

COVID-19 Vaccine Request Process

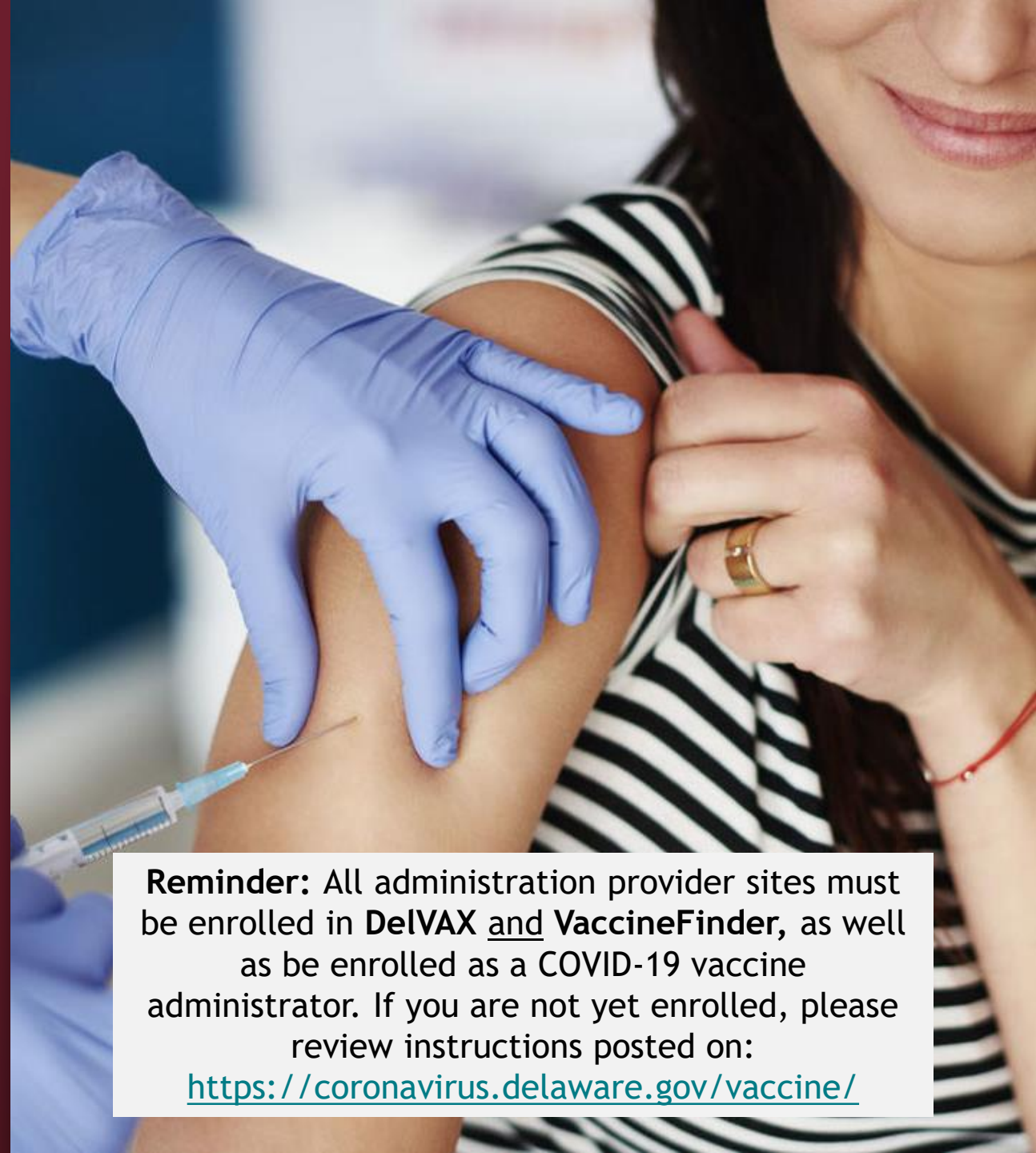
For enrolled COVID-19 vaccine administration providers

MARCH 9, 2021



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

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



Reminder: All administration provider sites must be enrolled in **DeIVAX** 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/>

Operational requirements for vaccine administration sites



Requests for vaccine

Submit Vaccine Request Forms online to DPH by EOD Monday each week.

Request should be based on administering vaccine within a 5-7 day period.

Forms can be submitted electronically [here](#).



Scheduling

When submitting request agency should determine a scheduling system (e.g., online link).

Once received confirmation for direct or warehouse ship, provider should begin scheduling.

Providers must vaccinate within the current DPH phase(s).



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.

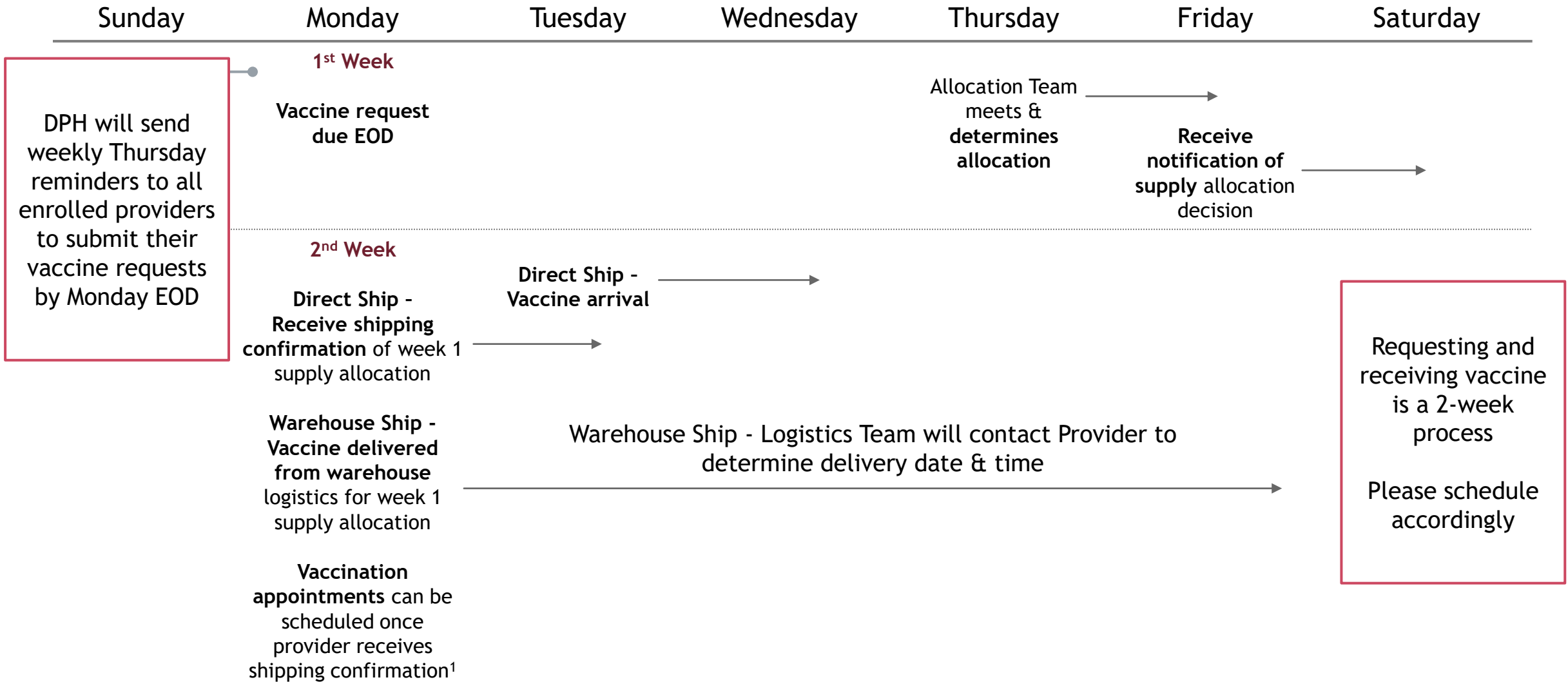
Providers seeking vaccine should submit an **online request form**; DPH will review and allocate its limited supply weekly

The screenshot shows the Delaware.gov website with a teal header containing navigation links for Agencies, News, Topics, and Contact. Below the header is a secondary navigation bar with links for TESTING, UPDATES, PREVENTION, GUIDANCE, and CONTACT, along with an ESP | HC link. The main content area features a 'Home' button and a 'Listen' audio player. The central heading is 'SHOC Resource Form for Vaccine Events'. Below this is a section titled 'Requesting Agency Contact Information' which contains a form with the following fields: 'Date and Time' (with date and time pickers), 'Event*' (a text field with a dropdown menu), 'Requestor's Name*' (text field), 'Title' (text field), 'Requestor's Organization*' (text field), 'Type of Organization*' (dropdown menu), 'Email*' (text field with a placeholder), 'Phone #*' (text field), 'Mobile #*' (text field), and 'Fax #' (text field).

Complete and submit forms online at:
<https://coronavirus.delaware.gov/shoc-resource-form-for-vaccine-events/>

Send any questions to:
OEMS@Delaware.gov

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)

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.

One factor in allocating vaccine is administration rates (# of doses delivered vs. # of doses administered).

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.

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 5-7 days**; holding vaccine beyond that will impact your future allocations

- If you have **fewer** sign-ups for appointments than your allocated doses¹:
 - Share appointment sign-up with other eligible groups (can reach out to DPH at 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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