

COVID-19 Vaccination Program (CoVP) Enrollment FAQs

Access to CT WiZ

1. Who needs to request access to CT WiZ to complete the enrollment?

The following staff must [request access](#) to CT WiZ:

Primary Vaccine Coordinator	The Primary Vaccine Coordinator should be the staff member who is primarily responsible for ensuring the proper receipt, storage and handling, and inventory management of vaccines received from the CoVP.
Backup Vaccine Coordinator	The Back-up Vaccine Coordinator should be a second staff member who can fulfill the same duties as the Primary Coordinator if they are not available.
Chief Medical Officer (or equivalent)	The Chief Medical Officer is the person who is accountable for compliance with the conditions specified in the CoVP Agreement. For offices without a full medical staff, this may be a Medical Advisor or a Health Director. When requesting CT WiZ access, the CMO should be designated the 'Physician Signing Agreement' on the Clinic Staff screen in CT WiZ. This contact type allows the user to electronically sign the entire agreement.
Chief Executive Officer (or Chief Fiduciary)	A Chief Executive/Fiduciary Officer can be whomever is most comfortable signing the agreement and taking fiscal responsibility for your site's participation in CoVP. An electronic signature is required from the CEO/CFO. For example, LHDDs may have a Town Mayor, First Selectman, or Director of Health sign. In some small practices, the CEO/CFO may be the same person.

2. If I am responsible for more than one clinic location, do I need a separate login for each clinic?

You only need to register for one username. If you are responsible for multiple sites, all sites can be attached to one username. Make sure you include all PINs when completing your CT WiZ user registration form.

Request access to CT WiZ: <https://ctwiz.dph.ct.gov/ctwiz/UserRegistration/NewRegistration>

3. I have Read Only Access. How do I get access to complete or sign the enrollment?

You can [submit a helpdesk ticket](#) to have your permissions changed.

4. What specifically does the Chief Medical Officer sign and what does the Chief Executive/Fiduciary Officer sign?

The Chief Medical Officer is responsible for electronically signing the entire CoVP Agreement. There is a specific section called "Primary Agreement" where the Chief Medical Officer reviews the agreement and electronically signs their name.

The Chief Executive/Fiduciary Officer is responsible for providing their name, email and electronically signing their name in the 'Additional Questions' section.

Both Officers must have CT WiZ user accounts to access the enrollment to provide their signature.

Training

1. What classes do the primary vaccine coordinator and back-up vaccine coordinator need to take?

All providers who are participating in the CoVP must complete [Module 10 of the CDC's "You Call the Shots" Training](#).

2. Where do I document in CT WiZ the training class I took?

The course name and completion date must be documented on the Clinic Staff screen for the primary and back-up vaccine coordinators.

- Login to CT WiZ.
- Select Clinic Tools from the navigation menu, then select Clinic Information, then select Staff.
- Click 'Edit' next to the staff member who completed the module.
- Click 'Add Training' on the bottom of the Staff Change Request Screen.
- Select the course from the drop-down menu, enter the completion date and hit save.

3. Where can I find training materials to complete the CoVP Enrollment?

Links to training materials can be found on the [COVID-19 Vaccine Provider webpage](#).

Manage Assets

1. Do I need to add all the storage units where vaccine could potentially be kept?

Yes, you should add all storage units that could potentially house vaccine. Add your refrigerator(s), freezer(s) and thermometer(s) detailed information to the Manage Assets screen. This captures the name, manufacturer, model, serial no., status, etc.

2. How is the Manage Assets screen different from the Inventory Locations screen?

The Manage Assets screen is where you enter information about the equipment in your clinic. The Inventory Locations screen is where you manage the clinic's vaccine inventory and reconcile each inventory location.

3. I have a Sensaphone system to monitor the equipment and power outages for the clinic. Do I add this to the Manage Assets screen?

Yes, you should include it with your assets.

4. How do I know the number of 10 dose Multi-Dose Vials (MDV) my unit can hold?

Please see the table below for an estimate of the number of 10 dose vials that can fit in a unit. If the size of your unit is not represented here, you can estimate based on the actual size of your unit using the value for 1 cubic foot as a multiplier (_____cubic ft X 576 10-dose vials).

Unit Size	Approximate Size (Cubic Feet)	Approximate Number of 10-Dose Vials
	1	576
Small	1.5	864
Medium	5	2880
Large	12	6912
X-Large	49	28224

5. Do I need to include portable units on the Manage Assets screen?

Yes, you should include it and indicate in Comments it is a portable unit.

Changes to Clinic Information (Address, Delivery, Staff, Training, etc.)

1. **Where can I make updates to my clinic information in CT WiZ?**

In the Clinic Tools module under Clinic Information, there are 4 screens where you can make changes to your clinic information: Address/Name, Contact Information, Delivery Hours and Staff.

2. **Where do I add the prescribing staff in CT WiZ?**

You can add all prescribing staff (i.e., MD, DO, NP, PA, RPh) to the 'Clinic Staff' screen in CT WiZ. To do this, click on "Add New Contact Type" and enter their information.

3. **If our clinic uses temporary staff such as school nurses or rotating medical volunteers to help administer vaccines, do we need to add those to the Clinic Staff screen and if so, how?**

Yes, you should add all administering staff to the Clinic Staff screen. There is a Comments field where you can add specific information about that staff like rotating staff, volunteer staff, school nurse etc.

Estimate Clinic Populations

1. **In the Additional Questions section of the Enrollment, for the questions about clinic population, does this reflect what will get shipped?**

It is currently unknown at this time how the numbers will be used by CDC.

2. **Does the Immunization Program know how the distribution of the vaccine will work?**

Distribution of vaccine will either come through McKesson via FedEx and/or through Pfizer directly.

3. **Does the Immunization Program know how the allocation of the vaccine will work?**

No, the Immunization Program does not have any information on this yet.

4. **How do we estimate our population to answer these questions?**

The number should be what you expect to vaccinate throughout the whole response. If you cannot come up with a number, enter the total number of your critical workforce plus 10% of your population. Or if you have another way to estimate your population, use this calculation.

5. **Is the population broken down by age?**

Yes, 0-18 age group, 19-64 age group and 65+ age group. Use your best estimate for numbers.

Complete the Enrollment

1. **Does each individual healthcare provider need to complete the CoVP Enrollment in CT WiZ, or can the healthcare organization complete the enrollment?**

Healthcare providers who belong to a single organization with multiple sites must enroll each facility individually in the COVID-19 Vaccination Program.

2. **Are we able to print out the enrollment prior to completing it so we can make sure we have all the information?**

Yes, you can print the agreement prior to starting the enrollment. You can also print the enrollment after it has been started to see what has been completed. You can also print it out once it is completed and approved.

3. **Is there a deadline to complete the Enrollment?**

While there is no deadline, you should complete the enrollment as soon as possible so your clinic is prepared when the vaccine becomes available.

4. **What if I cannot complete everything in the enrollment on the same day. Am I able to save it?**

Yes, you can save the information you completed so far and then return later. Click "Save Progress" in

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the upper right corner. This will ensure all your work is saved as you continue to complete the enrollment.

5. Some of the questions do not apply to my clinic, do I have to put an answer?

All fields in the enrollment must have a value. You cannot submit the enrollment if questions are left blank. You can type UNK, NA, or 0 for questions that do not pertain to your clinic.

6. I am not able to complete the Agreement when I click on it. Why not?

The Primary Agreement attachment is NOT a fillable PDF. This document does not need to be filled out and sent to us. The Chief Medical Officer and Chief Executive Officer simply must check the box at the appropriate section to electronically sign the agreement.