



Chicago Department  
of Public Health

# VACCINES FOR CHILDREN NEWS BULLETIN

Chicago Department of Public Health – Immunization Program

Issue Number 17, December 13, 2020

The news bulletin serves to keep you aware of emerging VFC program, vaccine, and vaccine-preventable disease updates.

## In This Issue:

- How to become a COVID-19 Vaccine Provider
- COVID-19 Vaccine Resources

Become a COVID-19 Vaccine Provider!

## How to become a COVID-19 Vaccine Provider

COVID-19 vaccine provider enrollment is open to all VFC providers via I-CARE. With the exciting news that the Advisory Committee on Immunization Practices recommends [COVID-19 vaccine for all people ages 16 and older](#), please submit COVID-19 enrollment at your earliest convenience. Submitting COVID-19 provider enrollment is simple and similar to annual VFC Program re-enrollment in I-CARE.

### **STEP 1: Complete the CDC COVID-19 Vaccination Program Provider Agreement**

Before your facility begins COVID-19 enrollment 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. A blank, downloadable form is available in I-CARE and included as an email attachment to this bulletin for quick reference. Step-by-step instructions for completing COVID-19 enrollment in I-CARE are also included as an attachment.

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: Upload the Completed Provider Agreement to the COVID tab in I-CARE

Once the CDC COVID-19 Vaccination Program Provider Agreement is completed electronically including signatures, you can upload this document to the COVID tab in I-CARE. Information can also be directly entered into the COVID tab. A signed Provider Agreement is required before CDPH can process your enrollment. When all information in the COVID tab is completed and a signed Provider Agreement is uploaded, change the status to Requested in I-CARE. CDPH will then review and process your COVID-19 provider enrollment. The primary vaccine coordinator listed in the Provider Agreement will receive email notifications when the status of COVID-19 provider enrollment changes.

## COVID-19 Vaccine Resources

For the latest COVID-19 vaccine updates and resources, visit the Chicago Health Alert Network COVID Vaccination Info webpage: <https://www.chicagohan.org/covidvax>

## COVID-19 Vaccine Questions

Please email us at [COVID19vaccine@cityofchicago.org](mailto:COVID19vaccine@cityofchicago.org) with any questions regarding COVID-19 vaccine or provider enrollment.

## Return Expired Flu Vaccine

You may now return flu vaccine from the 2019/20 flu season.

Please fill out a Vaccine Return Form ([available on the HAN](#)) and fax to 312-746-6220.

Please also remember to **remove it from your I-CARE inventory** after submitting the Return Form.



## Contact Us

### Forms, Policies, and Program Updates

[www.ChicagoHAN.org/VFC](http://www.ChicagoHAN.org/VFC)

### Primary Contact Method

[ChicagoVFC@cityofchicago.org](mailto:ChicagoVFC@cityofchicago.org)

*Please use this email for all general VFC inquiries and issues including those related to vaccine orders and temperature excursions*

### Clinical Questions

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