

Rural Health Clinic COVID-19 Vaccine Distribution Program

Quick Reference Guide

WELCOME

This quick reference guide shares information on the Rural Health Clinic COVID-19 Vaccine Distribution Program and supports Rural Health Clinics from invitation to vaccine administration.

OVERVIEW

To support rural communities during the COVID-19 pandemic, the Health Resources & Services Administration (HRSA) and the U.S. Centers for Disease Control and Prevention (CDC) launched the [Rural Health Clinic COVID-19 Vaccine Distribution Program](#) to directly allocate COVID-19 vaccines to Medicare-certified Rural Health Clinics. This program complements existing state and local efforts to rapidly increase vaccinations and ensure equitable and effective access by providing an additional vaccine supply directly to Rural Health Clinics.

Rural Health Clinics are an important partner to get rural residents vaccinated. We don't want to miss an opportunity to vaccinate someone who is willing and eligible. The program is more interested in getting as many people as possible vaccinated and less interested in wasting vaccine. There are no penalties for wasted vaccine.

If you choose to participate in the program, HRSA and CDC will provide details and technical assistance throughout your participation. Federal expectations include reporting inventory and waste data to HRSA. Your Rural Health Clinic will continue to follow state priority guidelines in administering vaccines and will be required to store, handle, and administer vaccines according to stated requirements and meet necessary reporting obligations.

What do I need to do first?

Complete and submit the

- Conditions of Participation Agreement
- [Readiness Assessment](#)

PROCESS OVERVIEW

Getting Started

1. Email HRSA at RHCVaxDistribution@hrsa.gov about your interest in the program. You will be provided the following:
 - Conditions of Participation Agreement
 - [Readiness Assessment](#)
2. Complete these two items as quickly as possible. The signed Conditions of Participation agreement can be returned to RHCVaxDistribution@hrsa.gov.
3. After submitting the Conditions of Participation Agreement and the Readiness Assessment, HRSA will enable access to the [Vaccine Provider Order Portal](#) (VPoP). Site contacts will receive an email from VPoP with instructions for setting up the account within about a week.

COVID-19 Vaccine Ordering and Inventory Management in the Vaccine Provider Order Portal

1. Set up your [VPoP](#) account. VPoP is a secure web application for health centers to order COVID-19 vaccines for an authorized delivery site. A [VPoP Set up Guide](#) is available for reference.
2. HRSA will also need to know your state Vaccine Tracking System PIN. If you do not know this, HRSA will help you find yours. You do not need access to the Vaccine Tracking System, but you do need to have an assigned PIN.
3. Create a vaccine order. Good news! As part of the onboarding process into the program, HRSA will place your first vaccine order for you.
4. For a step- by-step tutorial on how to place subsequent vaccine orders using VPoP, watch this [10-minute video](#). Additional user resources and a guide on placing orders are available on the [VPoP User Guide](#).
 - a. Select available vaccines from several manufacturers (e.g., Moderna, Pfizer-BioNTech, Janssen/ Johnson & Johnson).
 - b. Doses requested through the Rural Health Clinic COVID-19 Vaccine Distribution Program are in addition to the state allocation. You can participate in both state and HRSA programs but you do not need to participate in your state program to take part in the HRSA program.
 - c. You do not need to take further action to receive [ancillary materials](#) as this is the default.
 - d. Before placing an order, confirm that the delivery address and hours to receive the order are accurate.
5. Track your HRSA allocated inventory daily by logging stock on hand through the VPoP. Only vaccines supplied through HRSA's federally allocated vaccine program should be managed in VPoP. This includes placing orders, logging inventory, and documenting waste for your facility. Refer to the [Track Doses in Stock](#) guide.
6. There are no penalties for vaccine waste. Although you must report vaccine waste, there are no penalties.

After gaining access to VPoP, you should verify site addresses and hours of operation. Addresses and operating hours are based on information provided in the Readiness Assessment but should be reviewed and verified on a regular basis to ensure vaccines are delivered to the appropriate location.

DATA COLLECTION AND REPORTING

1. Follow state priority guidelines in administering the vaccines. You will be required to store, handle, and administer vaccines according to stated requirements and meet necessary reporting obligations.
2. Report administration of state vaccine allocations through your normal State Immunization Information System (IIS) process (each state may call its IIS a different name). VPoP will not replace your IIS or any other state reporting system for state-allocated vaccine supply.
3. Report waste and reconciliation of state- allocated vaccine through those channels.
4. Document all patient vaccine administration information (from the HRSA Rural Health Clinic COVID-19 Vaccine Distribution Program and, if applicable, any state/jurisdiction vaccine allocations) through state IIS.

TECHNICAL ASSISTANCE

For general questions and technical assistance, please contact RHCVaxDistribution@hrsa.gov. HRSA will connect you to the technical assistance team at the Georgia Health Policy Center at Georgia State University for additional support. They have a national team to help you get all the information you need to successfully participate in the program.

CDC Resources

- [How to Enroll as a COVID-19 Vaccination Provider](#)
- [CDC Clinical and Professional Vaccine Resources](#)
- [CDC Provider Training and Education Resources](#)
- [CDC Planning Guides and Toolkits for Partners and Community Clinics](#)
- [CDC Product Info by U.S. Vaccine including preparation, administration, and storage](#)

CONTACT US

For program or policy questions and system support, please contact RHCVaxDistribution@hrsa.gov.

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<https://ruralhealthlink.org/vaccine-distribution/>