



**Chicago Department of Public Health
COVID-19 Vaccination Program Provider Enrollment
11/01/2020**

COVID-19 Vaccination Program Provider Enrollment Overview

The Chicago Department of Public Health (CDPH) has opened enrollment for healthcare providers who would like to receive COVID-19 vaccine, when available. We are implementing a tiered enrollment approach focusing on targeted facility types in the upcoming weeks.

The initial enrollment phase will prioritize acute care hospitals and affiliated sites that will vaccinate healthcare personnel. Acute care hospitals should enroll the primary hospital site where vaccine will be delivered and additional sites that will serve as vaccination sites for healthcare personnel.

Completion of COVID-19 vaccine enrollment does not guarantee a facility will receive COVID-19 vaccine. Doses will be allocated based on vaccine availability, vaccine storage capacity, and facilities serving [priority groups](#) as defined by the National Academies of Sciences, Engineering and Medicine and the Advisory Committee on Immunization Practices.

COVID-19 Vaccination Program Provider Agreement and Provider Profile Overview

The COVID-19 Vaccination Program enrollment is available online via a series of REDCap data collection forms. Providers must complete the enrollment process its entirety which includes two major sections:

- **COVID-19 Vaccination Program Provider Requirements and Legal Agreement (Section A)**
 - Serves as an agreement with both the Centers for Disease Control and Prevention (CDC) and CDPH to receive and administer COVID-19 vaccine
 - Collects basic organizational information and details the agreement requirements
 - Must be signed (electronically) by both the Chief Medical Officer (CMO) and Chief Executive Officer or Chief Fiduciary Officer

- **COVID-19 Vaccination Program Provider Profile (Section B)**
 - Collects site location, vaccine shipping information, patient populations and vaccine storage capacity information
 - Must be completed for each vaccination site covered under the organization listed in the Program Agreement
 - Should be completed by an individual responsible for oversight of the COVID-19 vaccine (receiving vaccine, vaccine storage and handling and inventory management)

The REDCAP link will be sent to facilities, starting with acute care hospitals as we roll-out enrollment. A PDF version of the Provider Agreement and Provider Profile is included so facilities can start collecting the necessary information and are ready to report into REDCap.

Enrollment processes may change over time to adapt to rapidly changing guidance.

COVID-19 Vaccine Questions

A shared email inbox has been created for healthcare providers to ask the Chicago Department of Public Health questions about COVID-19 vaccine. This will provide for more timely responses as this email will be monitored by several people at one time. The email address is covid19vaccine@cityofchicago.org

Please reach out to us with questions at any time.

COVID-19 Vaccination Program Enrollment Planning Tips

Step 1: Review the PDF Provider Agreement and Provider Profile and start collecting enrollment data

Before your facility is asked to complete enrollment in REDCap, review the PDF template to understand all required components of the Provider Agreement and Provider Profile.

- While the Provider Agreement covers all sites, each unique location will need to complete the Provider Profile. CMO's should think about which specific sites will receive and administer COVID-19 vaccine. The number of affiliated sites is collected on the Provider Agreement. Do your best to provide this number. It can be revised as needed.
- Hospitals should enroll the primary hospital site where vaccine will be delivered and any additional sites that will serve as vaccination sites for healthcare personnel.
- Facilities will need to include all prescribers (and medical license numbers) associated with their facility that may write orders for a COVID-19 vaccination. Large health systems should think through which providers will fall into this role and do their best to include identified providers.

Step 2: Ensure your facility is enrolled in I-CARE and all necessary staff have I-CARE accounts

As outlined in the Program Agreement, all COVID-19 vaccine doses must be reported to the Illinois immunization information system (I-CARE) within 24 hours of administration. This includes doses entered via manual data entry into I-CARE and those electronically sent through an Electronic Health Record (EHR) system or through another mechanism.

As part of the planning process, each site administering COVID-19 vaccine should:

1. Ensure the facility is enrolled in I-CARE
2. Ensure all users who may need to enter or look up doses obtain access to I-CARE
3. Verify that your EMR/EHR is set-up to document COVID-19 doses and whether it can send doses to I-CARE automatically. If not, establish a process for reporting doses to I-CARE within 24 hours
4. Establish a process for recalling/reminder patients due for the second dose of COVID-19 vaccine

Facilities new to I-CARE

Facilities who need to enroll in I-CARE, can find the I-CARE Provider Site Enrollment form on the Illinois Department of Public Health I-CARE website in the forms section which is displayed on the right-side menu bar: <https://www.dph.illinois.gov/topics-services/prevention-wellness/immunization/icare> or accessed directly [here](#). Additional enrollment instructions can be found on this form.

Requesting I-CARE access for individuals

Each individual at a facility who will need to enter or look up immunizations in I-CARE must have their own unique login ID and password. Access for new users can be requested by submitting an [Individual Agreement](#) and applying for a web portal account: <https://wpur.dph.illinois.gov/WPUR/>.

I-CARE Training

I-CARE users may access a variety of training tools by selecting the new user button on the I-CARE application home page. These training tools include:

- The I-CARE user manual
- "How To" Training Videos
- Tips and Tricks
- What's New

Step 3: Ensure vaccine storage and handling units are working well and designated staff is familiar with CDC's Vaccine Storage and Handling Toolkit

Ensure storage units are working well, have adequate storage space and temperatures are being monitored 24 hours a day and recorded twice daily.

There are three different vaccine cold chain parameters (depending on product):

- Refrigerated (2-8C)
- Frozen (-20C)
- Ultracold (-80C)

Facilities are not advised to purchase ultracold storage at this time.

Designate a minimum of two employees who will be trained to receive deliveries of COVID-19 vaccine and are available to receive phone calls from delivery personnel. These individuals will be designated as primary and back-up vaccine coordinators.

Ensure staff review CDC's Vaccine Storage and Handling Toolkit:

<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>

CDPH will disseminate COVID-19 vaccine specific storage and handling guidance when it becomes available.