

## RE-ENROLLMENT TIPS

### Getting Started:

- All providers must re-enroll in CT WiZ **by December 15, 2023** for the year 2024.
- The re-enrollment is completed and signed electronically in CT WiZ. Paper enrollments are not accepted.

### User Registration:

- If you belong to multiple PINs, do not register multiple times. Complete the registration form and enter the PINs (separated by a comma) in the Organization Name field. We can link multiple PINs to your user account.
- If you already have a CT WiZ username but do not see the Clinic Tools module in the left menu, send a [help desk ticket](#) to have your permissions updated. Please indicate this is for the re-enrollment. Just a reminder that only the Primary Vaccine Coordinator, Back-up Vaccine Coordinator, and Physician Signing the Agreement will have access to the Clinic Tools.

### Changes to Clinic Information (Address, Delivery, Staff, Training):

- If a staff member is no longer at your clinic, click the down arrow next to edit and remove.
- If you need to add new staff, click on “Add New Contact Type” and enter their information.
- Confirm that the Primary and Back-up have completed the required trainings within the last 12 calendar months. The primary and back-up vaccine coordinator completed the required trainings: [You Call the Shots-Vaccines for Children \(VFC\)](#) and [You Call the Shots- Vaccine Storage and Handling](#).
- The staff section in CT WiZ should be updated throughout the year, especially if staff leaves. This will alert DPH to inactivate access for staff that have left.

### Completing the Re-Enrollment:

- As you update information in the re-enrollment, click on “Save Progress”. This will ensure all your work is saved as you continue to work on it.
- On the Vaccine Program Enrollments screen, if you see a row with a “Not Submitted” status, you do not need to start a new one. A “Not Submitted” status indicates you have already started to complete the re-enrollment. Click on “View” to the right of the “Not Submitted” to continue with the open enrollment.
- All fields in the Provider Population need a value. If you do not have any patients in a particular category, remember to type a zero (0).
- In the Review Vaccine Coordinators section, the Primary and Back-up Vaccine Coordinators’ names will only display when their trainings have been documented on the Clinic Staff screen.
- The Primary Agreement attachment is NOT a fillable PDF. This document does not need to be filled out and sent to us. The Physician Signing the Agreement should check the box at the bottom of the section to electronically sign off on the agreement in CT WiZ.
- Once you have completed all sections of the enrollment, click the down arrow next to save progress, and then submit. You should now see “pending review” next to your submitted enrollment. We will either approve the enrollment or reject with a reason why.
- Click on print to download a copy of the enrollment or print what was submitted to retain a copy for your records.

### Need additional support:

- [Submit a helpdesk ticket](#) – select Immunizations (CT WiZ) – Clinic Administration – Enroll/Re-enroll in CVP.