



SHUTTING DOWN A COVID CLINIC



This checklist provides the tasks needed to unenroll in CoVP.

Clinic Name: _____

PIN: _____

Transition Date: _____

BEFORE YOU BEGIN

- ☐ Submit a [help desk](#) ticket to 'Request to Unenroll in CoVP'.
- ☐ DPH will schedule a meeting to discuss the steps and responsibilities of the Clinic and CT DPH.
- ☐ Determine Clinic's 'End Date' of VAMS, if applicable.

AFTER YOUR END DATE HAS BEEN DETERMINED

- ☐ Current with data entry/or electronic reporting in CT WiZ (may be through your Electronic Health Record [EHR] interface, or CT WiZ User Interface [UI] or Vaccine Administration System [VAMS]).
- ☐ Turn off scheduling/put an end date on offered clinics to prevent future scheduling after the requested end date.
- ☐ Reconcile vaccine inventory and communicate to DPH this has been reconciled.
- ☐ Report inventory counts to CDC VaccineFinder until it is reduced to and reported as 0.
- ☐ Any remaining vaccine inventory should be reported to DPH. Please provide the product, total and expiration dates for assistance in re-distributing to a CoVP Clinic.
- ☐ Report to Caroline.Hou@ct.gov to remove your clinic(s) from the DPH Vaccine Finder website.
- ☐ Communicate to recipients of this closure and reiterate they can visit [Connecticut COVID-19 Vaccine Portal](#) to find a COVP clinic near them.
- ☐ Keep paper or electronic records for 3 years.