

Dear Vaccines for Children (VFC) Provider:

In anticipation of Pfizer-BioNtech COVID-19 vaccine being approved for 12-to-15-year-olds, **all VFC providers are encouraged to enroll in the NYS COVID-19 Vaccination Program**. Once enrolled, your current VFC PIN will be used to request vaccine (prebook) and receive allocations of COVID-19 vaccine and ancillary supplies.

Although Pfizer is currently only available to order in a minimum package size of 1,170 doses (195 6-dose vials), Pfizer will soon offer a new, smaller 450 doses package size (75 6-dose vials). The storage options for Pfizer have also been expanded. Although the strict ultra-cold frozen temperature requirements are best for long term storage, the vaccine is also able to be safely stored at regular frozen temperatures for TWO WEEKS and in the refrigerator for another FIVE DAYS.

In addition, effective April 19, 2021, NYS eliminated the civil penalty for failure to administer all allocated COVID-19 vaccine within seven days of receipt. Although still required to use vaccine as quickly as possible, providers now have more time to schedule vaccination appointments and administer all doses received.

Many smaller practices are working with other COVID-19 vaccination providers in their area to order one tray and split it among their offices. Following proper redistribution and transport guidelines, this is an acceptable option to manage the larger shipment.

The enrollment process includes three steps:

Step 1: Complete the online COVID-19 Vaccine Program Provider Enrollment application located in the Health Commerce System (HCS). Refer to the instructions for [Accessing the Enrollment Application Tool in HCS](#). Please review the information below and each of the referenced resource documents (links provided) for guidance in completing enrollment in the HCS tool.

Step 2: Ensure the appropriate individuals have access to the New York State Immunization Information System (NYSIIS).

Step 3: Sign and return a “Memorandum of Understanding (MOU) for the COVID-19 Vaccination Program” which will be emailed to you after you submit an application in the HCS. The MOU is required in addition to the online enrollment application.

If your practice is part of a larger organization, please confirm with your parent organization whether A) the parent organization has or will be enrolling your practice under its application or B) the parent organization prefers you to directly enroll your practice. If your parent organization has or will be enrolling your practice, then you do not need to take further action regarding enrollment.

[Instructions for Step 1: COVID-19 Vaccine Program Provider Enrollment application](#)

- Refer to the [COVID-19 Vaccination Program Provider Agreement & Profile & Addendum](#) document to see the type of information you will need to enter in the online application.
- Carefully review the [Enrollment Instructions Guide](#) for a detailed explanation of key fields in the online application.
- You may also view a [recorded webinar](#) (approximately 30 minutes long) for a walk-through of the online application.

The online enrollment application includes the following sections:

- The **CDC COVID-19 Vaccination Program Provider Requirements and Legal Agreement** (Section A) specifies the conditions of participation for vaccination provider organizations and their affiliated facility locations. The chief medical officer (or equivalent) and chief executive officer (or chief fiduciary officer or equivalent) signing this agreement must be the individuals who will be held accountable for and responsible for compliance with the conditions outlined in the agreement. This section of the form will only be completed once, regardless of the number of locations you are enrolling. Each location will be entered under the profile section. (Note: In the HCS online application tool, signatures are obtained using an attestation check box.)
- The **CDC COVID-19 Vaccination Program Provider Profile and NYSDOH Addendum** (Section B) outlines key minimum data elements required to be collected from every vaccination provider location receiving COVID-19 vaccine and ancillary products, such as receiving site address information, practice type, and patient population size and volume. This information must be completed and signed (electronically) for **each** location covered under the Organization listed in Section A.

Instructions for Step 2: New York State Immunization Information System (NYSIIS) accounts

Similar to the VFC Program, every COVID-19 Vaccine Program provider vaccination location entered under Section B (Provider Profile) will need a NYSIIS account to place vaccine orders, manage vaccine inventory, report doses administered, and enter vaccine wastage. It is important to ensure that appropriate staff, including the primary and backup vaccine coordinators listed in the application, have NYSIIS **administrative user account** access.

Please take the following steps to obtain access for any new users (this may be done before or after your enrollment application is submitted):

1. 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 [Instructions for requesting and HCS account](#).
2. Take the NYSIIS Administrative User training (25 minutes) located [here](#). You must have an HCS ID (step 1 above) to register for the training. Please refer to the [NYSIIS Standard and Admin Users Directions](#). The training is required before a NYSIIS account can be set up.

Resources to assist with your application:

- [*COVID-19 Vaccination Program Provider Agreement & Profile & Addendum*](#) (for awareness of what the application fields look like in HCS)
- [*Enrollment Instructions Guide*](#)
- [*Instructions for requesting an HCS Account*](#)
- [*Accessing the Enrollment Application Tool in HCS*](#)
- [*NYSIIS Standard and Admin User Directions*](#)
- [*Recorded online application walk-through*](#)

Send questions about the COVID-19 Vaccination Program enrollment process to COVID19Vaccine@health.ny.gov

Thank you for your assistance in bringing an end to this unprecedented pandemic.