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## Enrollment Checklist

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To begin the enrollment process please complete the following items:

### Storage and Handling:

- Ensure availability of vaccine storage equipment based on CDC Equipment Guidelines:  
(<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>)
- Ensure availability of certified digital data loggers for each storage unit that will be used to store vaccine and one back-up based on CDC Equipment Guidelines:  
(<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>)
- If purchasing new storage units, (It may take two to seven days to stabilize the temperature in a newly installed or repaired refrigerator and two to three days for a freezer. Before using a unit for vaccine storage, check and record the minimum and maximum temperatures each workday for two to seven days) on DPH *Refrigerator/Freezer Temperature Logs* (PDF file located through this link:  
<https://dph.georgia.gov/immunization-section/vaccines-children-program>)
- Run GRITS report for flu doses administered for previous flu season

To obtain the information on the totals for administered influenza vaccine:

1. Log into GRITS
2. On the left (in blue column) under Reports select Request Dose Administered (Request dose admin)
3. For the Report Date Range enter 07/01/2019 to 06/30/2020
4. Click Generate Report
5. Keep clicking on Refresh until the report name turns blue
6. Open the file and print off a copy to use for "Influenza" under "New" by eligibility category

Please complete and upload the following:

**\*ADDITIONAL MANDATORY TRAININGS ARE BEING DEVELOPED\***

- CDC You Call the Shots – Storage and Handling Module certificate for **primary** COVID-19 Vaccine Coordinator listed on Provider Profile: (<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>)
- CDC You Call the Shots – Storage and Handling Module certificate for **backup** COVID-19 Vaccine Coordinator listed on Provider Profile: (<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>)
- CDC – COVID-19 Vaccine Training Module certificate for **primary** COVID-19 Vaccine Coordinator listed on Provider Profile: (<https://www2.cdc.gov/vaccines/ed/covid19/>)

- CDC – COVID-19 Vaccine Training Module certificate for **backup** COVID-19 Vaccine Coordinator listed on Provider Profile: (<https://www2.cdc.gov/vaccines/ed/covid19/>)
  
- GRITS Inventory Management certificate for **primary** COVID-19 Vaccine Coordinator listed on Provider Profile: ([https://www.gritstest.state.ga.us/docs/ManageOrders\\_20FEB\\_2014\\_Final\\_Copy.htm](https://www.gritstest.state.ga.us/docs/ManageOrders_20FEB_2014_Final_Copy.htm)) – Please open link using Internet Explorer browser.
  
- GRITS Inventory Management certificate for **backup** COVID-19 Vaccine Coordinator listed on Provider Profile: ([https://www.gritstest.state.ga.us/docs/ManageOrders\\_20FEB\\_2014\\_Final\\_Copy.htm](https://www.gritstest.state.ga.us/docs/ManageOrders_20FEB_2014_Final_Copy.htm)) - Please open link using Internet Explorer browser.
  
- Certificate of calibration for each primary and back-up digital data logger that will be used to monitor vaccine storage units.
  
- [For Non-Vaccines for Children (VFC) and/or Adult Vaccine Program (AVP) Providers]** – Assigned Immunization Regional Consultant (IRC) will schedule either a physical or virtual site visit.

**\*Current enrolled VFC and/or AVP Providers will be selected for COVID-19 Program site visits at random\***

All COVID-19 related questions may be directed to [DPH-COVID19Vaccine@dph.ga.gov](mailto:DPH-COVID19Vaccine@dph.ga.gov)