

Clinics Un-enrolling in the COVID-19 Vaccination Program (CoVP)

Version 1.0
07/13/2021

Clinics Un-enrolling in CoVP

- This presentation outlines the steps a clinic must take to stop being a CoVP provider "un-enrolling in CoVP"
- Steps are completed in conjunction with the DPH Immunization Program
- Clinics will not be removed from CT WiZ user access

Requesting to Un-enroll in CoVP

- Submit a [Helpdesk](#) request to DPH

What system do you need assistance with?	COVID-19 Vaccination	*
Select the category:	Clinic Administration	*
Select the topic:	Request to Unenroll in CoVP	*

- Include the requested date to end COVID vaccinations as of; and
- Include Clinic PIN.
- DPH will review the Helpdesk request and schedule a close-out meeting based on the requested end date to go over the close-out checklist.

Preparing to Un-enroll in CoVP

- Data entry and/or electronic reporting must be completed
- Turn off scheduling/put an end date on offered clinics to prevent further future scheduling past requested end date.
- Vaccine inventory must be reconciled.
- Continue to report inventory counts to CDC VaccineFinder until it is reduced to and reported as 0.
- If there is remaining vaccine inventory, provide the product, total and expiration dates to DPH for assistance in re-distributing to another CoVP Clinic.

Preparing to Un-enroll in CoVP (continued)

- Remove clinic from the DPH Vaccine Finder website by emailing Caroline.Hou@ct.gov
- Paper and/or electronic records must be kept for 3 years.

- DPH will deactivate clinics in VAMS.
- You can request to keep clinics active in VAMS for your DQA purposes.
 - If requesting to keep clinics active, deactivate any clinic users who no longer need access to ensure security of the data. Your clinic will not be active for recipients to schedule appointments.

Immunization Record Requests

If you need access to CT WiZ, request the 'Clinic Access' role at:
<https://ctwiz.dph.ct.gov/ctwiz/UserRegistration/NewRegistration>



Anyone who signed off on the CoVP Provider agreement, as well as the primary and back-up coordinator for the clinic, should have an existing CT WiZ login.



Resuming CoVP

- To resume administering COVID-19 vaccines, please email DPH.Immunizations@ct.gov

July Clinic Trainings and Office Hours

Clinic Trainings and Office Hours	
TRAINING	DATES/LINK
Weekly CoVP Update This session provides CoVP Vaccinating Providers updates on the CoVP Program and Q&A with DPH staff.	Every Other Wednesday Effective 6/16/2021 9:00am-10:00am Join: CoVP Office Hours
CoVP CT WiZ Enrollment Office Hours This session provides COVID-19 Vaccinating Providers information about the enrollment process in CT WiZ, and as well as Q&A with DPH staff.	Mondays & Thursdays 12:00pm-12:30pm Join: CoVP CT WiZ Enrollment Office Hours
CT WiZ/VAMS Office Hours (formerly known as VAMS Live Helpdesk Office Hours): This session allows CT WiZ and VAMS users to call in any time during the scheduled office hours and ask a question to a DPH subject matter expert. Please note, questions will be answered in the order in which they are received.	Tuesdays – 9:00am-10:00am Join: CT WiZ/VAMS Office Hours
Vaccine Storage and Handling Assessment These assessments are by invitation only. To set up a CoVP Storage and Handling Assessment Session you must have completed CoVP enrollment and received an email to attend from DPH staff.	Tuesdays & Thursdays 10:00am-11:00am and 1:00pm-2:00pm By Invitation Only

For more information and registration links go to the

[VAMS Training for Clinic Users](#)

webpage