



State of Kansas
Abbreviated Provider Manual
September 2021

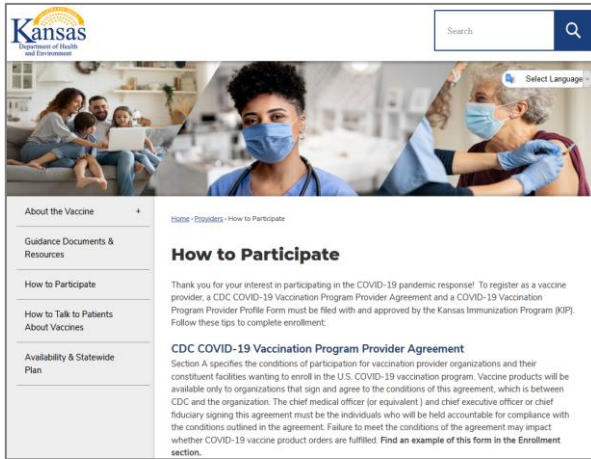


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How to enroll as a COVID-19 vaccine administrator

1. Read KDHE provider info

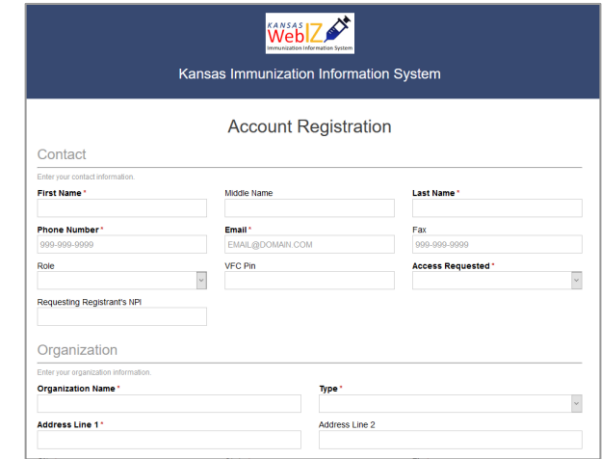


Site / step

2. Enroll as a provider with KDHE



3. Set up KansasWebIZ



Use & instructions

- Background information
- Information & instructions on joining the Kansan network of vaccine providers
- Enrollment checklist and FAQs

- Registration for your practice / contact information for those who will be ordering doses
- Contact information for Kansas Immunization Program

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

Access link

[Here](#)

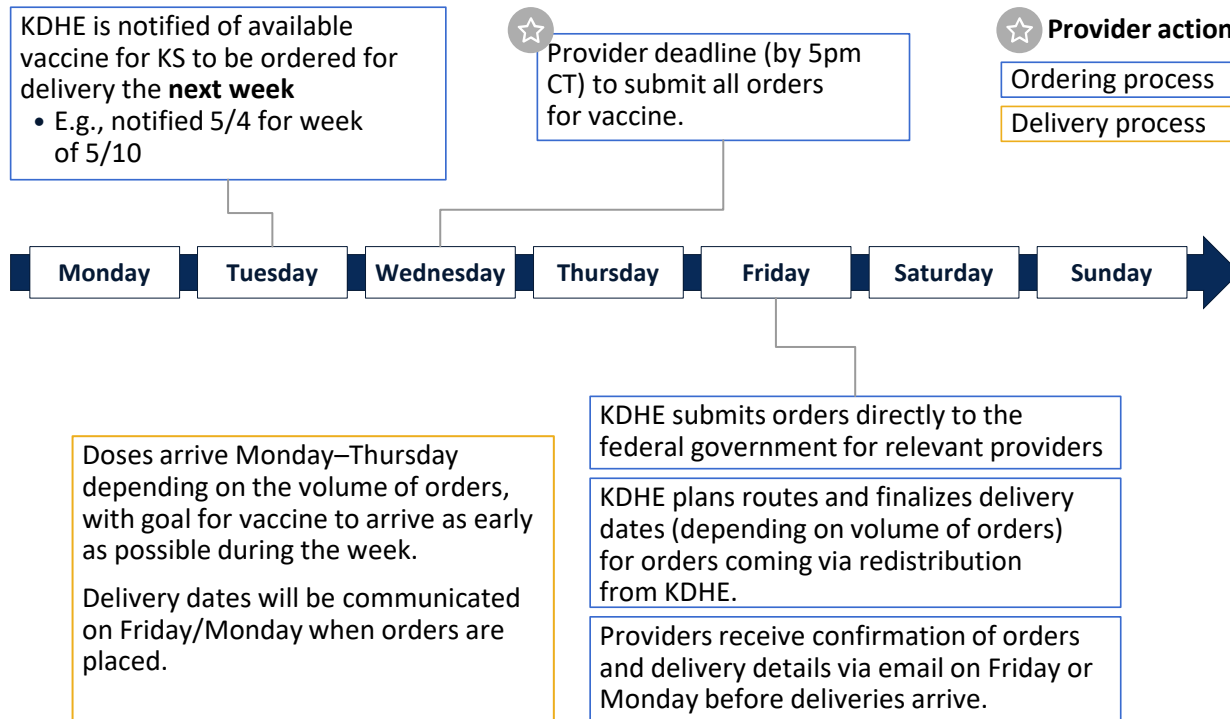
[Here](#)

[Here](#)

Requirements and support for vaccine administrators can be accessed at the [CDC's dedicated site](#)

How to order COVID-19 vaccines from KDHE


Weekly schedule to manage vaccine delivery (KDHE and providers)



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 z (“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

Reporting requirements

		<h2>VaccineFinder</h2>
What is it?	<ul style="list-style-type: none"> • Web-based statewide registry for vaccinations / immunizations • Contains lifespan immunization records that are complete, accurate, and secure for Kansans 	<ul style="list-style-type: none"> • Vaccine Finder is a federal web-based system that supports inventory reporting (required for all COVID-19 vaccine providers)
What to report	<ul style="list-style-type: none"> • Daily vaccination doses administered, with details on breakdown between 1st and 2nd doses • Current inventory of different types of vaccines • Accurate race & ethnicity data for those administered vaccines 	<ul style="list-style-type: none"> • Providers will report on-hand COVID-19 vaccine inventory doses
How to report	<ul style="list-style-type: none"> • Providers need to complete the <u>Site Enrollment Agreement</u> and <u>Provider</u> 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) 	<ul style="list-style-type: none"> • 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 <u>Vaccine Finder</u>
How often to report	<ul style="list-style-type: none"> • 24-hour reporting is required 	<ul style="list-style-type: none"> • Every day (by 6pm CST)
Data checks and compliance	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Providers can check accuracy of their inventory once they complete input of new data
Who to contact for help	<ul style="list-style-type: none"> • KSWebIZ Helpdesk - 785-559-4227 and 877-296-0464 • kdhe.ImmunizationRegistry@ks.gov 	<ul style="list-style-type: none"> • Registration - vaccinefinder@auth.castlighthealth.com • Helpdesk - vaccinefinder@castlighthealth.com

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](#)

Further resources for specific questions

For questions related to	Who to contact	Contact information
COVID vaccine ordering, vaccine delivery questions or issues, to request data loggers, and VFC Program	Kansas Immunization Program	<ul style="list-style-type: none"> • kdhe.vaccine@ks.gov • 877-296-0464
Vaccine Finder, Weekly Snapshot, etc.	Kansas Immunization Program	<ul style="list-style-type: none"> • kdhe.covidvaccinepartners@ks.gov
General COVID vaccine inquiries	Regional Immunization Consultants	<ul style="list-style-type: none"> • Consultant map for your local consultant's email and phone • On-call consultant: 785-296-5592
KWebIZ onboarding	KWebIZ Onboarding	<ul style="list-style-type: none"> • kdhe.IMMOnboarding@ks.gov
KWebIZ reports, training needs, data entry, local and monthly reconciliations	KWebIZ Help Desk	<ul style="list-style-type: none"> • kdhe.ImmunizationRegistry@ks.gov • 785-559-4227
COVID-19 provider enrollment process, changes to enrollment forms, or enrollment status	COVID Vaccine Provider Enrollment	<ul style="list-style-type: none"> • kdhe.COVIDEnrollment@ks.gov • 877-296-0464
Find My Vaccine tool	Find My Vaccine team	<ul style="list-style-type: none"> • Provider opt-in form and information change form • findmyvaccinetool@ks.gov
<u>LHDs</u> : General COVID vaccine inquiries	KDHE Local Public Health Program	<ul style="list-style-type: none"> • lhd@ks.gov • Staff directory
<u>Providers</u> : County-level COVID vaccine inquiries	Local Health Department	<ul style="list-style-type: none"> • Directory by county for your LHD's email and phone