

## COVID-19 Vaccine Request Process January 25, 2021

The Commonwealth receives a weekly vaccine allocation amount from the Federal Government and can place an order on Fridays and Mondays on behalf of providers. **Providers must use all vaccine shipped to them within 10 days of receipt.** Failure to administer distributed vaccine within 10 days of receipt jeopardizes the Commonwealth's future allocations from the Federal Government. Unused vaccines will be redistributed to other providers.

State allocation decisions are based on provider inventory, storage capacity, weekly throughput, and priority populations being vaccinated.

The COVID-19 vaccine request process, outlined below, will continue until supply is sufficient to allow providers to place their own order through the Massachusetts Immunization Information System (MIIS).

### **For providers who are already receiving vaccine**

All providers enrolled in the Massachusetts COVID-19 Vaccine Program (MCVP) must indicate their weekly vaccine needs (**both first and second doses**) through the weekly MCVP Survey sent via the MIIS (see *Overview of COVID-19 vaccine ordering process* below).

- Orders need to be in multiples of 100 for Moderna and 975 for Pfizer and will be rounded down to minimize waste of extra vaccine for as long as supply is constrained. For example, if there is a need for 115 doses, the order will be rounded down to 100 and the provider will be expected to open only 100 appointments.
- Sites should create and maintain wait lists of individuals they can quickly call if they have extra Moderna vaccine that needs to be administered the same day to prevent wastage.
- The weekly MCVP Survey request should be for first and second doses that are needed for clinics scheduled for 2 weeks from the survey date. Appointments should not be confirmed until providers receive an order confirmation.

At this time, due to limited supply from the Federal Government, DPH cannot fulfill every 1st dose vaccine request. When MDPH is not able to fulfill the request, the site will be contacted either by email or phone with the reason the request could not be fulfilled.

### **For providers not yet receiving vaccine**

While supply is limited and the Commonwealth is still in Phases 1 and 2 of vaccine distribution, not all MCVP-enrolled providers may be able to request vaccine. If you are identified as working with a priority population in Phases 1 and 2, a representative of the Commonwealth will begin to work with you to identify your plans for vaccination. When it is time to request vaccine (see *Overview of the COVID-19 vaccine ordering process* below), this representative will send you a unique link to complete the weekly MCVP Survey.

The weekly MCVP Survey request should be **for first and second doses** that are needed for clinics scheduled for 2 weeks from the survey date. Appointments should not be confirmed until

providers receive an order confirmation.

At this time, due to limited supply from the Federal Government, DPH cannot fulfill every 1st dose vaccine request. When MDPH is not able to fulfill the request, the site will be contacted either by email or phone with the reason the request could not be fulfilled.

### Overview of COVID-19 vaccine ordering process

- At this time, the DPH Vaccine Unit will continue to order from CDC on behalf of providers.
- Every Monday, DPH sends a weekly MCVP survey to providers who have received COVID-19 vaccine to support allocation decisions. To request vaccine (including second doses), this survey must be submitted by **Tuesday at 5PM (previously Wednesday at 12pm)**. Failure to submit the survey may result in no allocation of vaccine the following week. At this time, due to limited supply from the Federal Government, DPH cannot fulfill every 1<sup>st</sup> dose vaccine request.
  - The survey is emailed to the primary and back-up COVID-19 vaccine coordinators. If you have not received the survey please email [DPH-Vaccine-Management@massmail.state.ma.us](mailto:DPH-Vaccine-Management@massmail.state.ma.us).
- The Federal Government has indicated that it will make allocation decisions based on States’ success in vaccine administration numbers. Vaccine sitting idle in freezers risks the Commonwealth’s future allocations from the Federal Government. Only request a quantity of vaccine that you can fully administer within 10 days.
- Based on the survey responses, DPH places orders in the MIIS and then transmits to CDC for fulfillment. Orders will routinely be placed on Friday for arrival at most sites by Monday-Wednesday of the following week.
- You will be notified once you can order doses directly through the MIIS.

Beginning the week of 1/25, the weekly cadence will be as follows:

<b>Week 1</b>	<b>Mon, 9am</b>	Weekly MCVP Survey automatically sent to providers who have received inventory before; eligible new providers will be emailed a unique link
	<b>Tue, 5pm</b>	Weekly MCVP Survey due
	<b>Fri</b>	DPH places orders; providers receive a MIIS-generated email with the allocation amount
	<b>Mon-Wed</b>	Providers included in Friday order receive shipment

### Ordering second doses

Effective immediately, **MCVP-enrolled providers must request second doses through the weekly MCVP survey.** Providers with surplus inventory (more than 10 days) on hand must use those doses before second vaccine doses will be allocated and shipped to them. Providers should not “save” or “hold back” second doses in a reserve. Second dose needs indicated in the survey are prioritized so that providers can meet second dose commitments.

**All vaccine must be used within 10 days of receipt.**

## **Instructions for completing the Weekly MCVP Survey**

The Weekly MCVP Survey will include the following questions:

1. **How many doses of vaccine do you have on hand?** Please indicate how many first and second doses of Pfizer and Moderna you have in inventory at the time of survey completion. Do not include doses arriving on Monday or Tuesday in the same week that the survey is submitted. Do not include any doses you are planning to redistribute to another provider, and please ensure that any redistributed vaccine is transferred appropriately in MIIS. This self-reported inventory will be cross-checked with vaccine inventory data from MIIS, so reporting into MIIS is very important to ensure DPH has an adequate understanding of providers' current supply.
2. **Weekly (7 day) vaccine administration capacity:** Please indicate the maximum number of vaccines that your site expects to administer in the next week, Monday through Sunday, taking into account your site's staffing and throughput capacity. This self-reported capacity will be cross-checked with your administration data for recent weeks. This number will be used to calculate the 10 days of inventory that DPH will aim to maintain.
3. **How many doses do you plan to administer at your facility?** Please indicate how many doses you plan to administer, by first and second doses, for the next two weeks (Monday through Sunday). This includes appointments that have already been scheduled, that have been made available for booking, or that you plan to make available for booking. The sum of first and second doses for each week should equal your response in #2, unless you plan to operate at less than maximum capacity, in which case the sum of first and second doses will be less than #2.
4. **How many doses have been lost/expired in the last week?** Please indicate this amount, split by vaccine brand, for the period from the prior Monday to the Sunday before survey completion.
5. **First doses requested for the next week (Mon-Sun):** Please only request doses that you can use within this time period. If you have doses in inventory, your response to this question should be less than your response in #3. Orders need to be in multiples of 975 for Pfizer and 100 for Moderna and will be rounded down to minimize waste of extra vaccine for as long as supply is constrained. Do not request doses that you plan to receive as a transfer from another provider.
6. **Second doses requested for the next week (Mon-Sun):** Same instructions as #5.

## **Prioritization and methodology for request approvals**

Due to limited supply, vaccine will be prioritized for existing second dose commitments and for "open" clinics, i.e., providers that offer appointments to anyone eligible in Phase 1 (vs. limiting appointments to patients and staff), such as Mass Vaccination Sites. Completing the survey does not guarantee an order for the following week.