



# COVID-19 Vaccine New Provider Onboarding

10.5.21



# COVID-19 Vaccine New Provider Onboarding Steps

## **STEP 1**

(1-3 weeks)

Enroll in the  
California COVID-19  
Vaccination  
Program (myCAvax)

## **STEP 2**

(1 day)

Transition from  
myCAvax Enrollment  
to LAC DPH  
Onboarding

## **STEP 3**

(1-2 weeks)

Complete LAC  
DPH Onboarding

## Step 1: Enroll in the California COVID-19 Vaccination Program (myCAvax)

**Enroll in the California COVID-19 Vaccination Program myCAvax:**

<https://eziz.org/covid/enrollment/>

### **Enrollment assistance**

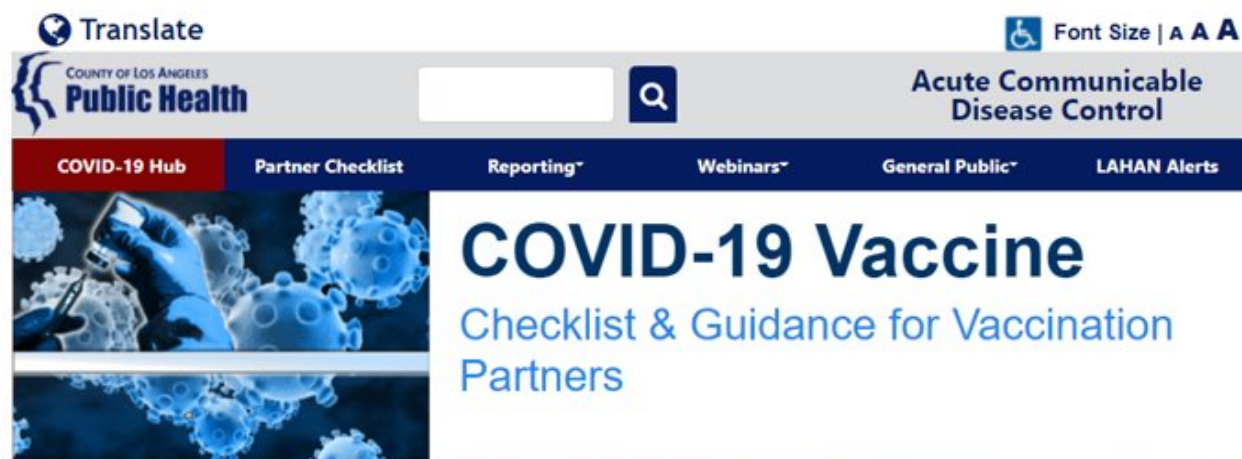
- Email Clinic Operations at [myCAvaxinfo@cdph.ca.gov](mailto:myCAvaxinfo@cdph.ca.gov) or
- Contact the COVID-19 Provider Call Center via
  - email at [covidcallcenter@cdph.ca.gov](mailto:covidcallcenter@cdph.ca.gov)
  - phone at 833.502.1245, M-F, 8AM-6PM

<https://eziz.org/assets/docs/COVID19/Vax58ProviderFAQs.pdf> (updated 10.4.21)

## Step 2: Transition from myCAvax Enrollment to LAC DPH Onboarding

Once enrolled in myCAvax, practice information is retrieved on a daily basis for LAC DPH for onboarding to the LAC DPH COVID-19 Vaccine Provider Program.

- LAC DPH will make contact by **phone or email with 24 hours** to begin the process
- Contact email: [COVAXonboard@ph.lacounty.gov](mailto:COVAXonboard@ph.lacounty.gov)



<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/checklist/>

## Step 3: Complete LAC DPH Onboarding

### Complete LAC DPH COVID-19 Vaccine Provider Onboarding:

- During the initial phone call, the onboarding analyst will:
  - assist with placing vaccine orders in myCAvax
  - schedule and complete a technical assistance site visit (on site or virtual)- prior to vaccine arrival ideally within 1 week to assess:
    - Compliance with [CDC approved storage and handling requirements](#)
    - Reporting in CAIR, myCAvax and VaccineFinder
    - Scheduled training and documentation such as a vaccine management plan
- Review [CalVaxGrant](#) resource (deadline extended to October 15, 2021)

## CalVaxGrant

- CA State is offering providers up to \$55,000 to support vaccination efforts
- Eligibility criteria:
  - Medical practice\* with no more than 200 physicians
    - \*Medical group/private practice, Federally Qualified Health Centers (FQHC), Rural Health Clinic (RHC), community health center, migrant or refugee health center, STD/HIV clinic health center, tribal health center, Indian Health Service (IHS) or urgent care
  - Independent pharmacy organization
  - Student vaccine clinic, which includes student health centers, university health centers and K-12 schools

<https://www.phcdocs.org/Programs/CalVaxGrant>

# CalVaxGrant

- Must be enrolled in myCAvax: for support please e-mail: [myCAvaxInfo@cdph.ca.gov](mailto:myCAvaxInfo@cdph.ca.gov)
- Expend or plan to expend award on allowable expenses:
  - staffing and training (most common expenses)
  - technology
  - infrastructure
  - supplies/equipment and administrative overhead
- Have not received money from the State Innovation Fund

RESOURCES	WEBINARS	CONTACT
<ul style="list-style-type: none"><li>•<a href="#">Application Checklist</a></li><li>•<a href="#">Sample Awardee Agreement</a></li><li>•<a href="#">High Priority Zip Codes</a></li><li>•<a href="#">Fact Sheet</a></li></ul>	Have questions about the application or want more information on the grant process? Watch one of the past recorded webinars! <a href="#">Recorded Application Tutorial Webinar</a>	<a href="mailto:calvaxgrant@phcdocs.org">calvaxgrant@phcdocs.org</a> ; (916) 551-2565

## Latest CalVaxGrant Stats

- Application deadline: October 15<sup>th</sup>
- For a full list of eligible Providers visit [PHC website](#)
- Latest stats:

Category	# applications
Approved	1,185
Pending	84
Not eligible	18
Incomplete	307
<b>Total</b>	<b>1,594</b>



The total awarded so far is \$21,900,000 \$9,789,000 from LA County.  
Of the 1594 applicants overall, 512 are from LA County of whom 365 are VFC.

## **Step 3: Complete LAC DPH Onboarding**

- Once compliance is assessed the practice will be:
  - supported by specific provider management or “home teams” for ongoing questions
  - provided information on LAC DPH call center for ordering questions
  - placed on the COVID-19 vaccine partner communications list
  - provided information on office hours:
    - LAC DPH COVID-19 vaccine partner office hours on Wednesdays 9-10 AM
    - CDPH COVID-19 vaccine partner office hours on Fridays 9-10 AM

## **Step 3: Complete LAC DPH Onboarding**

### **Provider Management or Home teams\* for as needed support**

- Vaccines for Children (VFC) Team for VFC providers
- Ambulatory Team for all ambulatory care settings
- Education Sector for institutes of higher education
- Mobile Team for mobile settings
- Hospital Team for hospitals
- Pharmacy Team for pharmacies

\*Home team = team of specialized support staff by type of practice

**Thank you for your support of our Los Angeles County Department of  
Public Health COVID-19 Vaccination Program!**

Email questions to: [COVAXonboard@ph.lacounty.gov](mailto:COVAXonboard@ph.lacounty.gov)

**LAC DPH Provider Vaccine Call Center**

Call (833-505-0761) Monday through Friday from 8am-5pm

Email: [COVIDVaccineReq@ph.lacounty.gov](mailto:COVIDVaccineReq@ph.lacounty.gov)