


MEMO

TO: North Dakota Immunizing Providers

FROM: Abbi Berg, MPH 
Vaccines for Children/QI Manager

RE: Enrollment to Receive COVID-19 Vaccine

DATE: October 2, 2020

The North Dakota Department of Health (NDDoH) has opened enrollment for healthcare providers who would like to receive COVID-19 vaccine, when available. Healthcare providers must complete the entire online enrollment survey which includes two major sections, the Provider Agreement and the Provider Profile. Every site that wants to enroll will need to complete both the Provider Agreement and the Provider Profile in their entirety. The Chief Medical Officer and Chief Executive (Fiduciary) Officer should sign the Provider Agreement once it is completed online. The signed Provider Agreement should then be emailed to covidvaccine@nd.gov. **The COVID-19 online enrollment survey should be completed, and signatures sent to covidvaccine@nd.gov by Friday, October 23rd.** Late submissions will be accepted; however, they may not be immediately prioritized for vaccine allocations.

Completion of COVID-19 vaccine enrollment does not guarantee that a facility will receive COVID-19 vaccine. Doses will be allocated based on availability and priority groups served by the facility.

The NDDoH Division of Immunizations understands that there are many unknowns still related to COVID-19 vaccine. It is unknown when vaccine will be available, if it will be approved by the Food and Drug Administration (FDA) under emergency use authorization, who it will be prioritized for, storage and handling requirements, number of doses in the series, etc. Healthcare providers who may want to administer COVID-19 vaccine are encouraged to enroll. Providers are also encouraged to work closely with other providers and local public health within their community to ensure potential priority groups (see page 14 of [CDC's COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations](#)) have access to COVID-19 vaccine.

Enrollment Process

The COVID-19 enrollment survey can be found at: <https://www.health.nd.gov/immunization-guidance-healthcare-providers>.

The NDDoH Division of Immunizations is required to use the exact language provided by the Centers for Disease Control and Prevention (CDC), which eludes to larger systems being able to enroll on behalf of their subsidiaries. However, to simplify the process and make sure that no facilities are missed, all facilities (each site/physical location) wishing to receive and administer COVID-19 vaccine will need to complete the online survey in its entirety. This is regardless of whether your facility belongs to a chain, larger health system or a district local public health unit.

Given the recent [Health and Human Services \(HHS\) authorization](#), pharmacists no longer need a physician standing order to vaccinate against COVID-19 for ages three and older. Therefore, pharmacies can enroll themselves and operate as their own Chief Medical Officer.

Hospitals will need to include all prescribers associated with their facility that may write orders for COVID-19 vaccination. Large health systems should think through which providers will fall into this role and do their best to include them in the COVID-19 vaccine enrollment.

Required Educational Webinars and Office Hours

Educational webinars will be held the week of October 5th to discuss COVID-19 vaccine enrollment, vaccine planning assumptions, and include relevant information on the North Dakota Immunization Information System (NDIIS). All webinars will be recorded and posted to the [NDDoH COVID-19 vaccine website](#) for those that cannot attend live. Attendance at only one webinar is required. The same content will be presented each time.

Webinar Link: <http://health.nd.gov/covid-vaccine-providers>

Webinar Dates and Times (all times are CST):

- Monday, October 5th at 11 am
- Monday, October 5th at 3 pm
- Tuesday, October 6th at 12 pm
- Wednesday, October 7th at 9 am

The October Immunization Lunch and Learn on October 14th at noon will cover safe vaccine administration and preventing SIRVA (shoulder injury related to vaccine administration). **This is a required training.** Facilities can participate live or listen to the recorded webinar at a later date. Providers can access the lunch and learn during the specified time at the link below.

Join Microsoft Teams Meeting

+1 701-328-0950 United States, Fargo (Toll)

Conference ID: 649 522 442#

After the conclusion of the October Lunch and Learn a survey will be posted to the [NDDoH COVID-19 vaccine website](#) to attest that the facility has completed both trainings. By completing the survey, it will notify the NDDoH Division of Immunization staff that this requirement has been met.

Once COVID-19 vaccine is approved for use, additional trainings on the specific vaccine will be required.

Virtual “office hours” will also be held starting on Monday, October 12th at noon and every Monday at noon throughout the COVID-19 vaccination response. A member of the NDDoH Division of Immunizations will be available to answer questions from participants. Providers can join during the office hours’ time by clicking on the link below. Office hours are not required but are available for facilities that have questions about COVID-19 vaccine.

[Join Microsoft Teams Meeting](#)

[+1 701-328-0950](#) United States, Fargo (Toll)
Conference ID: 531 662 856#

Vaccine Allocation

Once the NDDoH Division of Immunizations is notified of a COVID-19 vaccine allocation from the CDC, an allocation will be determined based on the type of vaccine allocated, number of doses and the current priority groups recommended for vaccination. During Phase 1, where vaccine is very limited, and vaccine is being prioritized for one or two priority groups, allocations will be handled differently than when vaccine is more widely available. Once the vaccine allocation is complete, primary and secondary COVID-19 vaccine contacts (identified in the COVID-19 enrollment survey) will be emailed. Those contacts will have 24 hours to respond to the email confirming whether or not they want the doses being allocated to their facility. Doses will not be ordered for facilities that do not respond within the 24 hours.

Vaccine Administration Fee

There cannot be a charge for COVID-19 vaccine as it will be distributed from the federal government at no charge to facilities. However, a vaccine administration fee is allowed to be charged. The vaccine administration fee will likely be capped and has not yet been set. Per the enrollment agreement requirements, facilities will not be able to turn someone away if they are not able to pay the vaccine administration fee.

For uninsured individuals’ providers will likely be able to submit a claim to [Health Resources and Services Administration \(HRSA\)](#) for reimbursement of an administration fee.

IHS/Tribal Clinics

It is currently unknown whether Indian Health Services (IHS) and Tribal clinics will receive vaccine through direct allocations from the federal government or allocations through the NDDoH. To prepare for COVID-19 vaccine arrival and to aid in planning we are asking all IHS and tribal health clinics to complete enrollment for COVID-19 vaccine through the NDDoH. If vaccine is ultimately allocated to Tribes through the federal government, a separate agreement may be needed.

Federal Providers

The current planning assumption is that the Department of Defense will receive COVID-19 vaccine for personnel and dependents directly from the federal government. The Veterans Administration will also receive vaccine for staff and patients directly from the federal government.

Pharmacies/Long Term Care

It is possible that certain chain pharmacies may enroll to receive COVID-19 vaccine directly with the federal government. Discussions of pharmacies receiving direct allocations from the federal government and their potential role in vaccinating long term care facilities is still underway, so at this time the NDDoH Division of Immunizations encourages pharmacies and long-term care facilities to enroll with the state to receive COVID-19 vaccine. If vaccine is ultimately allocated to these facilities through the federal government, a separate agreement may be needed.

COVID Vaccine Questions

A shared email inbox has been created for healthcare providers to ask the NDDoH Division of Immunizations questions about COVID-19 vaccine. This will provide for more timely responses as this email will be monitored by several people at one time. The email address is covidvaccine@nd.gov and can be used starting immediately. A question and answer document about COVID-19 vaccine is also available on the NDDoH COVID-19 vaccine [website](#).

Storage and Handling

There are several COVID-19 vaccines in various stages of development and clinical trials. The two vaccines furthest along in clinical trials require unique storage and handling that not all providers have the capacity to handle. One vaccine will require ultra-cold storage (-60 to -80 degrees Celsius) and will be shipped in 1,000 dose minimum increments. The second vaccine requires frozen storage (-15 to -50 degrees Celsius) and will be shipped in 100 dose minimum increments. Facilities do not need to purchase ultra-low cold chain storage units. These vaccines will have limited stability at refrigerated temperatures. A facility's ability to store ultra-cold, frozen and refrigerated vaccine is included in the COVID-19 provider enrollment survey so the NDDoH Division of Immunizations can include this in our planning and allocation process.

NDIIS

All doses of COVID-19 vaccine will need to be reported to the North Dakota Immunization Information System (NDIIS) within 24 hours of administration. This includes doses that are entered via manual data entry into NDIIS, those that are electronically sent through an Electronic Health Record (EHR) system or through another mechanism. Facilities should ensure that their

NDIIS Provider Site Agreement is up-to-date and that all users who may need to enter or look up doses get access to NDIIS now. Facilities can see their provider site information in the NDIIS under their provider lookup or they can contact the NDIIS team via email at NDIIS@nd.gov to verify their information. Any facility that needs to update their NDIIS provider information and facilities new to the NDIIS that need to submit their initial site agreement can find the NDIIS Provider Site Agreement on the [NDDoH Division of Immunizations NDIIS website](#). Additionally, each individual at a facility that will need to enter or look up immunizations in the NDIIS must have their own unique login ID and password. Access for new users can be requested by submitting the [NDIIS Individual Request for Access form](#).

Training materials for the NDIIS can be found on the [NDDoH Division of Immunizations NDIIS website](#).

PrepMod

The NDDoH has purchased a mass vaccination software system called PrepMod that will allow for patient pre-registration and electronic consent for vaccine administration during a mass vaccination clinic. This system will be available for use by any North Dakota healthcare facility. PrepMod will be connected to NDIIS so any doses entered into this system will automatically flow into NDIIS. There will be additional information forthcoming as we move forward with implementing PrepMod in North Dakota.

Please feel free to contact the NDDoH Division of Immunizations with any questions or concerns at covidvaccine@nd.gov or 701.328.3386 or toll-free at 800.472.2180.