to report vaccination data only</b> (does not receive state distributed vaccine)	<ol style="list-style-type: none"> <li>1. Review and update VacTrAK Users based on new COVID-19 needs</li> <li>2. Take required training for vaccine ordering and inventory management</li> </ol>	<a href="#">Request to Add or Modify Users</a>
<b>Current VacTrAK contract and Provider Agreement to report and receive State distributed vaccine</b>	<ol style="list-style-type: none"> <li>1. Review and update VacTrAK Users based on new COVID-19 needs</li> </ol>	<a href="#">Request to Add or Modify Users</a>

### Step 3: Get connected to PrepMod.

All vaccines administered during Phase 1 will be reported using PrepMod. PrepMod is an end-to-end system to manage all aspects of a pandemic, public health emergency, and core public health functions. The system will be used for online clinic registration, online consent and recording vaccination information. Required steps for access to PrepMod:

1. Add organization to PrepMod (**more information coming soon**)
2. Assign PrepMod Users
3. Take required PrepMod training

Additional information about PrepMod will be released soon.

### Step 4: Complete the required trainings.

Training topics will include:

- ACIP recommendations (**pending FDA COVID-19 vaccine decision**)
- COVID-19 vaccine ordering and receiving
- COVID-19 vaccine storage and handling (**pending FDA COVID-19 vaccine decision**)
- Inventory Management
- Vaccine administration (**pending FDA COVID-19 vaccine decision**)
- Management of vaccine wastage, spoilage, temperature excursions
- Reporting adverse events to Vaccine Adverse Event Reporting System (VAERS)

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- Emergency Use Authorization fact sheets, vaccine information statements (VISs) (**pending FDA COVID-19 vaccine decision**)

Additional information about how to access the trainings will be released soon.

### **Step 5: Get connected to VaccineFinder.org.**

Shortly after submitting the *CDC COVID-19 Program Provider Agreement*, VaccineFinder will send a notice to create a profile. Follow the instructions from VaccineFinder to get connected.

COVID-19 vaccination providers will be required to report on-hand inventory supply at least daily to VaccineFinder. Inventory quantities will not be made publicly available. This is only for allocation tracking purposes.

Once vaccine supply is available for the general population, all COVID-19 vaccine clinics will be mapped on [VaccineFinder.org](https://vaccinefinder.org). VaccineFinder.org is a resource that supports the general population in finding vaccine providers.

### **Step 6: Stay informed.**

The *CDC COVID-19 Vaccination Program Provider Agreement* expressly incorporates all recommendations, requirements, and other guidance that the agreement specifically identifies. Organizations must monitor such identified guidance for updates. Organizations must comply with such updates. Updates will be posted on the following CDC webpages:

- [www.cdc.gov/vaccines/hcp/acip-recs/index.html](https://www.cdc.gov/vaccines/hcp/acip-recs/index.html)
- [www.cdc.gov/vaccines/programs/iis/index.html](https://www.cdc.gov/vaccines/programs/iis/index.html)
- [www.cdc.gov/vaccines/pandemic-guidance/index.html](https://www.cdc.gov/vaccines/pandemic-guidance/index.html)
- [www.cdc.gov/vaccines/hcp/admin/storage-handling.html](https://www.cdc.gov/vaccines/hcp/admin/storage-handling.html)

The Alaska COVID-19 Vaccine Task Force will distribute updates as they become available.

For assistance on the *CDC COVID-19 Program Provider Agreement* contact

[covid19vaccine@alaska.gov](mailto:covid19vaccine@alaska.gov).