November 13, 2020

Dear Urgent Care Center Administrator:

New York State urgent care centers (outside of New York City) interested in administering COVID-19 vaccine must enroll in the New York State COVID-19 Vaccination Program to be ready to order and receive publicly supplied COVID-19 vaccine and ancillary supplies when the vaccine becomes available. An online enrollment application tool named "COVID-19 Vaccine Program Provider Enrollment" that contains the Provider Agreement and Profile sections outlined below, is now accessible through the Health Commerce System (HCS). We have also attached copies of relevant forms. The purpose of these forms is to assist you identifying the information you will need to enter in the online tool.

The **Enrollment Instructions Guide** provides a detailed explanation of the application fields. Please review the information in this letter and the attached documents and complete the enrollment fields in the HCS online application tool by COB November 23, 2020.

The online enrollment application tool 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 online 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.

New York State Immunization Information System (NYSIIS) accounts:

All COVID-19 Vaccine Program Providers (each location submitting a profile) will need a New York State Immunization Information System (NYSIIS) account. Your organization may

currently have a NYSIIS account, but it is important to ensure that the appropriate staff have access.

Functions staff perform in NYSIIS include placing vaccine orders; monitoring vaccine inventory; entering doses administered and/or performing data exchange (uploading and downloading data) between the provider's electronic health system and NYSIIS; entering vaccine returns and wastage; and generating reports for internal review (e.g. doses administered).

Please take the following steps to receive access for new users, if needed:

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 attached instructions for requesting an HCS account.
2. Take the NYSIIS Administrative User training located at https://www.health.ny.gov/prevention/immunization/information_system/status.htm. You must have an HCS ID (step 1 above) to register for the training.

Submission deadline:

Please enter the Provider Agreement and Profile information in the online Health Commerce application tool to COVID19Vaccine@health.ny.gov by COB November 23, 2020.

Any questions about these forms should be directed to the email above.

Sincerely,

Debra S. Blog, MD, MPH
Director, Division of Epidemiology

Attachments:
COVID-19 Vaccination Program Provider Agreement & Profile & Addendum
Enrollment Instructions Guide
Instructions for Requesting an HCS Account
Accessing the Enrollment Application Tool in HCS