

For assistance with additional COVID-19 vaccine enrollment questions, please contact AHS.VDHImmunizationProgram@vermont.gov.

General

I received an invitation to enroll, but our practice sees mostly pediatric patients. Is there a Pediatric COVID-19 vaccine? Should I still enroll?

If you received an invitation to enroll, please complete the enrollment form to help us with future planning. Only the Pfizer-BioNTech vaccine has been authorized for use in ages under 18 years old at this time. When your practice is eligible to receive the COVID-19 vaccine, we will let you know.

Our facility wants to provide COVID-19 vaccine but heard it requires ultra cold or freezer temperatures. Can we still enroll?

Yes, ultracold vaccine storage capacity is not a requirement and Vermont Vaccine Program does not recommend purchasing it. Depending on the vaccine available when your facility becomes eligible, our program will work with you on storage requirements at that time.

We are already enrolled in the Vermont Vaccine Program and administer the state-supplied vaccine. How do we request COVID-19 vaccine as well?

The COVID-19 Vaccine enrollment process is separate from what you experienced enrolling in the VCVP/VAVP programs. When your facility is eligible to enroll in the COVID-19 Vaccine Program, your primary vaccine contact will be sent an email.

Can we use our current temperature monitoring device, or is there a requirement to use the Vermont Immunization Program's temperature monitoring device?

If your current temperature monitoring device or system meets the [CDC's Vaccine Storage and Handling Toolkit](#) guidance for COVID-19 vaccine temperature management, then yes, you can continue to use it. You are still obligated to notify the Vermont Vaccine Program a COVID-19 vaccine experiences any time outside of recommended temperatures. The Vermont Vaccine Program will provide more information as it becomes available.

Enrollment Process

For more information on the enrollment process, please refer to our [COVID-19 Vaccine Enrollment Process](#) document.

What information will be asked on the enrollment form?

The following information is helpful to have available with completing the enrollment survey:

- The name of your Chief Medical Officer (CMO) and your Chief Fiduciary Officer (CFO)
- Identify who your primary and back-up COVID-19 vaccine coordinators will be
- Determine a location for vaccine administration
- Number of health care staff you will vaccinate broken down by age: under 18, 19-64 and 65+
- Number of influenza vaccine doses administered during your peak week of the 2019-2020 season
- Confirm your organization currently transmits data to Vermont's Immunization Registry. If they don't, reach out to the registry directly for guidance; IMR@vermont.gov, 888-688-4667
- Estimated doses of multidose vials your location can store during the peak vaccination period: break down by refrigerator (2 to 8 °C), freezer (-15 to -25 °C), ultra-frozen (-60 to -80 °C)
- Types of vaccine storage units you have at your location
- List of providers who have prescribing authority at this location

Is it required to report immunizations to the Vermont Immunization Registry to enroll?

Reporting of COVID-19 vaccinations must be reported to the Immunization Registry within 24-72 hours. If you do not have this capability reach out to the registry directly at IMR@vermont.gov.

If an organization has multiple entities, does the CEO/CFO and CMO need to sign for each entity, or can they complete Survey 1 for multiple practices?

The CEO/CFO and CMO signatures required for section A of the Provider agreement can cover multiple locations. All facilities that fall under that umbrella organization will need to complete Survey 2.

If our Chief Medical Officer (CMO) already completed Survey 1, is Survey 2 needed?

Survey 2 must be completed for each facility that will receive and administer COVID-19 vaccine.

Does each site receive a separate survey, or can sites share the link to the survey?

Surveys cannot be shared between locations, because they are pre-populated specifically for each location. Email AHS.VDHImmunizationProgram@vermont.gov for access or if the survey email needs to be sent again.

Can a COVID-19 vaccine coordinator sign Survey 2 of the COVID-19 enrollment form?

In addition to medical/pharmacy director, Section B can be signed by the COVID-19 vaccine coordinator.

I just completed Survey 2 and I never got Survey 1. Did I miss something?

Only one practice per umbrella organization received Survey 1. To see which location received Survey 1 for your umbrella organization, email AHS.VDHImmunizationProgram@vermont.gov.

I am completing Survey 1 and am unsure the number of affiliated vaccination locations covered by this agreement. Should I still complete the form?

Include the number of affiliated locations to the best of your knowledge. Updating is possible later so do not delay enrollment because this is unknown.

The COVID-19 enrollment form is asking for VTckS ID, Vaccines for Children (VFC) pin and other IDs. What are these and how can I find them?

These fields will be completed by the Vermont Vaccine Program staff member reviewing the form. Organizations can leave those fields blank.

We plan on administering the vaccine at a different location from where it is delivered. Should we list both sites?

Yes, there is a space to list more than one location where COVID-19 will be administered if different from where the vaccine was shipped (taken off-site).

Where can the number of patients/clients routinely served by my organization be found?

Depending on the EHR/EMR your organization is using, or your billing system, you may be able to run reports that will help you determine the number of patients served by your organization.

Is the number of influenza doses administered during the peak week of the 2019-2020 influenza season available in the Immunization Registry (IMR)?

If your organization sends data to the IMR, then you can run the Doses Administered report to obtain that information.

What is the best way to estimate the storage capacity available for the COVID-19 vaccine?

During the peak vaccination period (back to school and influenza vaccine season), see how much space is available to add additional 10-dose multi-dose vials (MDVs) without overcrowding the vaccine storage unit. That guideline will tell you approximately how many doses of COVID-19 vaccine you are able to store without causing temperature fluctuations in your unit.