

## Instructions for Completing the Agreement Online



1. To begin, visit our [CDC COVID-19 Vaccine Agreement](#) online form.
2. The form is divided into two parts: Section A and Section B. After saving and closing Section A of the COVID-19 Vaccine Provider Agreement, an email with a copy of the form will be sent to the organizational email address. Please print the email and have the designated individuals sign under Chief Medical Officer and Chief Executive Officer. Scan and return Section A to [Covid-19.vaccine@dc.gov](mailto:Covid-19.vaccine@dc.gov).
3. Return to the email to complete Section B. Near the bottom, select **Add Location** and Section B will open in a new browser tab. Continue to add individual vaccination locations (otherwise known as facilities), by returning to the email. After saving and closing Section B, a copy will be sent to the Primary Vaccine Coordinator's email address. Please print the email and have the designated individual sign the Storage Unit section. Scan and return to [Covid-19.vaccine@dc.gov](mailto:Covid-19.vaccine@dc.gov).

## Frequently Asked Questions

**Q: Should Section B- Profile estimates be completed with the assumption to vaccinate staff ONLY or to vaccinate patients as well?**

A: It is ok to complete the profile estimates with the assumption to vaccinate healthcare staff only for now. As vaccine becomes available for the general population, it is also ok to submit additional section B forms to adjust profile estimates to include vaccinating the general population. If you completed section B for the general population now, it is fine.

**Q: When listing 25 Providers, should we list all Providers with prescribing authority even if they do not order vaccines in practice? Who should be listed Providers with prescribing authority or those who will order vaccines?**

A: For now, please select no more than 25 Providers who can and will order vaccines. In a large healthcare facility, this may be the Occupational Health Provider and facility Medical Directors.

**Q: Is this agreement to be able to give the vaccine internally to healthcare workers and/or to patients?**

A: The CDC COVID-19 Vaccine Provider Agreement is required to receive COVID-19 vaccine irrespective of who is being immunized.

**Q: Also, if a facility does not have the storage requirements, should they still complete this form?**

A: If you want to receive CDC COVID-19 vaccine, you must complete an agreement. If you do not currently have equipment to store and handle vaccine, a member of the COVID-19 Vaccine Planning Team will reach out to you to consider your eligibility to participate. The team can then facilitate partnerships to ensure your population has access to the eventual COVID-19 vaccine(s).

**Q: Is the application for residents and staff? Moreover, our population is only children and is the initial vaccine applicable to them?**

A: The CDC COVID-19 Vaccine Provider Agreement is required to receive COVID-19 vaccine irrespective of who is being immunized. It covers future vaccine administrations to children. The first vaccines approved by EUA will not be approved for children. The focus of the Phase 1a allocation of the eventual COVID-19 vaccine is focused on healthcare workers and healthcare settings.

**Q: Just checking to see if this applies to Group Homes/ ICFs/ Host Home / Supported Living options.**

A: DC Health has categorized workers within these environments as “healthcare workers” and are prioritized for the eventual COVID-19 vaccine. Yes, The CDC COVID-19 Vaccine Provider Agreement is required to receive COVID-19 vaccine. However, some facilities may be better served by other partners and stakeholders. Contact the COVID-19 Vaccine Planning Team and [Covid-19.vaccine@dc.gov](mailto:Covid-19.vaccine@dc.gov) if it is more feasible to receive COVID-19 vaccine through one of our partnerships.

**Q: Can DC DOH provider clear instructions for who should sign the Provider Agreement?**

A: The CDC COVID-19 Vaccine Provider Agreement should be signed by a Chief Medical Officer and Chief Executive or Fiduciary Officer for the organization. In Section B, the Medical Director, Pharmacy Director, or Primary Vaccine Coordinator for a specific facility location should sign beside the Storage Unit Details.

**Q: Is it appropriate to fill this agreement based on staff vaccination?**

A: Section B of the agreement may be completed in consideration of healthcare staff. It is ok to submit an additional Section B at a later date when expanding the profile to include vaccination for the public.

**Q: Will facilities need to fill a new agreement in the future if they were to offer vaccination to the public?**

A: No; once an organization submits an agreement, they are enrolled to receive COVID-19 vaccine. However, Section B may be submitted multiple times to adjust facility location profile estimates.