

**STATE OF CONNECTICUT**  
DEPARTMENT OF PUBLIC HEALTH


Deidre S. Gifford, MD, MPH  
Acting Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

**BLAST FAX 2020-122**

TO: Clinical Laboratories

FROM: Acting Commissioner Deidre S. Gifford, MD, MPH 

CC: Deputy Commissioner Heather Aaron, MPH, LNHA  
Adelita Orefice, MPM, JD, CHC, Senior Advisor to the Commissioner  
Barbara Cass, RN., Branch Chief, Healthcare Quality and Safety Branch  
Donna Ortelte, Section Chief, Facility Licensing and Investigations Section

DATE: December 29, 2020

SUBJECT: Guidance for VAMS Enrollment

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The attached document is for your attention.



Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)  
*Affirmative Action/Equal Opportunity Employer*



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### Healthcare Qualify and Safety Branch – Facility Licensing and Investigations Section

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*\*\*\*Please note, this memorandum may be a duplicate communication for certain laboratories. If your laboratory has already received communication about registering employees on the Center for Disease Control and Prevention's Vaccine Administration and Management System, please disregard this message. The Department of Public Health wants to ensure all pertinent healthcare personnel are notified about the registration process.\*\*\**

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The purpose of this memorandum is to provide additional guidance to clinical laboratory employers on the Center for Disease Control and Prevention's Vaccine Administration and Management System (VAMS) and the role of the Employer Coordinator. Clinical laboratory employers play an integral role in ensuring access to the COVID-19 vaccine for their staff and communicating about eligibility. This process is particularly important during the early phases of the vaccine program when supply will be limited. Employers are responsible for ensuring that only employees who fit the criteria are scheduled to receive the vaccine.

Clinical laboratory employers are being directed to the VAMS Enrollment for Employers and Organizations portal to enable them to roster their staff identified for priority vaccination in Phase 1a, as prescribed by the Advisory Committee for Immunization Practices (ACIP). The ACIP recommends that vaccination in the initial phase of the COVID-19 vaccination program (i.e., Phase 1a) should be offered to **Healthcare Personnel (HCP)** defined as *all paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients or infectious materials.*

- A clinical laboratory employer should select a staff member to fulfill the role of Employer Coordinator for the laboratory. The staff member designated as Employer Coordinator is required to access, maintain, and upload into VAMS rosters of staff identified during each phase to receive priority vaccination. Currently, healthcare personnel are eligible to receive the vaccine.

**\*\*Critical Information: There are IT restrictions for the VAMS system!\*\***

- Usernames, street addresses and laboratory names cannot be duplicated. It is inadvisable to have each branch/department (at the same street address) to create a VAMS Employer Coordinator account because the street address is likely to be a duplicate.



Phone: (860) 509-7400 • Fax: (860) 509-7543  
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410 Capitol Avenue, P.O. Box 340308  
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<https://portal.ct.gov/DPH>

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- The VAMS Employer Portal only allows one user to be the Employer Coordinator of one organization. You cannot list the same name under multiple branches as the designated Employer Coordinator. Duplicate names will be rejected in the VAMS Portal resulting in the request being rejected by the system (i.e., DPH will not receive it).
- Only CT addresses are accepted, and the same address cannot be used more than once. A duplicate address will be rejected in the VAMS Portal resulting in the request being rejected by the system (i.e., DPH will not receive it).

Guidance for clinical laboratories who currently do not have access to VAMS:

- **One** representative (i.e., the “Employer Coordinator”) from each organization should complete the survey found at <https://dphsubmissions.ct.gov/VAMSEnrollment>.
- The Employer Coordinator should be an individual who maintains or has access to a roster of personnel within their organization.
- Completing this survey will prompt an email to be sent from VAMS so the Employer Coordinator can register the organization. The email will not come immediately, as verification may take up to one business week.

Resources:

- VAMS Registration Site for Employer Coordinators: [COVID-19 Vaccinations - Employers \(ct.gov\)](#)
- VAMS User Manual for Employer Coordinators: [COVID-19 VAMS for Employers \(pdf\)](#)
- Vaccine Phases and Information: [Phases \(ct.gov\)](#)
- Businesses interested in becoming a Vaccine Provider: [COVID-19 Vaccine Providers \(ct.gov\)](#)
- Questions? <https://dph-cthelpdesk.ct.gov/Ticket>

Thank you for your anticipated cooperation.