



Health Advisory

Becoming a COVID-19 Vaccine Provider: Information for SF Outpatient Providers

December 24, 2020

Situation:

- COVID-19 vaccine supply is currently limited, but new shipments continue to arrive and the number of vaccine doses available is expected to increase.
- SFDPH is following the [California Department of Public Health \(CDPH\) Allocation Guidelines for COVID-19 Vaccine during Phase 1a](#), which directs that COVID-19 vaccine should be offered to persons at risk of exposure to SARS-CoV-2 through their work in direct health care or long-term care settings and residents of long-term care settings. COVID-19 vaccine is currently being allocated for those in Phase 1a, Tier 1 and vaccine allocated to the public health department will begin going toward those in Phase 1a, Tier 2, which will be followed by those in Phase 1a, Tier 3. (See Phase/Tier list, page 3)
- This document contains information for SF outpatient providers on how to sign up to be a facility able to receive and administer the COVID-19 vaccine. **We recommend beginning the process now, as there are several steps involved.**
- Since the Phase 1a, Tier 2 and Tier 3 prioritized populations consist mainly of healthcare personnel (HCP), **the initial task for outpatient providers will be to ensure that their own staff are vaccinated.** Signing up as a vaccination provider will also help prepare your clinic to vaccinate other populations, including your own practice's outpatient population.
- For SF outpatient offices, clinics, and facilities seeking to vaccinate their HCP staff, but that do not typically provide vaccination services, or those with a very small number of staff, SFDPH is working on identifying healthcare entities that can provide those services.
- SFDPH is requesting that SF outpatient providers assist with the task of ensuring that all SF-based Phase 1a HCP can receive a timely COVID-19 vaccine. **Please consider whether your facility can go beyond vaccinating just your own HCP and administer COVID-19 vaccine to HCP unaffiliated with your organization, who cannot be vaccinated via their own organization** (for example, home health workers). To this end, SFDPH will allocate additional doses to facilities to account for the vaccination of HCP unaffiliated with their organization. Please contact us promptly at covidvax@sfdph.org if your facility is able to participate.



Next steps: There are 3 initial requirements to become a COVID-19 vaccination provider.

1) California Immunization Registry (CAIR)

CAIR is the state's immunization information system (IIS). Ensure your facility is enrolled in [CAIR](#) and able to report COVID-19 vaccine doses within 24 hours of administration. Please note that race and ethnicity fields are required to be completed for every vaccinated patient.

- Visit the [CAIR website](#) if you need to enroll. Those already enrolled in CAIR will be asked to provide their organizational **CAIR ID** during the COVIDReadi registration process.
- CAIR offers multiple avenues for reporting COVID-19 dose information: (1) Your electronic medical record may be able to report doses to CAIR; (2) CDPH has developed a California version of PrepMod, a cloud-based app that offers appointment scheduling and automatically uploads COVID-19 dose information to CAIR. See [PrepMod FAQ](#) and [PrepMod User Manual](#) or [email PrepMod](#) for questions; (3) CAIR also offers manual and bulk data-entry options.
- For questions contact your [local CAIR representative](#), email the [CAIR help desk](#) or call 800-578-7889 during business hours.

2) COVIDReadi

Enroll in [COVIDReadi](#), the state's interim system for ordering COVID-19 vaccine.

- See [Step by step guide and required training](#) and [Enrollment Worksheet](#). A [redistribution agreement](#) is needed if facilities plan to receive vaccine on behalf of other facilities.
- For COVIDReadi questions: [email COVIDReadi](#) or [email the CDPH call center](#) or call (833) 502-1245 during business hours.

3) Vaccine Finder

COVID-19 vaccination providers are required to report daily inventory to the national organization designated by CDC, called [VaccineFinder](#). This site also offers the opportunity to list your organization's vaccine services on a public-facing website.

- Here is a [Step by step guide and links to training videos](#)
- After enrolling in COVIDReadi, vaccine coordinators should receive an invitation email from vaccinefinder@auth.castlighthouse.com.

Additional Information

Outpatient offices are not required to purchase ultra-low temperature (ULT) freezers to store vaccine. Short- and medium-term storage alternatives are feasible, and SFDPH can make ULT storage available to those who are administering vaccines.



Updates to the above information, plus troubleshooting tips for becoming a COVID-19 vaccine provider, will be posted at www.sfgcdcp.org/covidvax-getready

San Francisco health care providers with questions about the process may email us at covidvax@sfdph.org

Visit www.sfgcdcp.org/covidvax for information for providers about COVID-19 vaccines and vaccine administration.

List of Populations in Phase 1a/Tiers (From [CDPH](#))

Phase 1a: COVID-19 vaccine should be offered to the following persons in California:

- Persons at risk of exposure to SARS-CoV-2 through their work in any role in direct health care or long-term care settings. (Includes persons at direct risk of exposure in their non-clinical roles)
- Residents of skilled nursing facilities, assisted living facilities, and similar long-term care settings for older or medically vulnerable individuals.

With supplies limited during Phase 1a, COVID-19 vaccines should be directed to as many tiers, and categories in each tier as possible to reach the prioritized populations. Persons immunizing the prioritized populations in a tier should be offered immunization during or before the same tier.

Tier 1

- Acute care, psychiatric and correctional facility hospitals
- Skilled nursing facilities, assisted living facilities, and similar settings for older or medically vulnerable individuals
- Also, in concordance with ACIP, residents in these settings
- Paramedics, EMTs and others providing emergency medical services
- Dialysis centers

Tier 2

- Intermediate care facilities for persons who need non-continuous nursing supervision and supportive care
- Home health care and in-home supportive services
- Community health workers, including promotoras
- Public health field staff
- Primary Care clinics, including Federally Qualified Health Centers, Rural Health Centers, correctional facility clinics, and urgent care clinics

Tier 3

Other settings and health care workers, including

- Specialty clinics
- Laboratory workers
- Dental and other oral health clinics
- Pharmacy staff not working in settings at higher tiers