



**Chicago Department of Public Health
COVID-19 Vaccination Program Provider Enrollment
Updated 12/03/2020**

COVID-19 Vaccination Program Provider Enrollment Overview

The Chicago Department of Public Health (CDPH) opened enrollment on November 1st for acute care hospitals to become COVID-19 vaccine providers. On Friday, December 4th, enrollment will be open to all providers via I-CARE (Illinois Comprehensive Automated Immunization Registry Exchange).

- Interested providers must submit the CDC COVID-19 Vaccination Program Provider Agreement in I-CARE. Please reach out to us if you need assistance accessing your I-CARE account. If your facility does not have a clinic account in I-CARE, please find I-CARE enrollment instructions on page 2 of this document.
- Step-by-step instructions on completing COVID-19 provider enrollment in I-CARE are included in an accompanying document.
- Completion of COVID-19 vaccine enrollment does not guarantee a facility will receive COVID-19 vaccine. Doses will be allocated based on vaccine availability, vaccine storage capacity, and facilities serving priority groups as defined by the National Academies of Sciences, Engineering and Medicine and the Advisory Committee on Immunization Practices.

Important note for Hospitals:

- Hospitals that previously enrolled sites in REDCap, do **not** need to complete the COVID-19 provider enrollment in I-CARE. CDPH completed the COVID-19 enrollment in I-CARE for these sites.

COVID-19 Vaccine Questions

Please contact us at covid19vaccine@cityofchicago.org with any questions.

COVID-19 Vaccination Program Enrollment Planning Tips

Step 1: Review the CDC COVID-19 Vaccination Program Provider Agreement and start collecting enrollment data

Before your facility submits enrollment materials in I-CARE, review and complete the CDC COVID-19 Vaccination Program Provider Agreement which is a PDF fillable form. This document should be completed **electronically**, including signatures, for easy uploading into I-CARE.

The CDC COVID-19 Vaccination Program Provider Agreement contains two sections:

- **Section A. COVID-19 Vaccination Program Provider Requirements and Legal Agreement**
 - Captures basic organizational, Chief Medical Officer (CMO), and Chief Executive Officer (CEO) information
 - Outlines the agreement requirements
 - Must be signed by the CMO and CEO
- **Section B. COVID-19 Vaccination Program Provider Profile**
 - Captures site specific information such as vaccine shipping address, vaccine coordinator information and patient populations
 - Facilities will need to include all prescribers (and medical license numbers) associated with their facility who may write orders for COVID-19 vaccine. Large health systems should think through which providers will fall into this role and do their best to include identified providers.
 - Must be signed by the pharmacist, medical director, or vaccine coordinator.

Step 2: Ensure your facility is enrolled in I-CARE and all necessary staff have I-CARE accounts

As outlined in the Program Agreement, all COVID-19 vaccine doses must be reported to the Illinois immunization information system (I-CARE) within 24 hours of administration. This includes doses entered via manual data entry into I-CARE and those electronically sent through an Electronic Health Record (EHR) system or through another mechanism.

As part of the planning process, each site administering COVID-19 vaccine should:

1. Ensure the facility is enrolled in I-CARE
2. Verify that your EMR/EHR is set-up to document COVID-19 doses and whether it can send doses to I-CARE automatically via HL7
3. If you are not yet setup for reporting via HL7 you will need to setup your connection by emailing IDPH at: DPH.HL7ICARE@illinois.gov or establish a process for manual entry of doses into I-CARE
4. Establish a process for recalling/reminding patients due for the second dose of COVID-19 vaccine

Facilities new to I-CARE

Facilities that need to enroll in I-CARE, can find the I-CARE Provider Site Enrollment form on the Illinois Department of Public Health I-CARE website in the forms section which is displayed on the right-side menu bar: <https://www.dph.illinois.gov/topics-services/prevention-wellness/immunization/icare> or accessed directly [here](#). Additional I-CARE enrollment instructions can be found on this form.

Requesting I-CARE access for individuals

At least two individuals per facility must have their own unique login ID and password. A good place to start is ensuring the COVID-19 primary and back-up vaccine coordinators listed on the CDC COVID-19 Vaccination Program Provider Agreement have I-CARE access. Access for new users can be requested by submitting an [Individual Agreement](#) and applying for a web portal account: <https://wpur.dph.illinois.gov/WPUR/>.

I-CARE Training

I-CARE users may access a variety of training tools by selecting the new user button on the I-CARE application home page. These training tools include:

- The I-CARE user manual
- "How To" Training Videos
- Tips and Tricks
- What's New

Step 3: Ensure vaccine storage and handling units are working well and designated staff is familiar with CDC's Vaccine Storage and Handling Toolkit

Ensure storage units are working well, have adequate storage space and temperatures are being monitored 24 hours a day and recorded twice daily.

There are three different vaccine cold chain parameters (depending on product):

- Refrigerated (2-8C)
- Frozen (-20C)
- Ultracold (-80C)

Facilities are not advised to purchase ultracold storage at this time.

Designate a minimum of two employees who will be trained to receive deliveries of COVID-19 vaccine and are available to receive phone calls from delivery personnel. These individuals will be designated as primary and back-up vaccine coordinators. Ensure staff review CDC's Vaccine Storage and Handling Toolkit:

<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>

CDPH will disseminate COVID-19 vaccine specific storage and handling guidance when it becomes available.