How to become a COVID vaccine provider in Utah

Enrolling as a state of Utah COVID vaccine provider is more important than ever before. Thank you for helping to bring COVID vaccines to your patients and community.

Step 1: Review requirements

Review the <u>Enrollment Checklist</u> and then fill out the <u>COVID-19 Provider Interest Survey</u>. You will get an email confirmation from the Utah Department of Health after completing the survey.

Step 2: Federal agreements

The Utah Department of Health will email two forms that are required by the CDC if you qualify to be a COVID vaccine provider. These forms are called the Organization Agreement and Provider Profile.

Step 3: Photo documentation of your storage unit(s)

Email photos of each storage unit listed on the Provider Profile to covidvaxinquiry@utah.gov. Photos should capture storage capacity, probe placement in the unit, and confirm stand-alone storage type.

Step 4: Certificate(s) of calibration

Email a copy of the current Certificate of Calibration for each datalogger thermometer monitoring each storage unit.

Step 5: Enroll in USIIS

Enroll in the Utah Statewide Immunization Information System (USIIS) by submitting the <u>USIIS</u> enrollment agreement and <u>security agreements</u> to <u>usiistracking@utah.gov</u>. These agreements need to be completed for the facility and all users needing access to USIIS. A minimum of the primary and backup contacts will need access.

Step 6: Training requirements

Your primary and backup contacts must complete the following trainings. Email a copy of the certificates of completion to covidvaxinquiry@utah.gov:

- VOMS Pre-book Additional Doses and Returns & Waste Training
- You Call the Shots Module 10 Vaccine Storage & Handling
- CDC COVID19 Vaccination Training

Step 7: Temperature logs

Email the temperature log for the previous 7 days. Each temperature log should reflect in range temperatures (Fridge: 2.0°C to 8.0°C; Freezer: -25.0°C to -15.0°C; Ultra-low Freezer: -80.0°C to -60.0°C) and include the following regarding daily visual inspection: date, time, staff name/initials, and the min/max of the unit. If the datalogger can record required information, visual inspection can be noted within the system. For all others, manual logs can be found on https://immunize.utah.gov/covid-19-vaccine.

Step 8: Upon approval, immediately place your order for vaccine in VOMS

Your order request should reflect the number of doses your facility can administer within one week.

For more information email <u>covidvaxinquiry@utah.gov</u> or visit <u>immunize.utah.gov/covid-19-</u>vaccine.

