COVID-19 Vaccine Provider Checklist

Last Updated 12/23/2020
COVID-19 Vaccine Provider Milestones

**DSHS Staff**
- Review application & approve COVID-19 Vaccine Provider

**Provider**
- Enroll to be a COVID-19 Vaccine Provider
- Receive access to VAOS
- Accept, reject, or reduce vaccine allocation in VAOS

If Your Facility Receives an Allocation
- Upload vaccine allocations in VAOS
- Submit order to CDC & upload shipment info to VAOS
- Confirm shipment received in VAOS

CDC confirms order; vaccine allocation shipped

- Providers administer vaccine
- Report vaccine administration in ImmTrac2
- Report waste in VAOS
- Report adverse effects in VAERS and v-safe
# Provider Checklist

## Enroll to be a COVID-19 Vaccine Provider

**Review Provider Resources:**
- How to Become a COVID-19 Vaccinator
- Tips and Tricks for Enrolling for COVID-19 Vaccine Program
- Texas DSHS Immunization Portal Registration Guide
- COVID-19 Vaccine Provider FAQ

## Receive Access to VAOS

**Review Provider Resources:**
- Public Health Entity Forums and Resources
- Provider Webinar Recordings and Resources

**Are you a Primary or Backup Vaccine Coordinator? If yes, review:**
- COVID-19 VAOS – How to Access the System
- COVID-19 VAOS – Provider User Training Guide

## Accept, Reject, or Reduce Vaccine Allocation in VAOS

**Prepare for Storage, Handling, and Administration:**
- Best Practices for Data Loggers
- CDC Vaccine Storage & Handling Toolkit
  *Reference COVID-19 Addendum, beginning on page 49
- COVID-19 Vaccination Training Programs for Healthcare Professionals
- Provider Webinar Recordings and Resources

**Are you a Primary or Backup Vaccine Coordinator? If yes, review:**
- COVID-19 VAOS – Provider User Training Guide
- Accepting Allocations in VAOS Video Demo
## Provider Checklist

<table>
<thead>
<tr>
<th>4</th>
<th>Confirm Shipment Received in VAOS</th>
<th>5</th>
<th>Report Vaccine Administration in ImmTrac2</th>
<th>6</th>
<th>Report Waste in VAOS</th>
<th>7</th>
<th>Report Adverse Effects in VAERS and V-safe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prepare for Storage, Handling, and Administration:</strong></td>
<td><strong>Review Provider Resources:</strong></td>
<td><strong>Are you a Primary or Backup Vaccine Coordinator? If yes, review:</strong></td>
<td><strong>Review Provider Resources:</strong></td>
<td><strong>Report:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ CDC Vaccine Storage &amp; Handling Toolkit</td>
<td>❑ ImmTrac2 reporting information in 12/15 webinar</td>
<td>❑ Reporting Waste in VAOS Video Demo</td>
<td>❑ Reporting adverse events information in 12/22 webinar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Reference COVID-19 Addendum, beginning on page 49</td>
<td>❑ ImmTrac2 User Training Site</td>
<td></td>
<td>❑ v-safe Provider Information Poster</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ COVID-19 Vaccination Training Programs for Healthcare Professionals</td>
<td>❑ Online Disaster Reporting</td>
<td></td>
<td>❑ v-safe Information Sheet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Provider Webinar Recordings and Resources</td>
<td>❑ ImmTrac2 Forms and Documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Are you a Primary or Backup Vaccine Coordinator? If yes, review:

- Save noreply@salesforce.com as a safe sender for future emails
- COVID-19 VAOS – Provider User Training Guide
- Confirming Shipment in VAOS Video Demo

---

Review Provider Resources:

- Provider Webinar Recordings and Resources
- ImmTrac2 reporting information in 12/15 webinar
- ImmTrac2 User Training Site
- Online Disaster Reporting
- ImmTrac2 Forms and Documents

Report adverse effects at https://vaers.hhs.gov/