



For clinics: Steps required to become a COVID Vaccinators



1. Pre-registration

- All individual clinics will need to complete a pre-registration form

2 Onboarding to CT WiZ EHR or UI

- Per the CDC [Provider Agreement](#) a decision must be made if your clinic will onboard with your EHR to CT WiZ or use CT WiZ through the User Interface (UI).
- To begin the process of onboarding with your EHR, if you have not already done so, [click here](#)
- To use CT WiZ in the UI visit our [training webpage](#) and sign up for a direct data entry training date.

3 CoVP Enrollment

- ALL invited Clinics will need to complete a COVID Provider enrollment in CT WiZ.
- This is separate from the Connecticut Vaccine Program (CVP)
- Enrollment process includes
 - Entering Clinic Information
 - Signing COVID Provider Agreement
- Offices hours held every Mon & Thurs at 12pm. [Click here](#) for the training schedule

4 VaccineFinder Registration

- After enrollment, the primary coordinator will receive an invitation to register in VaccineFinder
- For training materials visit our web page: [click here](#)
 - Vaccine Finder helpdesk: (855) 886-4317; VaccineFinder@castlighthhealth.com

5 Storage and Handling

- After enrollment, you will receive an invitation to register for a Storage and Handling Assessment Session.
- 4 Sessions a week. [Click here](#) for the training schedule.
- Please complete the COVID Vaccine Readiness Checklist.

6 Ready!

- After completion of all steps, you are ready to receive vaccine shipments
- *Please note that we expect some degree of scarcity in allocation initially, so we cannot confirm when you will receive first shipments*
- **Ordering:** Requests for doses should be submitted through our ordering portal by noon on Tuesdays.
 - <https://dphsubmissions.ct.gov/ClinicVaccinationOrder>
- **Scheduling:** List your vaccination clinic with [United Way 211 Map](#). Participate in the state's cloud-based scheduling platform, supported by Appointment-Plus, to enable our vaccine access phone line to assist with scheduling patients.
 - To learn more: <https://portal.ct.gov/Coronavirus/Listing-your-Vaccination-Clinic-with-211>

All steps must be completed by each individual clinic (address)

For Training Material and step by step process visit: <https://portal.ct.gov/DPH/Immunizations/COVID-19-Vaccine-Providers>

For support, please submit a helpdesk ticket at <https://dph-cthelpdesk.ct.gov/Ticket>

CoVP Invitation Resources Document

You are being invited to enroll your clinic at this time. All the resources you will need can be found on our [COVID-19-Vaccine-Providers Webpage](#). **Please include your PIN on each communication with DPH**, so that we can identify you.

Additional guidance to help get you started on **STEP 3 CoVP Enrollment**.

1. Please review the [Enrollment Checklist](#). (This document is for your reference only. All data must be entered into CT WiZ)
 - a. Please review the four roles below. Each of the people fulfilling these roles will need their own account and will need to [request a user account](#) if they haven't done so already. When requesting access, make sure the VFC PIN is included and the correct access role is requested. This is required for DPH staff to verify that the correct person is associated with your clinic in their designated role.

<i>Role</i>	<i>Access Role</i>
i. 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.	Primary Vaccine Coordinator (Inventory/Ordering)
ii. Backup Vaccine Coordinator - should be a second staff member who can fulfill the same duties as the Primary Coordinator if they are not available.	Backup Vaccine Coordinator (Inventory/Ordering)
iii. Chief Medical Officer (or equivalent) - is the person who is accountable for compliance with the conditions specified in the CoVP Agreement. An electronic signature is required from the CMO.	Chief Medical Officer/Physician Signing Agreement
iv. Chief Executive Officer (or Chief Fiduciary) - 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. In some small practices, the CMO/CEO/CFO may be the same person	Chief Executive of Fiduciary Officer Signing Agreement

2. Once you have reviewed the checklist begin the COVID-19 Vaccine Program Enrollment in [CT WiZ](#).
 - a. Please review the enrollment resources on our [website](#) to guide you through this process.
3. Please join the enrollment office hours to help you complete this step. [Click here](#) for the full training schedule.