

Be Vaccine-Ready!

PANDEMIC PROVIDER ONBOARDING



Providers have been crucial in the fight against COVID-19. We want to be prepared and engage our partners now, so we are ready when vaccines are available* for distribution in Arizona.



COVID-19 vaccinators will need to be enrolled with **AHCCCS** in order to be able to bill the vaccine administration fee for AHCCCS beneficiaries. **Enroll with AHCCCS [here](#)**.

Both VFC and non-VFC providers who would like to administer future COVID-19 vaccines must complete the **Pandemic Provider Onboarding survey forms**.



This is to:

- 1) ensure the signatory provider knows the requirements, and
- 2) ensure the facility is able to meet each requirement

Staff from potential sites must complete all surveys and the Provider is required to sign the agreement.

The Arizona Immunization Program Office (AIPO) will review and reach out with any follow-up questions.

You will receive an email when forms are added to the onboarding tool.

AIPO must approve all documents before the facility is able to order future potential pandemic vaccines.

ONBOARD NOW!

This process takes time as AIPO will need to add or update providers in ASIIS and review requirements.

Providers can go to [AIPO Train](#) to learn how to order, receive, store, administer, document, and account for pandemic vaccines in ASIIS.

To begin onboarding, go to: <http://redcap.link/onboard>



*AIPO does not know exact date when COVID-19 vaccines will become available.

Pandemic Vaccine Provider Onboarding Tool

How to get started

1. Click the onboarding link [Pandemic Vaccine Provider Onboard Form 1](#) and fill out the form
2. Click submit - this will take you to survey queue page
3. Continue to complete other surveys that are not marked "Complete." A link to this page will be emailed to you

Contact and Shipping Information

1



- Facility location information
- Signatory provider info (title, license, NPI)
- Primary and backup vaccine coordinator information
- Not sure if you're a VFC/VCA provider? Select no when it asks if you are a VFC provider; this is not necessary to participate

Storage and Handling

2



- Photos of your cold storage units showing the inside of the units
- Brand and model of each cold storage unit
- Data logger usage info
- Read requirements

Arizona State Immunization Information System (ASIIS)

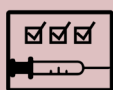
3



- Are you currently entering/transferring immunization data into ASIIS?
- Read requirements

Vaccine Planning

4



- Read through content so you can plan and be prepared

CDC Agreement Section A

5



- CMO & CEO signatures
- For organizations: follow the instructions for Section A in FAQs. Follow the decision tree on the final page to determine whether you need to follow organization instructions

CDC Agreement Section B

6



- Facility type
- Populations served
- Storage unit capacity
- Must be signed by the signatory provider/the primary vaccine coordinator

Prescribing Providers (part of CDC Agreement)

7



- Submit multiple times - one for each prescribing provider
- Enter each prescriber's name, title, and license number

FAQs

I clicked “Save and Return” and lost my place. What do I do?

- Find the email with the link to the survey queue page
- Click the survey queue page link
- Click on the survey you were working on
- Enter return code
- Continue survey
- If you did not save a return code, click the “start over” button to start the survey form again. You will not lose previously submitted survey forms

How will I know if I’m done?

- On the survey queue page, surveys marked “Complete” are done and surveys with a “Begin Survey” button are incomplete.

What training do I need?

- The [AIPO TRAIN](#) has training courses for staff who are responsible for daily tasks, including:
 - » How to order, receive, and account for doses in ASIIS
 - » How to use data loggers
 - » Storage & handling requirements
- Facilities are responsible for knowing and following the guidelines in the AIPO TRAIN training modules

What are the instructions for group organizations with several facility locations?

- The CDC Provider Agreement has Section A and Section B
- CMO & CEO for organizations must complete and sign Section A only once for all facility locations within the organization
- Select one facility location whose survey form will be used
- Inform the other facilities which facility location was selected
- Share the link for the survey with the CMO & CEO
- Use the "Sign and return later" button to allow both the CMO & CEO to sign the same survey form
- After the Section A survey form is signed and submitted by the CMO & CEO, a code number will be emailed to the CMO & CEO
- Have the CMO & CEO forward the email with the code number to all of the organization's facility locations
- The other facilities will enter the code number that was forwarded to them into the survey form titled “Enter code” from section A
- Complete all other sections of the CDC Agreement and onboard survey forms

NOTE: Facilities that are part of an Organization must ensure that their CMO & CEO complete a section A survey form for their Organization. No COVID-19 vaccines will be shipped to facilities whose organization has not completed/signed section A

COVID vaccinators will need to be enrolled with AHCCCS in order to be able to bill the vaccine administration fee for AHCCCS beneficiaries.

Providers can register with AHCCCS at: <https://www.azahcccs.gov/PlansProviders/APEP/Access.html>

