COVID-19 Vaccine Request Process

For enrolled COVID-19 vaccine administration providers
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 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/
Requests for vaccine

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

Request should be based on administrating 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.

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.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>Vaccine request due EOD</td>
<td></td>
<td></td>
<td>Allocation Team meets &amp; determines allocation</td>
<td>Receive notification of supply allocation decision</td>
<td></td>
</tr>
</tbody>
</table>

### 2nd Week

- **Direct Ship - Vaccine arrival**
- **Warehouse Ship - Vaccine delivered from warehouse logistics for week 1 supply allocation**
- **Vaccination appointments can be scheduled once provider receives shipping confirmation**

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1. **Requesting and receiving vaccine is a 2-week process**
2. **Please schedule accordingly**

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DPH will send weekly Thursday reminders to all enrolled providers to submit their vaccine requests by Monday EOD

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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