

# COVID-19 Vaccine request process

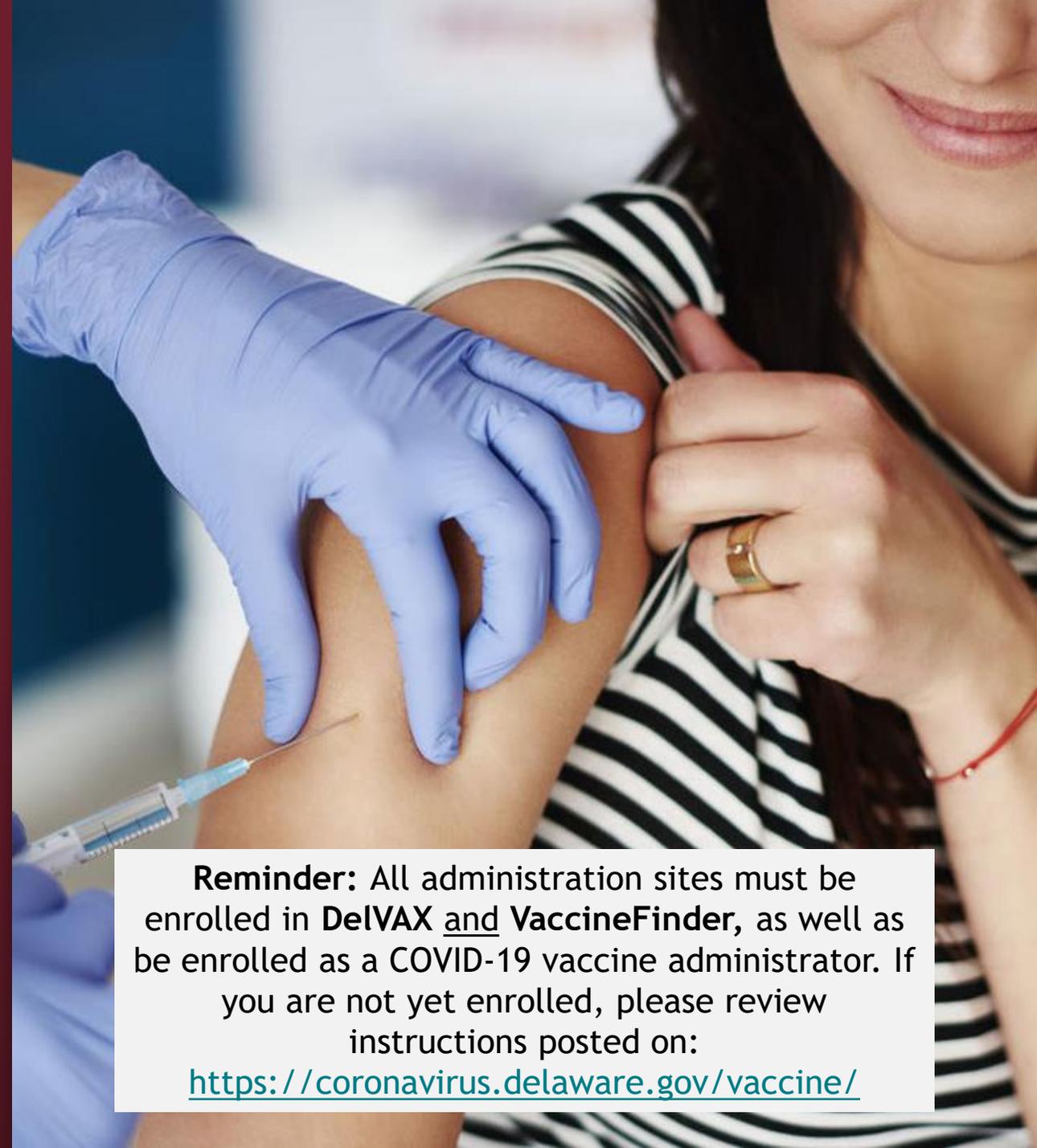
For enrolled COVID-19 vaccine administration sites

JANUARY 2021



*DELAWARE HEALTH AND SOCIAL SERVICES*  
Division of Public Health

DPH has developed a process for enrolled COVID-19 vaccine administration sites to request vaccine supply



**Reminder:** All administration sites must be enrolled in **DelVAX** and **VaccineFinder**, as well as be enrolled as a COVID-19 vaccine administrator. If you are not yet enrolled, please review instructions posted on:

<https://coronavirus.delaware.gov/vaccine/>

Sites seeking vaccine should submit a request form; DPH will review and allocate its limited supply weekly

SHOC Resource Form for Vaccine Events		Requesting Agency Contact Information	
		<input type="button" value="Reset Form"/>	
Date:	Time:	Event:	
Requestor's Name:		Title:	
Requestor's Organization:			
Phone #:	Mobile #:	Fax #:	
Email Address:			
Vaccination Distribution Information			
Vaccination Plan In-Place: <input type="checkbox"/> Yes <input type="checkbox"/> No		Implement Plan Within 5 days: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ability to Vaccinate In-House: <input type="checkbox"/> Yes <input type="checkbox"/> No		Partnered w/Provider Vaccination: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vaccine Storage Refrigerator: <input type="checkbox"/> Yes <input type="checkbox"/> No		Vaccine Storage Freezer: <input type="checkbox"/> Regular <input type="checkbox"/> Ultra-Cold <input type="checkbox"/> No	
Details of Vaccination Event (include vaccination date and time, allocation group, # to be vaccinated.)			

Form is available at:  
<https://coronavirus.delaware.gov/vaccine/>

Send completed forms to:  
[OEMS@Delaware.gov](mailto:OEMS@Delaware.gov)

# As supply remains constrained, we are working to allocate vaccines equitably across administering sites

## Will distribute a limited supply across sites

As demand for vaccines continues to exceed the current supply allocated to DE, we are unable to meet everyone's requests fully.

Initially, our focus will be to distribute sufficient doses to each administering site to vaccinate its staff.

## Allocations will be linked to equity considerations

Given disparities in rates of COVID-19 disease due to underlying structural inequities, we are prioritizing allocating vaccine supply to the most highly impacted populations. Early distribution efforts will be focused on sites that serve individuals in traditionally underserved communities.

We expect to be able to provide more vaccines to more sites as supply to DE increases over time, and appreciate your partnership as we await updates from the Federal government.

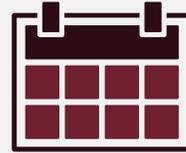
# Operational requirements for vaccine administration sites



## Requests for vaccine

Submit Vaccine Request Form to DPH by EOD Monday each week, based on vaccination personnel capacity and knowledge of demand for a five-day period

Email the completed form to [OEMS@Delaware.gov](mailto:OEMS@Delaware.gov)



## Scheduling

Determine a scheduling system (e.g., online link)

Create schedule and begin scheduling once you receive confirmation of first vaccine allocation

You may proactively share scheduling info with eligible groups in the current Phase



## Site setup and staffing

Set up physical site for administration as needed

Identify and assign clinical and clerical personnel coverage

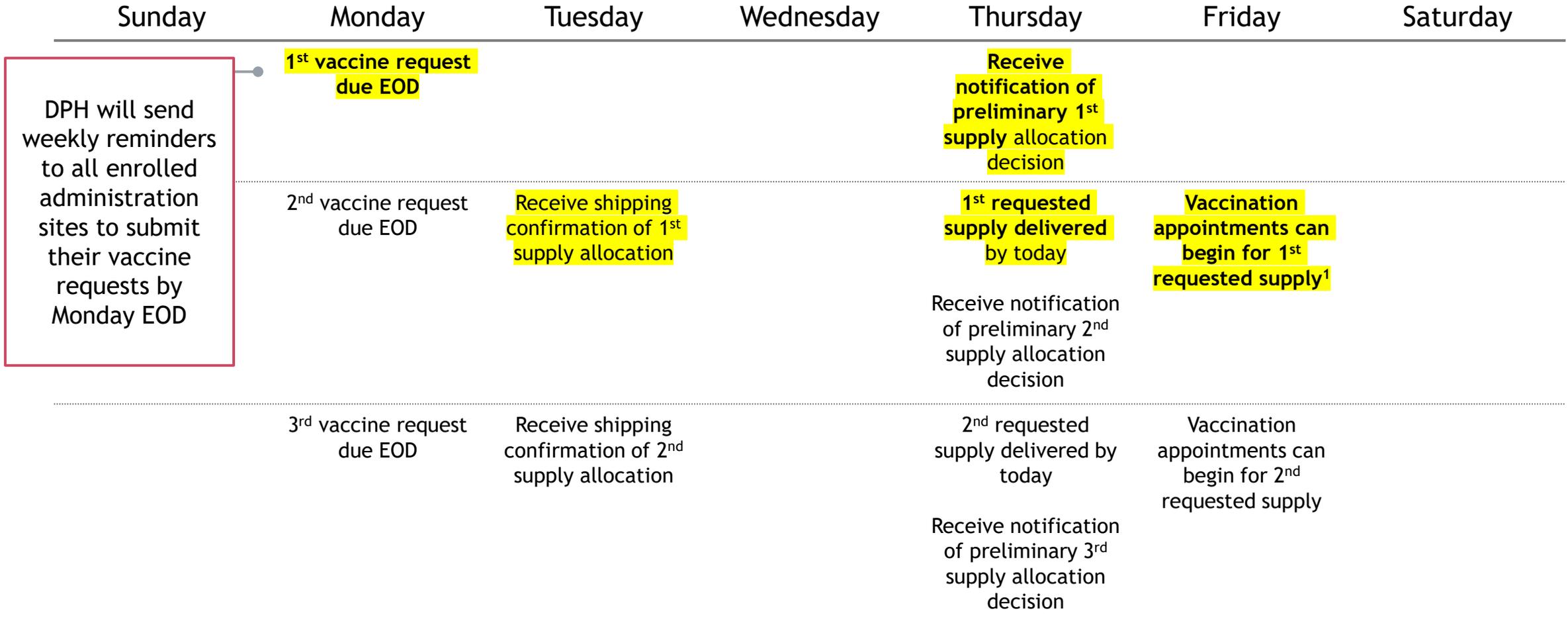


## Data entry

Enter vaccination data (all required fields) in DelVAX, VaccineFinder within 24 hours

All partners must keep data up-to-date, or risk future vaccine allocations

# Weekly view for administration sites to request vaccine and schedule appts.



1. Scheduling appointments should not begin until after you receive shipping confirmation for initial confirmed supply (from either DPH or McKesson)

You may need to **adjust requested quantity** each week based on how much vaccine you have in supply

You should **administer your full delivered supply within 7 days**; holding vaccine beyond that will impact your future allocations

- If you have **fewer** sign-ups for appointments than your allocated doses<sup>1</sup>:
  - Share appointment sign-up with other eligible groups (can reach out to DPH at [VaccinePlanning@Delaware.gov](mailto:VaccinePlanning@Delaware.gov) for help identifying groups)
  - If sign-ups still fall short, decrease your vaccine request amount for the next week
  - Ensure no supply goes unused; vaccinate individuals outside of current Phase only if absolutely needed - prioritize 65+ patients and Phase 1A health care-related personnel
  
- If you have **more** sign-ups for appointments than your allocated doses, but your site **could administer more** if given more supply:
  - Increase your vaccine request amount for the next week

1. There may be slight alterations to this guidance based on the vaccine type provided

Thank you for your  
continued  
partnership in this  
effort





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