

DE Phase 1A Vaccination Hubs overview

DPH COVID-19 Task Force

JANUARY 2021



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Swiftly vaccinating individuals within **Phase 1A** is a critical step towards ending the COVID-19 pandemic in Delaware

We are seeking your partnership as we activate our **Delaware Vaccination Hubs**



What is a Phase 1A Vaccination Hub?

Vaccination Hubs are sites across DE available to administer the vaccine, with an initial focus on staff members of outpatient medical practices/clinics. They play a critical role in promoting access during Phase 1A, enabling us to move towards subsequent phases

Phase 1A Vaccination Hubs include multiple types of sites:

- Outpatient practices (e.g., urgent care, primary care)
- Pharmacies
- Hospitals
- Hospital-run PODs
- DPH-run PODs

All Hubs must be enrolled in DelVAX and VaccineFinder, and as a COVID-19 vaccine administrator

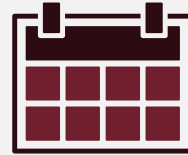
- If you are not yet enrolled, please see <https://coronavirus.delaware.gov/vaccine/> for instructions

Operational requirements for Vaccination Hubs



Ordering

Submit orders to DPH weekly by Monday EOD for following week, based on vaccination personnel capacity (and knowledge of demand) for following week



Scheduling

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

Create schedule and begin scheduling once you receive confirmation of first order supply

You may proactively share link with Phase 1A eligible groups



Site setup and staffing

Set up physical site for administration

Identify and assign clinical and clerical personnel coverage



Data entry

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

For provider Hubs: Multiple pathways to connecting with outpatient providers for vaccinations

1

Hubs can reach out to outpatient practices

Hubs may directly contact practices in their local community about vaccination opportunities

2

Outpatient practices can reach out to Hubs

Practices may contact Hubs to inquire about upcoming vaccination opportunities

3

Outpatient practices can reach out to DPH

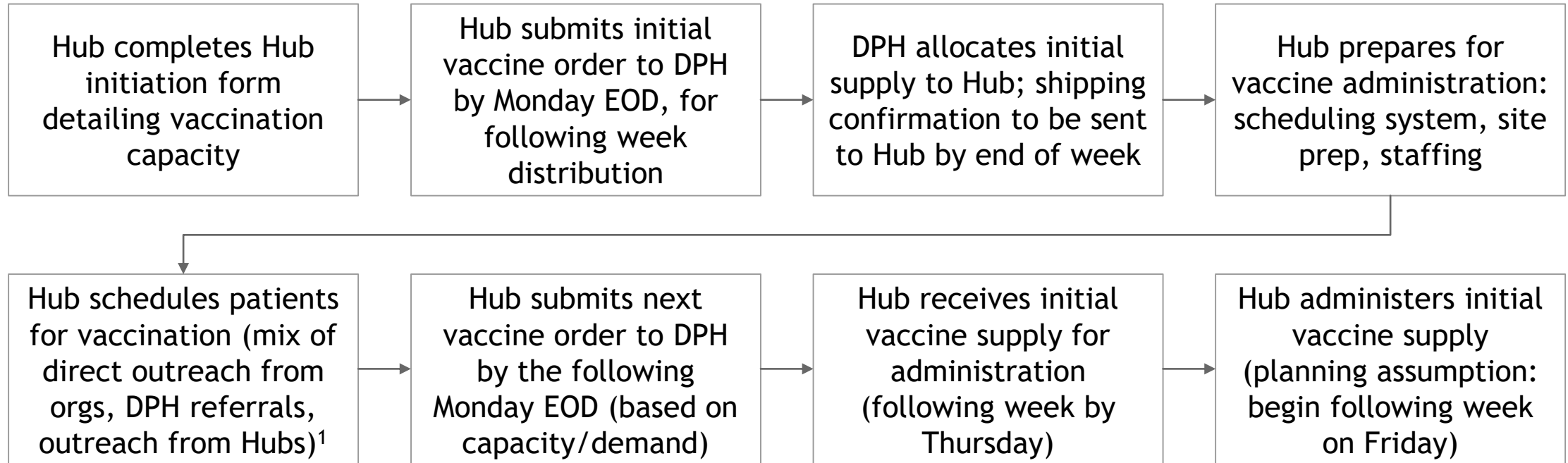
When this occurs, DPH will direct outpatient practices to points of contact at Hubs via updated list

Hubs will need to adjust plans in response to supply and demand factors

- If fewer requests for vaccination than your allocated doses¹:
 - Share sign-up link with additional 1A groups (can reach out to DPH at VaccinePlanning@Delaware.gov for help identifying groups)
 - If sign-ups still fall short, decrease your vaccine order amount for the next week
 - Ensure no supply goes unused; vaccinate non-1A individuals if absolutely needed
- If more requests for vaccination than your allocated doses, but your site could administer more if given more doses:
 - Increase your vaccine order for the next week
- If more requests for vaccination than your allocated doses, and your site is at its max staff administration capacity:
 - Inform requesting groups that they should contact other Hubs
 - DPH will maintain an updated list of Hubs ongoing

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

Process for how Hubs will engage with DPH and prepare to administer vaccine



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

Timeline for Hubs to order and schedule appointments - weekly view

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------------------------|---------|-----------|--|---|----------|
| | 1st order due EOD | | | Receive confirmation of 1st order supply allocation for following week | | |
| | 2 nd order due EOD | | | 1st order supply delivered by today | Vaccination appointments can begin for 1st order supply¹ | |
| | | | | Receive confirmation of 2 nd order supply allocation for following week | | |
| | 3 rd order due EOD | | | 2 nd order supply delivered by today | Vaccination appointments can begin for 2 nd order supply | |
| | | | | DPH will confirm 3 rd order supply allocation for following week | | |

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

Next steps for providers seeking to become Hubs

How to become a Hub

Once you are enrolled in DelVAX and as a COVID-19 vaccine administrator, contact DPH at VaccinePlanning@Delaware.gov to become a Vaccination Hub

Complete a form including the following info:

1. Your organization/site name, address
2. Point of contact details
3. Initial estimate of administration availability/capacity, doses needed
4. Willingness to be included on Hub provider list
5. Any existing community partnerships with groups you seek to help vaccinate

Note: Form will be available at <https://coronavirus.delaware.gov/vaccine/>

What to expect going forward

DPH will work with Hubs and outpatient practices to help facilitate connections and coordinate orders

The State of DE is continuing to investigate further info on financial support, legal implications, and the potential to engage with students in clinical programs

| DE COVID-19 Vaccination Hub initiation form | | |
|---|-----------|--------|
| Date: | | |
| Point of Contact Name: | | Title: |
| Organization/Site Name: | | |
| Organization/Site Address: | | |
| Phone #: | Mobile #: | Fax #: |
| Email Address: | | |
| Vaccination planning information | | |
| What is your initial estimate of administration availability/capacity for the next two weeks? (i.e., # staff vaccinators available for how many hours/day, days/week) | | |
| How many doses do you think you would be able to administer per week? | | |
| Are you willing to have your site included on a list of Hub providers that will be shared with organizations/groups looking for vaccination partners? | | |
| Do you have any existing community partnerships with groups for whom you seek to help vaccinate? | | |
| Email completed form to VaccinePlanning@delaware.gov | | |

Next steps for outpatient providers seeking to be vaccinated by Hubs

You may reach out directly to Hubs to partner and obtain sign-up info

If you need support from DPH to help identify a potential Hub partner, **complete a short form** indicating:

- Point of contact
- How many staff members want vaccinations?
- Any special timing needs or other constraints?
- Acknowledge that will need to receive both 1st and 2nd dose at Hub

Send completed form to VaccinePlanning@Delaware.gov

Note: Form will be available at <https://coronavirus.delaware.gov/vaccine/>

| DE COVID-19 Vaccination form for outpatient practices seeking vaccination Hubs (Phase 1A) | | |
|---|-----------|--------|
| Date: | | |
| Point of Contact Name: | Title: | |
| Organization/Site: | | |
| Organization/Site: | | |
| Phone #: | Mobile #: | Fax #: |
| Email Address: | | |
| Vaccination planning information | | |
| How many staff members want vaccinations? | | |
| Any special timing needs or other constraints? | | |
| Do you acknowledge that your staff will need to receive both the 1 st and 2 nd doses at this Hub? (note: Pfizer – 21 days, Moderna – 28 days) | | |
| Email completed form to VaccinePlanning@delaware.gov | | |



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health