

**NYSDOH COVID-19 Vaccination Program Enrollment Process for Long-Term Care Providers**  
**Frequently Asked Questions**  
**11/2/20**

**1. What types of Long-Term Care Facilities (LTCF) may enroll in the NYSDOH program?**

All LTCFs are eligible to enroll, including nursing homes and adult care facilities. Adult Care Facilities includes assisted living residences, enhanced assisted living residences, special needs assisted living residences (memory care), assisted living programs and adult homes with memory care.

**2. Please explain the NYSDOH COVID-19 Vaccination Program and the CDC Pharmacy Partnership Program.**

The NYSDOH COVID-19 Vaccination Program is open for enrollment to LTCFs (**with sites outside NYC**) interested in administering COVID-19 vaccine to staff, residents or both. Facilities must enroll in the New York State COVID-19 Vaccination Program to order and receive publicly supplied COVID-19 vaccine and ancillary supplies from the supply allocated to NYSDOH. To enroll, facilities must have the cold storage capacity and a prescribing provider.

The federal CDC Pharmacy Partnership program is focused on vaccinating **residents** in LTCFs. If you enroll in the CDC program, you are signing up to request that CVS or Walgreens vaccinate your residents. The plan is for CVS and Walgreens to get shipments of vaccine from CDC, come to your facility, administer the vaccine to residents and do all the related doses administered reporting. It is expected that staff will have already been vaccinated prior to implementation of this initiative, however, CVS and Walgreens will also vaccinate any staff who have not been previously vaccinated. There is no cost to your facility. CVS and Walgreens will be billing private and public insurance for the administration fee.

You are encouraged to enroll in **both** programs above. This will give your organization the most options since we do not know which program will receive vaccine first.

New York City Department of Health and Mental Hygiene (NYCDOHMH) has its own enrollment process for providers with locations within the 5 boroughs of NYC. NYCDOHMH will provide guidance to LTCFs within NYC.

**3. Are adult care facilities, many of which do not have medical directors or the capacity to store vaccine, required to enroll in the NYSDOH program?**

We recognize that many adult care facilities may not have the infrastructure to store and administer vaccine. Enrollment is not required. Enrollment is strongly encouraged for facilities that have the capability.

**4. When is the deadline for enrollment?**

LTCFs have been asked to enroll by COB on November 3, 2020. Please make every effort to meet that deadline. Submissions will be accepted from LTCFs after 11/3, however, finalizing the enrollment may be delayed. We are enrolling providers in phases to manage workload and we need to move to the next group of providers.

**5. Can LTC facilities partner with their existing pharmacy instead of using the CDC program?**

LTCFs that would like to work with their existing pharmacy provider to vaccinate staff and/or residents may do so. If you choose to work with your own pharmacy partner, that pharmacy will need to enroll in the NYSDOH program (when we open enrollment to pharmacies), and order vaccine (when supply becomes available). The pharmacy provider that administers the vaccine will be responsible for all related reporting requirements.

**6. If an organization has sites in NYC and other counties, the organization should enroll in NY State program (and the federal LTC Pharmacy Partnership), but not the NYC program. Is that correct?**

This is correct. Organizations with sites outside NYC may enroll in the NYSDOH program for those particular locations. Regarding their NYC locations, they should wait for guidance from NYC. Right now, NYC is only recommending enrollment in the federal program.

**7. Should NYC providers expect to receive guidance from NYCDOHMH?**

Yes.

**8. When and where will LTCF staff be vaccinated?**

Health care workers are expected to be vaccinated in the initial phase of vaccine availability. Vaccinating LTCF staff may occur in a variety of ways. This may include the LTC facility vaccinating their own staff (with vaccine ordered from the State) and/or the staff being vaccinated at other designated sites such as a hospital or LHD-run POD. There is no final plan at this time because the exact timing and amount of supply is unknown.

**9. In a multisite organization that has an adult care facility and a skilled nursing facility on the same campus, or several sites under their organizational umbrella, does each individual site have to enroll?**

In a multi-site organization, the umbrella organization may submit a single application and include all the relevant facility locations under that application. The parent organization is listed under Section A. The locations are recorded under Section B. The online enrollment tool

has space for multiple locations. Or, if preferred, the umbrella organization may also have each facility sign up separately.

**10. If my facility enrolls in the NYSDOH program and orders vaccine, will NYSDOH send staff to administer the vaccine.**

Facilities should NOT expect NYSDOH to send staff to administer the vaccine. Please refer to the question “When and where will LTCF staff be vaccinated?”

**11. Our facility does not have a freezer to store ultra-cold vaccine**

NYSDOH does not anticipate shipping ultra-cold vaccine to LTCFs. There are multiple vaccines under development. Storage and handling information for each type will be provided once available.

**12. When should a LTCF submit a Redistribution Agreement?**

It is highly unlikely that a LTCF will need or be authorized for redistribution. In most cases, vaccine will be shipped from the manufacturer or the CDC distributor directly to an enrolled location. In very limited instances, NYSDOH may authorize certain large health networks or local health departments to receive vaccine at one location for redistribution to another affiliated site for storage and administration. In other words, redistribution refers to receipt of vaccine from other than the manufacturer or CDC distributor. Applying for redistribution does not guarantee approval. **Note:** If a parent organization, such as a nursing home, is ordering and receiving a vaccine shipment and then will just be bringing the vaccine (maintaining the cold chain) to an affiliated adult care facility for the purpose of vaccinating individuals on that same day, this is NOT considered redistribution.

**13. Will DOH provide a vaccine information fact sheet for education of the public?**

Educational materials are under development. Information about specific vaccine products will be available once the product is approved for use.

**14. Will the vaccine be mandatory for healthcare workers?**

There are no plans at this time to mandate this vaccine.

**15. Does the Medical Director and CEO/Chief Fiduciary role have to actually sign, or can the name be typed in?**

The form on the Health Commerce System (HCS) only allows one user to data enter the on-line application. We encourage each signatory to sign the fillable PDF or a hard (printed) copy so that the individual completing the data entry of the information on HCS can check the attestation box and type in the person's name. The hard (printed) copy of that form would be maintained at the organization.

**16. Why does the form ask for the CFO to sign and not the Administrator?**

This form was created by CDC. If the exact title doesn't match the titles at your organization, use the functional equivalent appropriate for the organization.

**17. Can the same person sign under more than one of the titles?**

It is possible that one individual will sign under more than one role on the form if that person is responsible for each role.

**18. For the patient projection amounts: Since the census numbers fluctuate, should we enter the number of beds.**

Yes, you can use the bed capacity for this projection.

**19. How should we account for short-term rehab stay patients in the section related to patients routinely served? I may have 100 beds but over 30 days I could have 130 patients come through the facility due to rehab.**

Use the higher number for a projection. This is just a point in time number. It does not lock in what you would order once supply is available.

**20. Does the LTCF need to have a NYSIIS account to enroll?**

All COVID-19 Vaccine Program Providers (each site submitting a profile) will need a New York State Immunization Information System (NYSIIS) account. Your organization may currently have a NYSIIS account, but it is important to ensure that the appropriate staff have access. If your organization/site does not currently use NYSIIS an organization account will be created when processing the enrollment. Functions staff perform in NYSIIS include placing vaccine orders; monitoring vaccine inventory; entering doses administered and/or performing data exchange (uploading and downloading data) between the provider's electronic health system and NYSIIS; entering vaccine returns and wastage; and generating reports for internal review (e.g. doses administered).

Please take the following steps to receive access for new users, if needed:

- a. NYSIIS is located on the Health Commerce System. If responsible staff do not yet have an HCS account, they must apply for one. Please refer to the attached instructions for requesting an HCS account.
- b. Take the NYSIIS Administrative User training located at [https://www.health.ny.gov/prevention/immunization/information\\_system/status.htm](https://www.health.ny.gov/prevention/immunization/information_system/status.htm). You must have an HCS ID (step 1 above) to register for the training.