ARIZONA DEPARTMENT
OF HEALTH SERVICES
PREPAREDNESS

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

1

Contact and Shipping Information

- 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

2

Storage and Handling

- 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

3

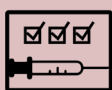## Arizona State Immunization Information System (ASIIS)

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

4

Vaccine Planning

- Read through content so you can plan and be prepared

5

CDC Agreement Section A

- 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

6

CDC Agreement Section B

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

7

Prescribing Providers (part of CDC Agreement)

- 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

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                        ┌─────────────────────┐
                        │  CDC Agreement      │
                        │  Section A Form     │
                        └─────────────────────┘
                                  │
          NO                      ▼                    YES
    ┌─────────────  Is your facility part of  ─────────────┐
    │                    a group                           │
    ▼                 organization?                        ▼
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CDC Agreement Section A Form

Is your facility part of a group organization?

NO

The CMO and the CEO will complete the agreement form

CMO & CEO will sign and submit the agreement form

CDC Section A Agreement Form Complete

YES

The CMO and the CEO of the Org. will complete the agreement form for **one** of the faculty locations

Which location's agreement form will the CMO & CEO choose to sign?

Location A
CMO & CEO will sign and submit agreement form and no other facility within

Location B
CMO & CEO will sign and submit agreement form and no other facility within

CMO & CEO will receive an email with a code

CMO & CEO will forward the code to **ALL** their facility locations in AZ

Was your _facility_ the **one** that the CMO & CEO signed & completed for the agreement form?

NO

Enter the code provided to the CMO & CEO via email

CDC Section A Form Complete

YES

You do NOT need to enter a code into any agreement form

CDC Section A Form Complete