



State of Georgia Immunization Office
COVID-19 Vaccine Program

Enrollment Checklist

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 GRRITS
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 email the following as one packet to DPH-COVID19Vaccine@dph.ga.gov:

- CDC COVID-19 Vaccination Program Provider Agreement & Profile (PDF fillable form)
- 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>)
- GRITS Inventory Management certificate for **primary** COVID-19 Vaccine Coordinator listed on Provider Profile: (https://www.gritstest.state.ga.us/docs/Inv_Mgmt.html)

- GRITS Inventory Management certificate for **backup** COVID-19 Vaccine Coordinator listed on Provider Profile: (https://www.gritstest.state.ga.us/docs/Inv_Mgmt.html)
- 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