COVID-19 Vaccine Provider Checklist

Last Updated 7/1/2021
1. Enroll to be a COVID-19 Vaccine Provider
   - Providers enroll through Syntropi

2. Gain Access to VAOS
   - Providers receive an email from IdentityManagement@hhsc.state.tx.us with log in credentials, and an email from COVID19VaccineMgmt@dshs.Texas.gov with instructions to log into VAOS.

3. Place a Vaccine Order
   - Place a vaccine order in VAOS for the quantity and presentation that best serves your patient population

4. Confirm Receipt of Vaccine Shipment
   - Approximately 2 weeks after placing a vaccine order, providers will receive their shipment
   - Providers can track the status of their order and track their shipment through VAOS

5. Transfer
   - If needed, use VAOS to initiate a request to transfer vaccine doses between 2 facilities

6. Administer Vaccines
   - Providers maintain proper storage & handling requirements for their vaccine presentation
   - Providers administer vaccine to their patient populations

7. Report
   - Administration in ImmTrac2 within 24 hours
   - Wasted doses in VAOS
   - Adverse Effects in VAERS and v-safe
   - If desired, review and export reports from VAOS

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Vaccine Management Process Overview

1. Enroll
   - Apply

2. Get VAOS Access
   - Required to receive and administer COVID-19 vaccines
   - Approved
   - Unencrypt
   - Reset

3. Navigating VAOS
   - Order
   - Dashboard
   - Transfer
   - Waste
   - Confirm

4. Administering Vaccines
   - Receive
   - Give
   - Store
   - Dispose

5. Vaccine Reporting
   - Administration
   - Waste
   - Safety

Core steps of Vaccine Management Process

1. Receive
2. Unencrypt
3. Change password
4. Log into VAOS

Information Needed
- Vaccine Coordinators
- CMO/CEO Approval
- Delivery Address
- Estimated patient population
- Coordinator email inboxes
- New password
- Quantity on hand
- Population Served
- Receiving Provider
- Lot ID #s
- Storage & Handling requirements
- Ancillary kits
- Provider Support Resources
- Patient information
- Lot ID #s
- Your email inbox
- VAOS
- N/A
- v-safe

System
- Syntropi
- VAOS
- N/A
- Provider Support Resources
- VAOS
- VAERS

Steps/Process, and Resources
- Fill out application on the Enroll Texas website
- Watch our Basics & Beginners COVID-19 Vaccine Provider Webinar recording
- Access VAOS
  1. Receive email
  2. Unencrypt Email
  3. Change password
  4. Log into VAOS
- Order Vaccines
- Access Data Dashboard
- Confirm Shipments
- Transfer Vaccines
- Generate Reports
- Store and prepare vaccines
- Administer vaccines
- Report Waste according to CDC Guidelines
- Tell your patients to sign up for v-safe (Spanish version here)
- Record doses administered into ImmTrac2
- Report Dose Waste into VAOS
- Adverse effects into VAERS