COVID-19 Vaccination Program Provider Enrollment

Your Organization’s chief medical officer (or equivalent) and chief executive officer (or chief fiduciary)—collectively, Responsible Officers—must complete and sign the *CDC COVID-19 Vaccination Program Provider Requirements and Legal Agreement* (Section A). *CDC COVID-19 Vaccination Program Provider Profile Information* (Section B) must be completed for each vaccination Location covered under the Organization listed in Section A.

**Enrollment**

1. Go to the COVID-19 Vaccine Provider Portal [https://cv.nmhealth.org/vaccine-provider-portal/](https://cv.nmhealth.org/vaccine-provider-portal/) to complete your organization’s COVID-19 Vaccine Provider Agreements
2. Request Access to the COVID-19 Vaccine Provider Portal [https://cvprovider.nmhealth.org/request-access.html](https://cvprovider.nmhealth.org/request-access.html)
3. Create user log-in access for your organization’s CEO and CMO.
4. Complete and submit COVID-19 Provider Agreements
   - CDC COVID-19 Vaccination Program Provider Agreement (Section A and Section B-completed for each organization location that will be receiving and administrating COVID-19 Vaccine)
   - CDC Supplemental COVID-19 Vaccine Redistribution Agreement
5. Review and submit agreements to your organization’s CEO and CMO to electronically sign the COVID-19 Provider Agreements
   - See the attached *How to submit an agreement for signatures* guide
6. Submit COVID-19 Provider Agreements to NMDOH for approval
   - Once the agreements have been completed and signed you will need to submit them to NMDOH Immunization Program for approval through the online COVID Vaccine Provider Portal. You will be notified through the portal once your COVID-19 Vaccine Provider Program Agreements have been approved

Any questions please contact the NMDOH Immunization Program at [covid.vaccines@state.nm.us](mailto:covid.vaccines@state.nm.us).
In order to submit the CDC COVID-19 Vaccination Program Provider Agreement & CDC Supplemental COVID-19 Vaccine Redistribution Agreement for signatures, all forms must be marked as complete.

* PLEASE NOTE FOR THE CDC COVID-19 VACCINATION PROGRAM PROVIDER AGREEMENT:
You **MUST ADD AT LEAST 1 LOCATION TO SECTION B** in order to complete Section A. IF SECTION A and SECTION B have not been marked as complete, they will not be available for signatures. When they have been marked as complete, they will then be available for signatures.
In order to submit the CDC COVID-19 Vaccination Program Provider Agreement for signatures, both Section A and Section B must be complete.

* PLEASE NOTE:
You **MUST ADD AT LEAST 1 LOCATION TO SECTION B** in order to complete Section A.
Once you login, you can start completing Section A by clicking on the button “Modify”.

**CDC COVID-19 Vaccination Program Provider Agreement Section A**

This agreement must be completed, in its entirety, and approved by the NM DOH to participate in the CDC COVID-19 Vaccination Program, which includes receiving one or more of the publicly funded COVID-19 vaccines, constituent products and ancillary supplies at no cost.

- Modify

**CDC COVID-19 Vaccination Program Provider Agreement Section B**

This agreement outlines conditions for any potential redistribution (a.k.a. the primary provider site distributing vaccine to a secondary provider site) of COVID-19 vaccine beyond the organization locations identified as primary CDC ship-to-locations.

- Add Location

<table>
<thead>
<tr>
<th>NAME</th>
<th>STATUS</th>
<th>MODIFY</th>
<th>DOWNLOAD PDF</th>
</tr>
</thead>
</table>
| test | In Progress | Modify | }
Start by filling out the form fields.

Once you have completed Section A you must click the checkbox in the blue section at the bottom of the form to submit the agreement for signatures from your CEO (or equivalent) and CMO (or equivalent).

* PLEASE NOTE: You MUST ADD AT LEAST 1 LOCATION TO SECTION B in order to submit Section A for signatures. If you have not added a location, you will not be able to submit the form. To complete Section B, click on the “Back to Dashboard”, and add a location.
To add a location to Section B, click on the “Add Location” button. Name the location to start the process.

You can add as many locations as necessary.

* PLEASE NOTE: You **MUST ADD AT LEAST 1 LOCATION TO SECTION B** in order to complete Section A.
Start by filling out the form fields.

Once you have completed the Section B form fields, you must mark the section as complete, by checking the checkbox at the bottom of the form. This will submit the location to DOH for review and will make Section A available for signatures, **ONCE THE BLUE BOX ON SECTION A IS CHECKED.**
If you are going to submit a CDC Supplemental COVID-19 Vaccine Redistribution Agreement you will need to submit it online as well.

You can start completing CDC Supplemental COVID-19 Vaccine Redistribution Agreement by clicking on the button “Modify”.

Start by filling out the form fields.

Once you have completed the form you must click the checkbox in the blue section at the bottom of the form to submit the agreement for signatures from your CEO (or equivalent) and CMO (or equivalent).
That’s it!

The forms have been submitted and ready for signatures.
COVID-19 Vaccine Inventory Management and Reporting Overview

Submitting a COVID-19 Vaccine Order in NMSIIS
COVID-19 Vaccine orders are submitted for review, approval, and fulfilment in NMSIIS. Orders for ultra-low temperature vaccines will be processed by the Immunization Program as Transfers, as this inventory will come from a redistribution or repositioning site. The physical transfer of this vaccine must be coordinated between redistribution site and ordering site. All other vaccine presentations (refrigerated and frozen) will be ordered and delivered in the customary manner; they will be drop-shipped to the ordering location directly by the distributor. NOTE: If your facility is a Vaccines for Children (VFC) and/or Adult (317) provider that also orders other vaccines through NMSIIS, all orders for COVID-19 vaccines should be made as separate transactions.

Receiving COVID-19 Vaccine Inventory into NMSIIS
COVID-19 Vaccine doses are received into inventory in NMSIIS. Ultra-low temperature vaccine inventory will appear as a Transfer from the repositioning or redistribution site. Shipments of all other COVID-19 vaccine presentations – refrigerated and frozen – will appear as a Pending VTrcks Shipment and can be viewed in the On-Hand Inventory screen in NMSIIS.

Inventory Tracking and Reconciliation
Each dose of COVID-19 vaccine must be accounted for. Daily inventory reporting via VaccineFinder is required by the CDC for all COVID-19 immunizers. COVID-19 inventory reconciliation must be done weekly in NMSIIS. Please see the guide Reconciliation Process 2020 for instructions.

Expired Vaccines
A return is completed in NMSIIS for all vaccine doses that expired before use. If your facility is a Vaccines for Children (VFC) or Adult Vaccine provider that also orders and returns pediatric and/or adult vaccines through NMSIIS, all returns for unused COVID vaccines should be made in separate transactions from all other vaccine returns.

Spoiled Vaccines
A return must be completed in NMSIIS for all vaccine doses that are deemed non-viable by the manufacturer after an out-of-range temperature incident. For the return of vaccine that was spoiled (e.g. due to a temperature excursion) a Troubleshooting Report (TSR) must be submitted to the Immunization Program and the viability of the vaccine in question assessed by the manufacturer. Follow the return process – including entering the appropriate Return Reason - for any doses that are deemed non-viable after the incident has been assessed by the manufacturer and the TSR has been reviewed by the Immunization Program.

Vaccine Wastage
Types of vaccine wastage include broken vial or syringe, dose drawn up but not administered, or unused dosed from an open multi-dose vial. When there is vaccine wastage to report it is done as an adjustment in NMSIIS using the appropriate reason for the lost dose or doses.
# NMSIIS

## New Mexico Statewide Immunization Information System

### About NMSIIS
- Immunization reporting is mandatory for patients of all ages in New Mexico
- NMSIIS contains over 2 million patient records and nearly 32 million immunizations

### Benefits of an IIS
- Consolidates Immunization Records
- Outbreak Response Tool
- Vaccine ordering/inventory mgmt
- Reporting (i.e. coverage assessment)
- Vaccine Forecasting
- Reminder Recall Capability

### Accessing NMSIIS
1. Go to the NMDOH NMSIIS Training website: [https://www.nmhealth.org/about/phd/idb/imp/siis/train/](https://www.nmhealth.org/about/phd/idb/imp/siis/train/)
2. Complete the NMSIIS training based on desired access levels
   - Basic User: can edit, enter data, run reports
   - Read Only: view only
3. Send completed training certificate to [NMSIIS.Access@state.nm.us](mailto:NMSIIS.Access@state.nm.us)
4. You will be sent your username and password for accessing the immunization registry

For additional training and/or resources, please go to: [https://www.nmhealth.org/about/phd/idb/imp/siis/](https://www.nmhealth.org/about/phd/idb/imp/siis/)

### Reporting to NMSIIS

#### Manual Reporting
Immunization providers can directly enter historical or administered vaccine doses into patient records in NMSIIS. Providers can create patient records, report duplicate records, run coverage or reminder recall report, order vaccine, and manage inventory.

#### Automated Reporting (Data Exchange)
Immunization providers that have Electronic Health Records (EHR) can electronically submit immunization data. Providers interested in data-exchange reporting can email NMSIIS.Access@state.nm.us for more information. Additional resources around data exchange can also be found on the NMDOH IIS DX website: [https://www.nmhealth.org/about/phd/idb/imp/siis/dte/](https://www.nmhealth.org/about/phd/idb/imp/siis/dte/)

### Public Portal
**www.VaxView.NM.org**

VaxViewNM enables individuals, parents, and guardians to access, save and/or print official immunization records, eliminating the need for paper documents. VaxViewNM is mobile friendly and uses two-factor authentication.
What is Vaccine Finder?
The VaccineFinder platform helps the public find providers who offer select vaccines in communities across the United States. VaccineFinder’s data are sourced via the provider platform, Locating Health.

VaccineFinder’s Role in COVID-19 Response
VaccineFinder and Locating Health provider platforms will service two roles in the COVID-19 Vaccination Program:

1. **Inventory Reporting** (required for all providers): COVID-19 vaccination providers will report on-hand COVID-19 vaccine inventory each day.

2. **Increase access to COVID-19 vaccinations** (optional for providers): Once there is enough supply, COVID-19 vaccination providers may choose to make their location visible on VaccineFinder, making it easier for the public to find provider locations that have COVID-19 vaccine available. CDC will be directing the public to use VaccineFinder to find locations offering COVID-19 vaccine.

What providers need to know
The COVID-19 Vaccination Program Provider Agreement requires providers to report vaccine supply information as directed by the CDC. Organizations or provider locations receiving COVID-19 vaccine should report supply information daily to VaccineFinder using the online COVID Locating Health Provider Portal. Vaccination providers can report manually via the secure COVID Locating Health Provider Portal or via an automated secure data transfer directly to the COVID Locating Health Platform.

VaccineFinder onboarding and reporting
The process below outlines onboarding and reporting for VaccineFinder via the COVID Locating Health Provider Portal:

1. COVID-19 vaccination providers must be registered in CDC’s Vaccine Tracking System (VTrckS). Providers registered in VTrckS will receive an email from the COVID Locating Health Provider Portal with instructions for completing the enrollment process. The email will be sent to the provider organization’s email address submitted in the provider enrollment form.

2. Organization will determine whether they want to report daily on-hand inventory on behalf of all of their provider locations or whether their individual provider locations are responsible for reporting this information. Once a determination is made, it must be maintained for the duration of the COVID-19 Vaccination Program.

3. Organizations enrolled in the COVID Locating Health Provider Portal can view their approved provider location details and update inventory within the portal. Provider locations identified as inventory reporting entities will enroll to access their COVID Locating Health Provider Portal account and report daily COVID-19 vaccine inventory.

4. Additional details on steps for onboarding will be available on November 16, 2020.

Existing Vaccine Finder accounts: If I already report data for routine vaccines, can I just use that account?
No, all COVID-19 vaccination providers will need to create a new account in the COVID Locating Health Provider Portal specifically for COVID-19 vaccine information.