



CDC COVID-19 Vaccination Enrollment Steps to Complete the Program Provider Enrollment Process

Step 1: Complete the CDC COVID-19 Vaccination Program Provider Agreement.

Every healthcare organization/vaccination provider that would like to order and receive COVID-19 vaccine will need to complete the *CDC COVID-19 Vaccination Program Provider Agreement*. The form can be found on the Alaska COVID-19 Vaccine Information for Healthcare Workers [website](#). This is a separate agreement from the Alaska Immunization Program (VFC and AVAP). Current VFC or AVAP providers need to complete and submit the *CDC COVID-19 Vaccination Program Provider Agreement* to provide COVID-19 vaccine in Alaska.

Section A: COVID-19 Vaccination Program Provider Requirements and Legal Agreement

- Chief Medical Officer and Chief Executive Officer must review agreement and confirm the organization's ability and commitment to comply with all outlined requirements.

Section B: Provider Profile Information

- On a facility basis, this section provides essential information about each facility's operations.
- Providers Practicing at the Facility (page 7): This is not a comprehensive list of all providers at each location. List only the providers who will be prescribing COVID-19 vaccine.

COVID-19 Supplemental COVID-19 Vaccine Redistribution Agreement

- This will be made available to providers that meet the description of redistribution. This will be determined from the submission of the *COVID-19 Vaccination Program Provider Agreement* (Section A and B).

If an organization has one location, complete section A for the organization (with signatures) and complete Section B.

If an organization has multiple locations, complete section A for the organization (with signatures) and complete Section B for each location. If there are three locations, 3 Provider Agreements containing section A and section B will be submitted.

The submit button on the *CDC COVID-19 Vaccination Program Provider Agreement* will send the Agreement to the Alaska Immunization Program. Only submit the Agreement once it is complete and is populated with the appropriate signatures. If you experience issues with the submit button on the form, please email covid19vaccine@alaska.gov for assistance.

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Once the CDC COVID-19 Program Provider Agreement (Section A and B) is submitted and all conditions are met, the agreement will be approved. The Alaska Immunization Program will send status notification emails once the *CDC COVID-19 Program Provider Agreement* has been received, if there are any questions about the information on the *CDC COVID-19 Program Provider Agreement*, and once the *CDC COVID-19 Program Provider Agreement* has been approved. The approved notification will provide the Provider Identification Number (PIN) for each location/facility.

Step 2: Connect to VacTrAK.

VacTrAK is Alaska’s Immunization Information System (IIS). An organization must be connected to VacTrAK with all standard [Roles and Responsibilities](#) in place. VacTrAK will be the source of COVID-19 vaccine ordering. The following table outlines the necessary steps from the three starting points based on current VacTrAK access.

VacTrAK Access Status	Required steps for up-to-date access to VacTrAK
No current access to VacTrAK (includes non-traditional providers and pandemic-only providers)	<ol style="list-style-type: none"> 1. Establish a contractual agreement with VacTrAK using the VacTrAK Healthcare Provider Contract 2. Assign VacTrAK Users using the Request to Add or Modify Users form 3. Take required training for administration, vaccine ordering and inventory management
Current connection in VacTrAK to report vaccination data only (includes those who do not receive state distributed vaccine)	<ol style="list-style-type: none"> 1. Review VacTrAK users based on new COVID-19 needs; update as necessary using the Request to Add or Modify Users 2. Take required training for vaccine ordering and inventory management
Current VacTrAK contract and Provider Agreement to report and receive State distributed vaccine	<ol style="list-style-type: none"> 1. Review VacTrAK users based on new COVID-19 needs; update as necessary using the Request to Add or Modify Users

Step 3: Consider a connection to PrepMod.

PrepMod is an end-to-end system to manage all aspects of a pandemic, public health emergency, and core public health functions. The system will be used for online clinic registration, online consent and recording vaccination information. Steps required for access to PrepMod:

1. Add organization to PrepMod
2. Assign PrepMod Users
3. Take required PrepMod training

Contact PrepMod@alaska.gov to receive additional information and demonstrations.

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Step 4: Complete the required trainings.

Vaccine Coordinator and Back-up Vaccine Coordinator must complete required CDC training and submit the COVID-19 Vaccination Program Training Attestation.

Training topics will include:

- Training modules for the vaccine products available in your facility
- Vaccine administration
- Vaccine storage and handling

Step 5: Get connected to VaccineFinder.org.

VaccineFinder.org is a resource that supports the general population in finding vaccine providers. Shortly after submitting the *CDC COVID-19 Program Provider Agreement*, VaccineFinder will send a notice to create a profile. Follow the instructions from VaccineFinder to get connected.

COVID-19 providers are required to report to VaccineFinder on-hand COVID-19 inventory daily. Currently VacTrAK is reporting the daily inventory on behalf of the COVID-19 providers. Each provider must still have access to manage the public facing profile.

COVID-19 vaccine clinics will be mapped on [VaccineFinder.org](https://www.vaccinefinder.org).

Step 6: Stay informed.

The *CDC COVID-19 Vaccination Program Provider Agreement* expressly incorporates all recommendations, requirements, and other guidance that the agreement specifically identifies. Organizations must monitor such identified guidance for updates. Organizations must comply with such updates. Updates will be posted on the following CDC webpages:

- [COVID-19 Vaccination Provider Requirements and Support | CDC](https://www.cdc.gov/vaccines/imz/downloads/COVID-19-Vaccination-Provider-Requirements-and-Support.pdf)
- [U.S. COVID-19 Vaccine Product Information | CDC](https://www.cdc.gov/vaccines/imz/downloads/COVID-19-Vaccine-Product-Information.pdf)
- [COVID-19 Vaccination Clinical and Professional Resources | CDC](https://www.cdc.gov/vaccines/imz/downloads/COVID-19-Vaccination-Clinical-and-Professional-Resources.pdf)

The Alaska COVID-19 Vaccine Task Force will also provide updates through emailed Provider Updates and a weekly Vaccine ECHO for COVID-19 Providers. You will receive a registration link for the Updates and ECHO upon enrollment with the Program.

Questions? Contact us

For assistance on the *CDC COVID-19 Program Provider Agreement* contact covid19vaccine@alaska.gov.