



Health Center COVID-19 Vaccine Program Quick Reference Guide

Welcome!

This quick reference guide enables quick and easy access to information on the Health Center COVID-19 Vaccine Program and supports participants in each stage of the Program, from invitation to vaccine administration.

Overview

To ensure our nation's underserved communities and those disproportionately affected by COVID-19 are equitably vaccinated against COVID-19, HRSA and CDC have launched the [Health Center COVID-19 Vaccine Program](#) to directly allocate a limited supply of COVID-19 vaccines to select HRSA-supported health centers.

This program complements existing jurisdictional efforts to rapidly increase vaccinations and ensure equitable and effective access by providing an additional vaccine supply directly to targeted HRSA-supported health centers, including look-alikes that specialize in caring for disproportionately affected populations. This effort will be conducted in coordination with states and jurisdictions, state primary care associations, and health centers. Refer to the [Health Center COVID-19 Vaccine Program](#) webpage for selection criteria.

Expectations for participation in this program include reporting information and vaccine-related data to support implementation of this direct allocation program. If you choose to proceed with program participation, HRSA and CDC will provide details and technical assistance throughout your participation in the Program. You will continue to follow state priority guidelines in administering the vaccines and be required to store, handle, and administer vaccines according to stated requirements, and meet necessary reporting requirements.

What do I need to do first?

Program participants need to complete and submit the [Conditions of Participation Agreement](#) and [Readiness Assessment](#) in the VPC immediately upon gaining access.

Health Center COVID-19 Vaccine Program Online Community (VPC)

Health centers invited to the Health Center COVID-19 Vaccine Program

received an email notification from HRSA to provide at least two health center staff to access the [Health Center COVID-19 Vaccine Program Online Community](#) (VPC). This is an online space for you to get answers, interact with other participating health centers, and access useful training and technical assistance resources.

Bookmark the [VPC](#) and check it often!

Navigating the VPC

- [COP Agreement](#) – Access the [Conditions of Participation Agreement](#) to download, complete, and upload the submission (see [step 1](#) for more information).
- [Readiness Assessment](#) – Access the [Readiness Assessment](#) and resources to aid you with completion and submission, including a preview (see [step 2](#) for more information).
- [Training/Technical Assistance](#) (T/TA) – Access training and technical assistance, including trending resources.
- [Discussion Board](#) – Participate in real-time discussions about COVID-19: ask questions, provide answers, and share resources.
- [Contact BPHC](#) – Contact the Bureau of Primary Health Care’s (BPHC) Health Center Program Support for assistance (see the [Contact Us](#) section for more information).

Process Overview

Getting started

1. **Complete the [Conditions of Participation Agreement](#)** with the required signature immediately upon gaining access to the VPC. You will only submit one agreement for your health center organization.
2. **Complete the [Readiness Assessment](#)** immediately upon gaining access to the VPC, using the [Readiness Assessment User Guide](#). You will only submit one assessment for your health center organization. The assessment includes Part 1 for overall health center organizational information and Part 2 for information specific to proposed sites. Select all Health Center Program in-scope sites that you propose to participate in this program, as well as the point of contact (POC) for each site.

Note: Sites proposed in the Readiness Assessment that are enrolled, both, with the state vaccine program and as a state COVID-19 vaccine provider will be assigned a federal HRSA PIN. POCs may begin ordering vaccines for these sites once HRSA verifies site information and the VPoP account is created. Sites proposed that are not currently enrolled with the state vaccine program should contact the state immunization program if you would like to register an in-scope site and enroll it as a COVID-19 vaccine provider. You may still propose this site in the Readiness Assessment, but ordering will be delayed until state enrollment is confirmed. Health centers can collaborate with their state Primary Care Association on this process.

COVID-19 Vaccine Ordering in the Vaccine Provider Order Portal (VPoP)

3. **Check out the VPC.** After submitting the Conditions of Participation Agreement and the Readiness Assessment, HRSA will complete additional steps to enable the next step: Vaccine Provider Order Portal (VPoP) access. Site POCs will receive an email from VPoP with instructions for setting up the account within about a week.

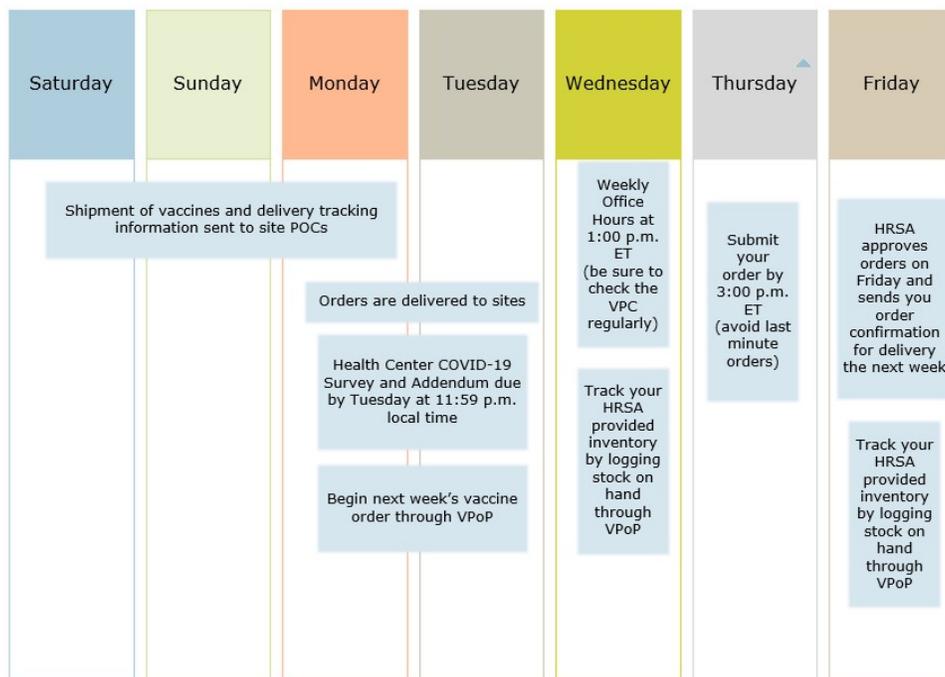
4. **Set up your VPOP account.** [VPOP](#) is a secure web application for health centers to order COVID-19 vaccines for an authorized delivery site. A [VPOP Fact Sheet](#) and the [VPOP Set up Guide](#) are available for reference.

After gaining access to VPOP, site POCs should verify site addresses and hours of operation. Addresses and operating hours are based on information provided in the Readiness Assessment, but should be reviewed and verified on a regular basis to ensure vaccines are delivered to the appropriate location.

5. **Create a vaccine order.** For a step-by-step tutorial on how to place your vaccine order using VPOP, watch this 10-minute [video](#). Additional user resources and a guide on placing orders are available on the [VPOP User Guide](#).

- Select available vaccines from several manufacturers (i.e., Moderna, Pfizer, Janssen/Johnson & Johnson)
- Order in batch sizes allowable for each vaccine type requested
- Doses requested through the Health Center COVID-19 Vaccine program are in addition to the state allocation and should be used in 7 days
- To include the [ancillary materials](#), you do not need to take further action, as this is the default.
- Before placing an order, confirm entry of a valid health center address and hours to receive the order.

Figure 1: Weekly vaccine ordering process



Manage Inventory

6. **Track your HRSA allocated inventory** daily by logging stock on hand through VPOP. Only vaccines supplied through HRSA's federally allocated vaccine program should be managed in VPOP. This

includes placing orders, logging inventory, and documenting waste for your facility. Refer to the [Track Doses in Stock](#) guide.

Data Collection and Reporting

7. **Complete the weekly COVID-19 Data Collection Survey and the required Addendum** for participants of the Health Center COVID-19 Vaccine Program. Refer to the [COVID-19 Data Collection Survey Tool User Guide](#) to assist with survey completion.
8. Follow state priority guidelines in administering the vaccines. You will be required to store, handle, and administer vaccines according to stated requirements, and meet necessary reporting requirements.

Report administration of state vaccine allocations through your normal State Immunization Information System (IIS) process (each state may call its IIS a different name). VPoP will not replace your IIS or any other state reporting system for state-allocated vaccine supply. Report waste and reconciliation of state-allocated vaccine through those channels. Document all patient vaccine administration information (from both allocations) through state IIS.

Technical Assistance

Health Center COVID-19 Vaccine Program Online Community

See the [Health Center COVID-19 Vaccine Program Online Community](#) section.

Health Center Vaccine Program Office Hours

HRSA hosts weekly office hours to share key information, discuss hot topics, and answer questions.

- **Wednesdays at 1:00 p.m. ET**
- Refer to the [Health Center COVID-19 Vaccine Program Online Community](#) for access information to join the session

Contact Us

For program or policy questions and system support, contact BPHC's [Health Center Program Support](#). In the online form, select *Health Center COVID-19 Vaccine Program*, and then, on the next screen, select:

- "COVID-19 Vaccine Program General Inquiry" for all program and policy related questions (e.g., readiness steps, Conditions of Participation, vaccine use, reporting).
- "COVID-19 Vaccine Program Technical Questions" for VPC technical support (e.g., user access and passwords) and VPoP technical support.