## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to enroll</td>
<td>pg. 3</td>
</tr>
<tr>
<td>Reporting requirements</td>
<td>pg. 5</td>
</tr>
<tr>
<td>How to order</td>
<td>pg. 11</td>
</tr>
<tr>
<td>Wastage guidance</td>
<td>pg. 16</td>
</tr>
<tr>
<td>Vaccine finder</td>
<td>pg. 18</td>
</tr>
<tr>
<td>Further resources</td>
<td>pg. 21</td>
</tr>
</tbody>
</table>
How to enroll

Reporting requirements
How to order
Wastage guidance
Vaccine finder
Further resources
Instructions for enrollment

1. Read KDHE provider info
   - Background information
   - Information & instructions on joining the Kansan network of vaccine providers
   - Enrollment checklist and FAQs

2. Enroll as a provider with KDHE
   - Registration for your practice / contact information for those who will be ordering doses
   - Contact information for Kansas Immunization Program

3. Set up KansasWebIZ
   - Enrollment of your practice in vaccine ordering portal
   - Get set up with all you need to start ordering doses for your patient network

Requirements and support for vaccine administrators can be accessed at the CDC's dedicated site
How to enroll

- Reporting requirements

- How to order

- Wastage guidance

- Vaccine finder

- Further resources
Importance of COVID vaccine administration and inventory data reporting

Why does timely and accurate data reporting matter?

- **Shapes state-wide and national priorities:**
  KSWebITZ and Vaccine Finder data links directly to national CDC tracking, informing state rankings on vaccine administration and assessments of current vaccination phases.

- **Supports efficient supply management:**
  Accurate inventory data and administration rates informs KDHE’s provider allocations to avoid having to manage surpluses or shortages.

KDHE is working to support you in seamlessly and regularly reporting up-to-date administration and inventory data.

Be on the lookout for additional reporting-related support (troubleshooting, detailed “how to” guides) and changes from KDHE.
Providers need to report COVID vaccine administration and inventory data to KSWebIZ and Vaccine Finder daily

Mandatory daily manual reporting of inventory

Mandatory daily reporting of administration and recommended reporting on inventory

Kansas State IIS system (KSWebIZ)
Statewide vaccine registry

Vaccine Finder
Inventory reporting tool

Operated by CDC / OWS
Operated by KDHE
Administration of Vaccines
Inventory of Vaccines

Data from KSWebIZ links to:
KS website dashboard
CDC vaccine tracking dashboards

For the full URLs of each hyperlink, please consult the appendix
### Kansas Immunization Information System (KSWebIZ)

#### What is it?
- The Kansas Immunization Registry (KSWebIZ) is a web-based statewide registry for vaccinations / immunizations.
- KSWebIZ contains lifespan immunization records that are complete, accurate, and secure for Kansans.

#### What to report
- Daily vaccination doses administered, with details on breakdown between 1<sup>st</sup> and 2<sup>nd</sup> doses.
- Current inventory of different types of vaccines (e.g., Pfizer vs. Moderna vs. Johnson & Johnson).
- Accurate race & ethnicity data for those administered vaccines *(see appendix for reasoning & best practices)*.

#### How to report
- Providers need to complete the Site Enrollment Agreement and Provider screening form.
- Enrolled providers can login to submit their site’s vaccine doses administered and current inventory.
- Providers with identified reporting issues will be required to report via flat file (KDHE will contact you if applicable).

#### How often to report
- 24-hour reporting is required.

#### Data checks and compliance
- Monitoring of provider-level data for doses of COVID-19 vaccine administered and reported, will be reviewed for data completeness and quality by the Kansas Immunization Program staff before uploading data to the CDC.

#### Who to contact for help
- KSWebIZ Helpdesk - 785-559-4227 and 877-296-0464
- kdhe.ImmunizationRegistry@ks.gov
CDC's Vaccine Adverse Event Reporting System (VAERS)

**What is it?**
- VAERS is a national vaccine safety surveillance program run by CDC that serves as an early warning to detect any possible safety issues with U.S. vaccines by collecting information about adverse events

**What to report**
- Please consult the reportable events table
- Providers should report any adverse events that occur after vaccination, even if you are not sure whether the vaccine caused the adverse events

**How to report**
- There are two ways to submit report to VAERS: (1) Submit a report online (preferred) or (2) download a writable PDF form and upload when ready based on the instructions provided

**How often to report**
- Adverse event reporting must be reported immediately

**Who to contact for help**
- CDC VAERS web page
- VAERS web page
- Email info@VAERS.org or 1-800-822-7967

Providers are required to submit all adverse events to this system

For the full URLs of each hyperlink, please consult the appendix
How to enroll
Reporting requirements

How to order
Wastage guidance
Vaccine finder
Further resources
### Ordering guidelines & stock recommendations

#### 3 types of stock to consider

<table>
<thead>
<tr>
<th>1</th>
<th>Baseline maintenance stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If you can safely store the vaccine, keep <strong>1 week's worth supply</strong> in inventory to satisfy needs of unanticipated walk-in patients</td>
<td></td>
</tr>
<tr>
<td>• Avoid carrying inventory if you do not have <strong>appropriate long-/medium-term storage</strong> capabilities; Pfizer necessitates most advanced storage capabilities</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Prime doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Order <strong>1 week's worth supply</strong> at a time; run-down and replenish stores each week by reordering the same amount</td>
<td></td>
</tr>
<tr>
<td>• Reach out to your patient network to <strong>gage interest</strong></td>
<td></td>
</tr>
<tr>
<td>• There are <strong>no minimum order sizes</strong>; KDHE will fulfill orders as small as one vial and can send <strong>multiple vaccine types</strong></td>
<td></td>
</tr>
<tr>
<td>• Recall that Pfizer is only vaccine type approved for 12-17-year-olds</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Boost doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You will <strong>not be automatically allocated boost</strong> doses</td>
<td></td>
</tr>
<tr>
<td>• Boost doses must be <strong>ordered the week prior</strong> to the week you intend to administer them</td>
<td></td>
</tr>
<tr>
<td>• Do not order boost dose for a patient when you are ordering their prime dose, to <strong>avoid unnecessary expiry</strong></td>
<td></td>
</tr>
</tbody>
</table>
The available state-wide vaccine is allocated to Kansas by the Centers for Disease Control and Prevention (CDC) on Tuesdays.

**Vaccines are ordered**

- **TUE**: The federal government requires each state to wait at least 48 hours after allocation to order vaccines.

- **WED**: **UPDATED**: Provider deadline for placing order requests to KDHE via order form.
  - KDHE reviews and aims to fulfill all orders.

- **FRI**: KDHE will place orders direct to the manufacturer for providers with orders within federal tray minimums.
  - For other orders, KDHE will plan redistribution via courier from KDHE supply.
  - KDHE will confirm orders and delivery details with providers in advance of delivery.

**Vaccines are shipped**

- **MON**: Orders will arrive either via courier from KDHE or via federal delivery directly from the manufacturer. Providers will be informed of deliveries in advance of doses being sent.

**Vaccines are administered and doses are reported**

- Providers confirm receipt of the vaccine shipment in KSWebIZ.
- Providers report their dose administration numbers through KSWebIZ and inventory numbers through Vaccine Finder.

- Vaccine administration data is updated daily.
Weekly schedule to manage vaccine delivery (KDHE and providers)

KDHE is notified of available vaccine for KS to be ordered for delivery the next week.
- E.g., notified 5/4 for week of 5/10

Provider deadline (by close of business) to submit all orders for vaccine.

Doses arrive Monday – Thursday depending on the volume of orders, with goal for vaccine to arrive as early as possible during the week.
Delivery dates will be communicated on Friday/Monday when orders are placed.

Provider action
- Ordering process
- Delivery process

KDHE submits orders directly to the federal government for relevant providers

KDHE plans routes and finalizes delivery dates (depending on volume of orders) for orders coming via redistribution from KDHE.

Providers receive confirmation of orders and delivery details via email on Friday or Monday before deliveries arrive.
Important guidelines for completing the form

Please submit the form for each location for which you wish to place an order.

- Enter the location name and VFC PIN exactly as written on your email confirmation
- If you wish to stop receiving emails for a specific location, please opt-out using the form

Please enter the Monday of delivery week for which you are placing orders. The form will indicate for which week orders are currently being accepted.

- Any orders submitted before Wednesday 5pm CT will be out for delivery the following week.
- I.e., if you place an order between 4/28 – 4/29, it will be for deliveries the week of 5/3.

Orders are placed for doses.

Please input all dose requests as whole numbers. Do not type "none" or put a range ("100-150")

- If you need to revise your order, do not submit another form; instead, email kdhe.vaccine@ks.com with your revision

You are responsible for placing boost orders when you need them. They will NOT be sent automatically.

Please review the latest storage requirements and your own capabilities before placing orders.
These will be updated regularly on the order form.

You may select specific vaccine types, but J&J orders are not guaranteed to be fulfilled.

- We will put all J&J requests on a waitlist and fulfill them based on available supply.
- If you have a compelling need for J&J (e.g., homebound visits, mobile clinics in vulnerable communities), please let us know
How to enroll
Reporting requirements
How to order

Wastage guidance

Vaccine finder
Further resources
Guidance on "Wastage" of punctured vials

Punctured vial "Wastage"

**Definition**

Punctured vials that are **not fully used** within the acceptable open period

**Guidance**

Try to administer all doses in a punctured vial; however, you **should open vials** even when you can only guarantee that you will administer **one dose within that vial**

**CDC guidance on wastage:**

Providers follow clinical best practice for vaccination as well as best practices when managing inventory to maximize vaccination and minimize dose wastage.

Providers should **not miss any opportunities to vaccinate every eligible person** who presents at a vaccination site, even if it means **puncturing a multidose vial** to administer vaccine without having enough people available to receive each dose.

The more Americans who get vaccinated the **fewer COVID-19 cases, hospitalizations, outbreaks, and deaths** that will occur.

Read more about the [CDC's guidance on wastage here](#)
How to enroll
Reporting requirements
How to order
Wastage guidance
Vaccine finder
Further resources
Inventory reporting in Vaccine Finder

### What is it?
- Vaccine Finder is a federal web-based system that supports inventory reporting (required for all COVID-19 vaccine providers)
- It will soon replace Find My Vaccine as the public-facing tool used to find a vaccine provider (see slides 26-28)

### What to report
- Providers will report on-hand COVID-19 vaccine inventory doses

### How to report
- Enroll in COVID-19 Vaccination Program must sign the CDC COVID-19 Vaccination Provider Agreement
- Complete your Vaccine Finder profile
- Report COVID-19 vaccine inventory daily to Vaccine Finder

### How often to report
- Every day (by 6pm CST)

### Data checks and compliance
- Providers can check accuracy of their inventory once they complete input of new data

### Who to contact for help
- Registration - vaccinefinder@auth.castlighthealth.com
- Helpdesk - vaccinefinder@castlighthealth.com
We encourage your organization to opt into Vaccine Finder

How to opt-in

1. Log into your Vaccine Finder COVID Locating Health account: https://covid.locating.health/login

2. In the upper right-hand corner, select "Public Display"

Here, you'll be able to "turn on" your desired location(s) to display publicly on the Vaccine Finder map and update the displayed information.

3. To turn on locations within the portal, navigate to the 'Log Manually' tab and switch the below grey toggles to blue.

4. On the same page, you can click each location and edit the information to display publicly, including: Phone Number (required), Hours, Website, Scheduling Tool, Notes (free text field)

Your updates should reflect in the tool within 24 hours.

Additional resources

For detailed instructions, please view Vaccine Finder's provider resources in the below sections:
https://vaccinefinder.org/covid-provider-resources/
- "COVID Locating Health Provider Portal: Updating Public Display Fields (Jurisdiction and Providers)"
- "Checklists for Updating Public Display Fields"

We will also be sending an email regarding the shift to Vaccine Finder and how to opt in

Questions? Email us at: findmyvaccinetool@ks.gov
Further resources

How to enroll
Reporting requirements
How to order
Wastage guidance
Vaccine finder

Further resources
### What communication channels are available if we have specific questions?

<table>
<thead>
<tr>
<th>For questions related to</th>
<th>Who to contact</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID vaccine ordering, vaccine delivery questions or issues, to request data loggers, and VFC Program</td>
<td>Kansas Immunization Program</td>
<td><a href="mailto:kdhe.vaccine@ks.gov">kdhe.vaccine@ks.gov</a> • <a href="">877-296-0464</a></td>
</tr>
<tr>
<td>Vaccine Finder, etc.</td>
<td>Kansas Immunization Program</td>
<td><a href="mailto:kdhe.covidvaccinepartners@ks.gov">kdhe.covidvaccinepartners@ks.gov</a></td>
</tr>
<tr>
<td>General COVID vaccine inquiries</td>
<td>Regional Immunization Consultants</td>
<td>[Consultant map](mailto:Consultant map) for your local consultant’s email and phone • On-call consultant: <a href="">785-296-5592</a></td>
</tr>
<tr>
<td>KSWebIZ onboarding</td>
<td>KSWebIZ Onboarding</td>
<td><a href="mailto:kdhe.IMMONboarding@ks.gov">kdhe.IMMONboarding@ks.gov</a></td>
</tr>
<tr>
<td>KSWebIZ reports, training needs, data entry, local and monthly reconciliations</td>
<td>KSWebIZ Help Desk</td>
<td><a href="mailto:kdhe.ImmunizationRegistry@ks.gov">kdhe.ImmunizationRegistry@ks.gov</a> • <a href="">785-559-4227</a></td>
</tr>
<tr>
<td>COVID-19 provider enrollment process, changes to enrollment forms, or enrollment status</td>
<td>COVID Vaccine Provider Enrollment</td>
<td><a href="mailto:kdhe.COVIDEnrollment@ks.gov">kdhe.COVIDEnrollment@ks.gov</a> • <a href="">877-296-0464</a></td>
</tr>
<tr>
<td>Find My Vaccine tool</td>
<td>Find My Vaccine team</td>
<td>Provider [opt-in form](mailto:opt-in form) and [information change form](mailto:information change form) • <a href="mailto:findmyvaccinetool@ks.gov">findmyvaccinetool@ks.gov</a></td>
</tr>
<tr>
<td>LHDS: General COVID vaccine inquiries</td>
<td>KDHE Local Public Health Program</td>
<td><a href="mailto:lhd@ks.gov">lhd@ks.gov</a> • [Staff directory](mailto:Staff directory)</td>
</tr>
<tr>
<td>Providers: County-level COVID vaccine inquiries</td>
<td>Local Health Department</td>
<td>[Directory by county](mailto:Directory by county) for your LHD’s email and phone</td>
</tr>
</tbody>
</table>

For the full URLs of each hyperlink, please consult the appendix.
What resources are available to educate and inform patients?

Resources to help providers talk to patients

Online resources:
- Talking to Patients about the COVID-19 Vaccine
- Answering Patients' Questions
- Benefits of getting a COVID-19 vaccine
- 8 things to know about the U.S. COVID-19 Vaccination Programs
- For Kansas-specific questions, FAQs are a great place to start

Where to direct patients for more info

For general info: CDC COVID-19 Vaccine website

For Kansas info: Kansas COVID-19 Vaccine Information website
- FAQs
- Prioritization Plan
- Vaccine data dashboard
- Find My Vaccine – soon to be replaced with Vaccine Finder

For regular updates:
- Governor's press releases and briefings
- Governor's newsletter
- Governor and KDHE social media

KDHE COVID-19 contact info for the public:
- Hotline: 866-534-3463 / 866-KDHEINF (M-F 8:30a-5p)
- Email: covid-19@ks.gov
Top FAQs (I/II)

1. Why are PCPs involved in this effort if Local Health Departments and KDHE have been administering most vaccines to-date?
PCPs play an essential role in reaching Kansans who have not yet had access to the vaccine and helping hesitant Kansans get comfortable with the vaccine. PCPs are Kansans' most-trusted medical advisor and so play a key role in the education process for those who have not yet gotten vaccinated.

2. What resources are available to me if I need help enrolling as an administrator or enrolling in one of the data collection systems?
X liaisons have been hired specifically to assist PCPs and answer any questions that might arise, including those regarding enrollment.

3. Who is eligible for the vaccine at this point?
As of May 13, 2021, all Kansans 12+ are eligible to receive the Pfizer vaccine. Moderna and Johnson & Johnson are approved for those 18+.

4. Are there rules around which groups of Kansans to prioritize?
Now that Kansas is in Phase 5 of the vaccine roll-out and there is no longer a shortage of vaccines being provided by the federal government, there is no prioritization of which age group should be receiving the vaccine first.

5. How do I decide how much vaccine to order?
You should always have some baseline amount of vaccine on-hand. You should also keep a week's worth of prime doses, and order boost doses for the specific week that you will need them.
6. Can I get multiple vaccine types, depending on my storage capacity and patients' preferences?
Yes, KDHE can provide all vaccine types in any quantity. PCPs should take into account their storage capabilities when deciding how much of each vaccine to order, as storage requirements differ across vaccines types.

7. What happens if I do not use all the vaccine I order, or if some doses go to waste?
Providers should not turn away willing Kansans from getting vaccinated in order to prevent unused vaccine from being wasted. However, unnecessary wasting of vaccine should be minimized. Providers unable to use all doses of a vaccine once a vial is opened will not be limited in any way from being able to participate as a vaccine provider or prevented from ordering additional doses.

8. How will I be compensated for administering the vaccine if there is no out-of-pocket fee for patients?
Providers will be reimbursed ~$40 for each dose of vaccine administered, regardless of the patient's insurance type (public, private, or uninsured). Filing for publicly and privately insured patients is the same as for other procedures, while uninsured claims can be filed through HRSA.

9. What kinds of patient communication materials can KDHE provide to me to conduct patient outreach?
KDHE will do all it can to support PCPs in the effort to vaccinate their patient networks. Materials will be provided via email and on a PCP purpose-built portal covering instructions on mail merge, SMS / email templates, consent forms, and informational one-pagers.

10. How do I speak to hesitant patients about receiving the vaccine?
The CDC has developed a set of best-practices to help PCPs talk to hesitant patients. PCPs should encourage their networks to receive the vaccine, answering all questions thoughtfully, and coming from a place of empathy.