FAST FACTS

Planning a Vaccination Clinic: A Practical Guide for Aging Network Organizations

Area Agencies on Aging (AAAs) and Title VI Native American Aging Programs (Title VI programs) are trusted messengers in their communities and well positioned to provide unbiased vaccine information and to coordinate vaccine clinics and in-home vaccinations to support the health of older adults in their communities.

This guide outlines some of the important steps and considerations for developing and managing a vaccine clinic and examples from Aging Network organizations.

Partnerships

The key to long-term success of a vaccine program is establishing strong partnerships with local pharmacies, pharmacists or health centers. AAAs and Title VI programs have successfully partnered with local grocery store pharmacies, independent consultant pharmacists, local CVS and Walgreens pharmacies, the local health department, Federally Qualified Health Centers and Tribal Health Centers.

While AAAs and Title VI programs typically lead the planning of vaccine clinics and related events and coordinate supportive services, partners play a critical role in delivering vaccinations. For example, partners most often secure the vaccines themselves, administer shots and cover the costs for people who do not have insurance.

Over
65%
of AAAs and
80%
of Title VI programs provide vaccination support in their communities

Informed Decision-Making and Personal Choice

As a trusted messenger, your organization's role is to provide unbiased information about vaccinations to your community and encourage community members to seek guidance from a health professional regarding the risks and benefits of vaccinations so that individuals can make their own informed decision about whether or not to receive a vaccine.

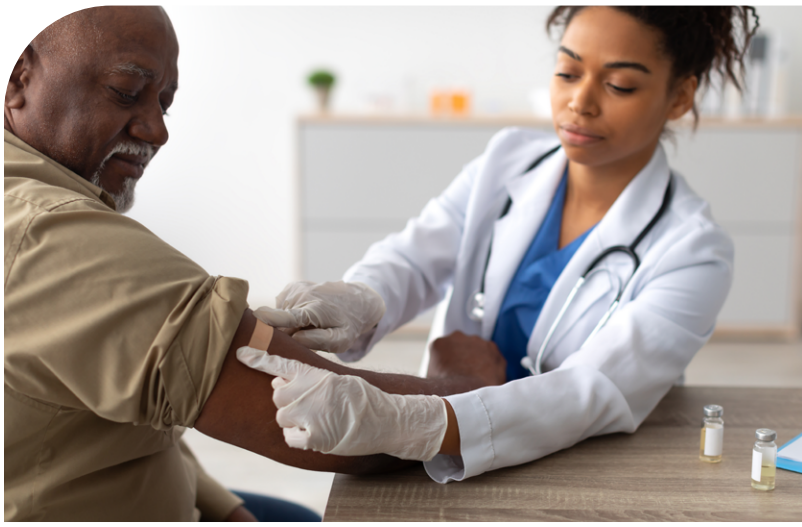
Consumers must be provided with vaccine information statements (VIS) at any vaccination event. These are information sheets produced by the CDC that explain the risks and benefits of a vaccine. Federal law stipulates that a VIS be given to anyone receiving a vaccine, each time a dose is administered, and before administering the vaccine to allow time for questions. More information, including VIS, is available at www.cdc.gov/vaccines/hcp/admin.

Offering Vaccines at Existing Events

Many agencies have found success in combining vaccination clinics with existing events. Examples include social engagement or cultural events, health and wellness fairs, exercise classes, computer clinics and more. These clinics provide a safe environment and a feeling of belonging for attendees.

For example, a Texas AAA hosts vaccination clinics in partnership with local community health improvement fairs. To boost participation, the fairs are promoted throughout the community and adjacent senior centers. Multiple community organizations participate in the fair, making it a one-stop shop for attendees to learn about health and wellness information and available community services, as well as obtain a vaccination if they choose. The AAA reports that attendees appreciated the involvement of the local food bank, which provided free food to all participants.

Planning a Vaccine Clinic



There are several logistical factors to consider when planning vaccination-related activities. and careful advanced planning is critical for success.

Vaccinations. Decide which vaccines to offer and determine what the cost will be for recipients. Commonly requested vaccinations include flu, RSV, shingles, and COVID. Ensure that the provider will have access to the vaccines you want to offer and will provide the relevant VIS.

Regulations. Check state regulations to determine who is authorized to order and administer vaccines.

Insurance. Vaccinations will be billed to the individual's insurance plan. Find out which insurance plans your vaccine provider accepts. Discuss who will cover the vaccine costs for people who are uninsured—this might be the agency or partner pharmacy.

Costs. Agencies report that pharmacists typically charge between $200–$500 per vaccine clinic for administrative and travel fees.

Location. Identify a location that allows for setup of a clinic and easy access for older adults. Consider parking, accessibility, public transportation and sufficient seating in the waiting area. Consider offering vaccines during already scheduled events such as senior fairs, health and wellness expos, etc.

> ***"We are geographically challenged by being in a very rural area. Many older adults may not have been able to get the vaccines without the clinics held close to their homes."***
>
> -AAA director

Supportive services. Determine which services and transportation can be offered to assist people in getting to the clinic location.

Staffing. Determine staffing needs and roles for vaccination events, including inclusion of community health worker or social care staff, translators (ESL or ASL), and nursing or pharmacy students to talk and share information with patients and answer questions.

Equipment. Determine equipment needed for the event, such as emergency equipment, gloves, pens and clipboards, and assistive items such as screen readers and shot blockers to create a comfortable environment for those who may be anxious about vaccinations and health care settings.

Pre-registration. Consult with the pharmacist to determine appointment length, which is typically 15 minutes per person. If possible, ask consumers to schedule a vaccine appointment by calling the office or using an online platform, such as Signup Genius. This serves to gauge community interest in attending the clinic, determine which vaccinations are needed and help consumers keep their commitment to attending the clinic. The pre-registration process may also include the opportunity to fill out insurance information, consent forms and other paperwork.

Mediation or de-escalation training. Staff should learn and practice strategies on how to manage and defuse high-stress situations that may arise related to vaccines.

Promoting the Event

Advertising. To encourage attendance, promote your event in the community using platforms such as social media, ads in local publications, flyers, billboards and radio or TV PSAs as your budget allows.

Trusted messengers. Connect with community leaders and use images of individuals that are representative of your community.

> ***"We held a clinic at a local Burmese church, which attracted 200+ non-English speaking individuals, most of whom were not insured and would have otherwise not sought out vaccines. Garnering trust through their trusted community leader was the entry point to an abundance of services and resources for this community."***
>
> -AAA staff member

Language. Avoid medical jargon that may be off-putting or confusing. Many individuals prefer the term "shot" instead of "vaccine." Consider listing flu or other available shots before COVID-19, which can raise concerns for some.

Accessibility. If possible, ensure that promotional materials are accessible for people with disabilities.

Reminders. Send reminders and appointment confirmations one to two days before the event.

Vaccination Clinic Day To-Do List

Arrive early. Set up, determine logistics, such as which forms must be distributed to or filled out by consumers, and ensure coordination with consultant pharmacists and other staff.

Answer questions. Ensure that a pharmacist or health care professional is there who can answer questions about vaccines.

Provide a comfortable waiting area. Consumers need a comfortable place to sit to complete paperwork before receiving the shot and to wait for approximately 15 minutes after. This allows time to make sure there are no immediate side effects from the vaccine(s). Tables provide a place for people to have a snack/drink and fill out any paperwork that may be needed.

Share information about supportive services. Share information on other AAA or Title VI supportive services with consumers while they are waiting after receiving shots.

Providing Shots in Consumers' Homes

Offering in-home shots is a helpful option for consumers unable to leave their home or living in rural areas. Consultant or local pharmacists can be good partners in offering this service, especially if they can provide mobile units to keep vaccines refrigerated.

> ***"So many of the homebound seniors we speak to on the phone to schedule their vaccine appointment are so very appreciative of this service. They are thankful that they can get their vaccines at home. It is one less thing for them to worry about. The caregivers are especially thankful, citing many times how difficult it can be for the homebound individual to get into the car."***
>
> -AAA staff member

EXAMPLES FROM THE FIELD

Tax and Vax

Many Aging Network organizations host annual free tax preparation clinics for their consumers. One agency added a vaccine clinic to this annual event so that attendees could receive a flu or COVID shot at the same time.

Love Yourself, Love Your Pet

One AAA in the Midwest found success with their "Love Yourself, Love Your Pet" outreach campaign. The AAA sent a mailing to older adults and people with disabilities in their planning and service area that combined information on getting a vaccine for themselves along with information about assistance for pet vaccinations and vet services. This campaign resulted in many phones calls to the ADRC for more information and increased numbers of people seeking vaccinations in the community.

USAging's Aging and Disability Vaccination Collaborative

This fact sheet was informed by lessons learned from USAging's award-winning Aging and Disability Vaccination Collaborative (ADVC), funded by the Administration for Community Living. From 2023 to its conclusion in May 2025, the ADVC provided funding and technical assistance to aging and disability community-based organizations to support an array of vaccination education and promotion activities, such as community vaccine clinics, in-home vaccinations, transportation to vaccination sites, and outreach and education for older adults and people with disabilities, which resulted in delivery of more than 630,000 vaccinations.

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