

# COVID-19 Vaccine Provider Checklist

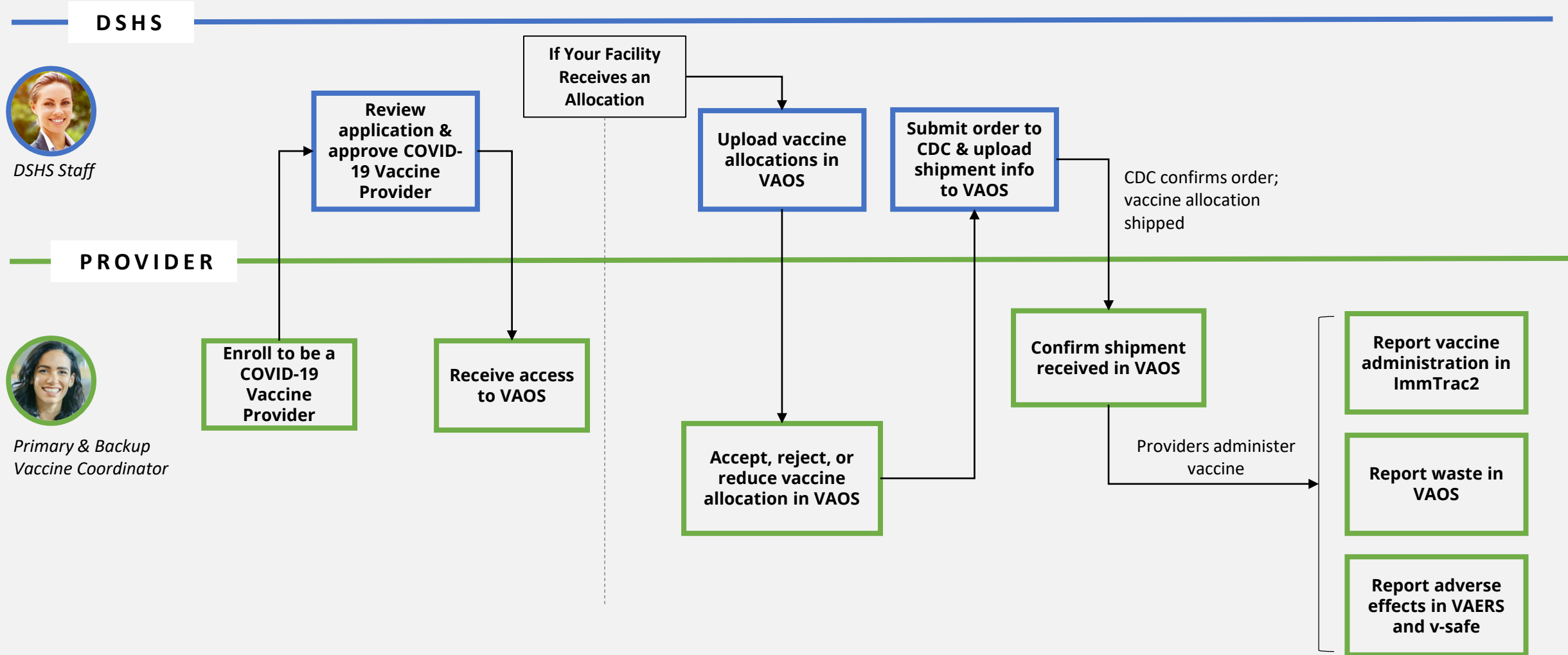
Last Updated 12/23/2020



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# COVID-19 Vaccine Provider Milestones



# Provider Checklist



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## Using your Checklist

Leverage this Provider Checklist throughout your experience as a COVID-19 Vaccine Provider. These resources and reminders will help keep you on track.

## Did you Know?

Visit the Provider page, [COVID-19 Vaccine Management Resources](#), on the DSHS website for a one-stop shop for your Provider resources.

## Support Contacts

- DSHS COVID-19 Vaccine Provider hotline: (877) 835-7750, 8 a.m. to 5 p.m., Monday through Friday or Email: [COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov)
- For questions about training materials or webinars, please email [COVID19VacMgmt@dshs.texas.gov](mailto:COVID19VacMgmt@dshs.texas.gov)

## Enroll to be a COVID-19 Vaccine Provider

### Review Provider Resources:

- [How to Become a COVID-19 Vaccinator](#)
- [Tips and Tricks for Enrolling for COVID-19 Vaccine Program](#)
- [Texas DSHS Immunization Portal Registration Guide](#)
- [COVID-19 Vaccine Provider FAQ](#)

## Receive Access to VAOS

### Review Provider Resources:

- [Public Health Entity Forums and Resources](#)
- [Provider Webinar Recordings and Resources](#)

### Are you a Primary or Backup Vaccine Coordinator? If yes, review:

- [COVID-19 VAOS – How to Access the System](#)
- [COVID-19 VAOS – Provider User Training Guide](#)

## Accept, Reject, or Reduce Vaccine Allocation in VAOS

### Prepare for Storage, Handling, and Administration:

- [Best Practices for Data Loggers](#)
- [CDC Vaccine Storage & Handling Toolkit](#)  
*\*Reference COVID-19 Addendum, beginning on page 49*
- [COVID-19 Vaccination Training Programs for Healthcare Professionals](#)
- [Provider Webinar Recordings and Resources](#)

### Are you a Primary or Backup Vaccine Coordinator? If yes, review:

- [COVID-19 VAOS – Provider User Training Guide](#)
- [Accepting Allocations in VAOS](#) Video Demo

# Provider Checklist

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Confirm Shipment Received in VAOS	Report Vaccine Administration in ImmTrac2	Report Waste in VAOS	Report Adverse Effects in VAERS and V-safe
<p><b>Prepare for Storage, Handling, and Administration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Best Practices for Data Loggers</a></li> <li><input type="checkbox"/> <a href="#">CDC Vaccine Storage &amp; Handling Toolkit</a> *Reference COVID-19 Addendum, beginning on page 49</li> <li><input type="checkbox"/> <a href="#">COVID-19 Vaccination Training Programs for Healthcare Professionals</a></li> <li><input type="checkbox"/> <a href="#">Provider Webinar Recordings and Resources</a></li> </ul> <p><b>Are you a Primary or Backup Vaccine Coordinator? If yes, review:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Save <a href="mailto:noreply@salesforce.com">noreply@salesforce.com</a> as a safe sender for future emails</li> <li><input type="checkbox"/> <a href="#">COVID-19 VAOS – Provider User Training Guide</a></li> <li><input type="checkbox"/> <a href="#">Confirming Shipment in VAOS</a> Video Demo</li> </ul>	<p><b>Review Provider Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Provider Webinar Recordings and Resources</a> *ImmTrac2 reporting information in 12/15 webinar</li> <li><input type="checkbox"/> <a href="#">ImmTrac2 User Training Site</a></li> <li><input type="checkbox"/> <a href="#">Online Disaster Reporting</a></li> <li><input type="checkbox"/> <a href="#">ImmTrac2 Forms and Documents</a></li> </ul>	<p><b>Are you a Primary or Backup Vaccine Coordinator? If yes, review:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">COVID-19 VAOS – Provider User Training Guide</a></li> <li><input type="checkbox"/> <a href="#">Reporting Waste in VAOS</a> Video Demo</li> </ul>	<p><b>Review Provider Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Provider Webinar Recordings and Resources</a> *Reporting adverse events information in 12/22 webinar</li> <li><input type="checkbox"/> <a href="#">v-safe Provider Information Poster</a></li> <li><input type="checkbox"/> <a href="#">v-safe Information Sheet</a></li> </ul> <p><b>Report:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Report adverse effects at <a href="https://vaers.hhs.gov/">https://vaers.hhs.gov/</a></li> </ul>