

School-Located Vaccine Clinics For Influenza

SLVC Toolkit



Maine Center for Disease
Control and Prevention

An Office of the
Department of Health and Human Services

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

School-Located Vaccine Clinics for Influenza

SLVC TOOLKIT

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Part 1: VACCINE ELIGIBILITY and CLINIC REGISTRATION

1.1 Eligibility for State Supplied Influenza Vaccine in the SLVC Setting

1.2 ImmPact User Agreement and Roles

1.3 ImmPact/Mass Imm Setup for Schools Conducting SLVC without a Partner (Independent)

1.4 ImmPact/Mass Imm Setup for Schools Conducting SLVC with a Community Health Partner



Eligibility for State-Supplied Influenza Vaccine in the School-Located Vaccine Clinic Setting

Vaccine is supplied free of charge in the School-Located Vaccine Clinic (SLVC) setting to residents of the State of Maine that meet the following criteria:

All Maine children under the age of 19, including:

- Children enrolled in approved public and private schools
- Children that are home-schooled
- Children who reside in another state who are enrolled in school in Maine and are not receiving vaccine in their home state
- Children who are residents of foreign countries who are enrolled in Maine schools (therefore live in Maine during the school year and are eligible to be counted in the US Census)



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

ImmPact User Agreement and Roles

If at any time during this process you have questions, please contact the ImmPact Help Desk at 1-800-906-8754 or immimpact.support@maine.gov

Each person who wants to use ImmPact needs a user account:

1. To get an ImmPact User account, go to <http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/providers/forms-updates.shtml>.
2. Open and read ImmPact Rules.
3. Open and read ImmPact User Confidentiality and Security Policy.
4. Open the ImmPact User Agreement. You may fill it out online or print it and fill it in by hand.
5. Have your principal or superintendent sign on the Site Administrator line.
6. Send the signed page to ImmPact by: Fax 207-287-8127 or email immimpact.support@maine.gov.
7. Phone the ImmPact helpdesk 1-800-906-8754 to get your *username* and *password*.

To keep your account active, you must log into ImmPact at least once every 90 days. Also, you must complete an ImmPact User Agreement every calendar year.

ImmPact Roles

There are three school ImmPact User roles in ImmPact. You will be assigned one based on what you will be doing in ImmPact.

Client R/O (Read Only) - look up client immunization records

Mass Imm Client Maintenance - look up client immunization records and enter SLVC doses into client records and manage clinicians

Mass Imm Site Administrator - for a user at a site that orders vaccines and is doing SLVC (full ImmPact rights plus MassImm)



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Mary C. Mayhew, Commissioner

ImmPact/Mass Imm Setup for Schools Conducting SLVC without a Partner (Independent)

- Login
- Register Clinic
- Clinicians

If at any time during this process you have questions, please contact the ImmPact Help Desk at 1-800-906-8754 or immimpact.support@maine.gov

Please Note: You must be setup in *ImmPact MassImm* (See SLVC Toolkit, Sections 1.2).

- Log into ImmPact:
 1. Go to <https://portal.maine.gov/immimpact>
You may get there by any of the following methods:
 - a. Click on the link in this online document.
 - b. Open your web browser (Internet Explorer or Firefox) and type the URL into the address bar and press the Enter key.
Note: ImmPact does not work well in Safari or Chrome
 - c. If you saved ImmPact as a Bookmark (Firefox) or Favorite (Internet Explorer) Open your web browser, click Bookmarks or Favorites and select.
 - d. Double click on your desktop icon
 2. Now that you are at the ImmPact log in screen:
 1. Type in the *Organization Code* – uppercase letters
 2. Type in your *username* – lowercase letters
 3. Type in your *password*
 4. Click the **Login** button
Note: Clicking the **Reset** button will clear all the input boxes.
- In the menu panel on the left side of your ImmPact screen, you will see the heading MASS IMMUNIZATION with **mass immunization** listed underneath. If you do not see **mass immunization**, call the ImmPact Help Desk at 1-800-906-8754 for assistance.
- Check the organization name and site name at the top of your ImmPact page. Unless your site is a School Based Health Center (SBHC), the names should match and be the name of your school district.

Example:

Organization: MSAD 04 Site: MSAD 04/2170 – CORRECT

Organization: MSAD 04 Site: PISCATAQUIS COMMUNITY ELEMENTARY SCHOOL – INCORRECT

Example of SBHC:

Organization: YARMOUTH SCHOOL DEPARTMENT Site: YARMOUTH HIGH SCHOOL/2106- CORRECT

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Announcements:

- 06/26/2014 ~ [System Maintenance](#)
- 05/02/2014 ~ [COMPLETE - PNU13/Kinrix/Rotarix ACIP Schedule Update](#)
- 05/02/2014 ~ [VIS update - HPV](#)
- 04/30/2014 ~ [Vaccines Available -](#)
- 04/18/2014 ~ [2013-2014 HCW Immunization Survey](#)
- NEW** 02/22/2012 ~ [VIS Update - HPV](#)

[more announcements](#)

Vaccine Order/Transfer Notification...

Type	Order Date	Approved Date	Status
Currently, there are no order or transfer notifications.			

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	Public
No trade names have a low inventory.		

Release Notes:

- NEW** 06/05/2009 ~ [Release Version 1.5.1](#) *Release Notes for Version 1.5.1 HL7*

[more release notes](#)

resources on the web: upcoming events:

- Locate the **MASS IMMUNIZATION** heading in the menu panel on the left side of the ImmPact screen.
- Click **mass immunization setup**

Next you will arrive on the **Mass Immunization Setup** page:

Training2 v3.14.5.1.2

Manage Clients List
search clients
manage list
check client list reports

Clients
manage client
last client

Inventory
manage inventory
reconcile inventory
manage cold chain
cold chain report
manage orders
manage transfers
request transaction sum

Manage Locations
switch organizations
switch sites

Manage Operations
manage clinicians
manage providers
manage sites
provider agreement

Reports - Coverage
request imm coverage
check imm rpt status
(nv) validation report

Reports - RR
request reminder
request callback
check reminder status

Administration
change password
system user manual

Data Exchange
data exchange survey

Mass Immunization
mass immunization
mass immunization setup
display authorized sites

General
security/confidentiality

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Mass Immunization Setup

Setup for Clinic without Partner

MSAD 04/2170

Clinic Type: SLVC

Mass Imm Vaccine Administration Set: Mass Immunization

Set Mass Imm

Setup for Clinic with Partner

Organization Type: All Organizations

Select Organization: 0000 DEFAULT ORGANIZATION

Select Clinic Site: DEFAULT ORGANIZATION

Clinic Type:

Mass Imm Vaccine Administration Set:

By checking this box you authorize the selected Organization and Site to draw from your ImmPact inventory for mass immunization data entry. You also acknowledge it is your responsibility to account for this inventory.

View Authorized Sites

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Registering a Clinic without a Partner Section

1. Open the Clinic Type drop down menu and select **SLVC**
2. Open the Mass Imm Vaccine Administration drop down menu and select **Mass Immunization**
3. Click the **Set Mass Imm** button
4. You should see a red message at the top of your screen stating that your site is now set up for Mass Imm.

Entering Clinicians Section

CLINICIANS – ROLES, ADDING AND EDITING

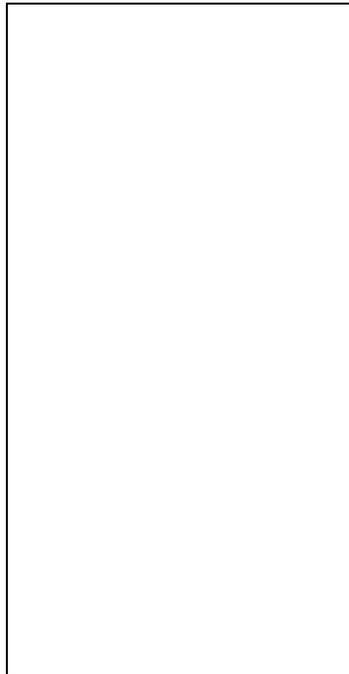
MassImm Client Maintenance



Training v3.16.2.2

.....

- Inventory**
 - manage cold chain
 - cold chain report
- Manage Locations**
 - switch organizations
 - switch sites
- Manage Operations**
 - manage clinicians
- Manage Clients List**
 - search clients
 - manage list
 - check client list reports
- Clients**
 - manage client
 - last client
- Administration**
 - change password
 - system user manual
 - security/confidentiality
- Mass Immunization**
 - mass immunization



MassImm Site Administrator



Training2 v3.14.5.1.2

.....

- Manage Clients List**
 - search clients
 - manage list
 - check client list reports
- Clients**
 - manage client
 - last client
- Inventory**
 - manage inventory
 - reconcile inventory
 - manage cold chain
 - cold chain report
 - manage orders
 - manage transfers
 - request transaction sum
- Manage Locations**
 - switch organizations
 - switch sites
- Manage Operations**
 - manage clinicians
 - manage providers
 - manage sites
 - provider agreement
- Reports - Coverage**
 - request imm coverage
 - check imm rpt status
 - (nv) validation report
- Reports - R/R**
 - request reminder
 - request callback
 - check reminder status
- Administration**
 - change password
 - system user manual
- Data Exchange**
 - data exchange survey
- Mass Immunization**
 - mass immunization setup
 - display authorized sites
- General**
 - security/confidentiality

You will arrive on the Manage Clinicians page:

ImmPact
MAINE
IMMUNIZATION
INFORMATION
SYSTEM

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Clinician Search

Training2 v3.14.5.1.2

Manage Clients List
search clients
manage list
check client list reports

Clients
manage client
last client

Inventory
manage inventory
reconcile inventory
manage cold chain
cold chain report
manage orders
manage transfers
request transaction sum

Manage Locations
switch organizations
switch sites

Manage Operations
manage clinicians
manage providers
manage sites

Site List: 2170 MSAD 04

Last Name: First Name:

Find Clinician
Add Clinician
Cancel

Search Results Count: 2

Clinician Name	Site(s)	Vaccine Administrator Type	Active
Pan, Peter RN	MSAD 04	Mass Immunization	Y
Poppins, Mary MA	MSAD 04	Both Site and MassImm	Y

Save Cancel

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1. Click the **Find Clinician** button
2. If clinicians are associated with the site, they will be listed.
3. If all the clinicians for your SLVC clinics are listed, you are done.
4. If there are clinicians missing proceed to **ADDING CLINICIANS**.
5. If there are clinicians on the list who should not be, proceed to **EDITING CLINICIANS**.

ADDING CLINICIANS

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Clinician Search

Site List: Find Clinician

Last Name: First Name:

To restrict your search, select a site and one or more letters for first and/or last name and press the find button.

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1. Open the **Site List** drop down menu and select *All Sites*.
2. Enter the first 3 letters of the last name and the first 3 letters of the last name.
3. Click the **Find Clinician** button. Any clinicians in the system that match your search will be listed.

If the clinician is found, click on the blue name and **proceed to EDITING CLINICIANS**.

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Clinician Search

Site List: Find Clinician

Last Name: First Name: Add Clinician

Cancel

Search Results Count: 0

Clinician Name	Site(s)	Vaccine Administrator Type	Active
No clinicians were found for the search criteria provided.			

4. If the clinician is not found click the **Add Clinician** button.

The Add Clinician Information screen will appear:

1. Enter the clinician's full last name and full first name
2. Enter the title (MA, RN, etc.)
3. Open the **Vaccine Administrator Type** drop down menu
 - a. If your school district site is not a School Based Health Center select *Mass Immunization*.
 - b. If your site is a School Based Health Center select *Both Site and MassImm*.
4. Locate your school District site in the **Complete Site Listing** box on the left. Click to highlight.
5. Click the **Add** button. The site name will move into the **Selected Sites** box on the right.
6. Click the **Save** button.
7. Once you have clicked Save you will be returned to the Clinician Search page. Click Find Clinician. You should see the new clinician listed.

EDITING CLINICIANS

Once you have done your clinician search and clicked on the name the Edit Clinician Information screen will appear:

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Edit Clinician Information

Prefix:

*Last Name:

*First Name:

Middle Name:

Title:

Active: Yes No

Vaccine Administrator Type:

NPI:

Complete site listing

*Selected sites

PISCATAQUIS COMMUNITY ELEMENTARY SCHOOL Add > 2170 MSAD 04

PISCATAQUIS COMMUNITY SECONDARY SCHOOL 7 Add All >>

< Remove

<< Remove All

Save

Cancel

Address Information (optional)

To Remove a clinician from your site:

1. Open the **Vaccine Administrator Type** drop down menu. Select the **blank space** above the options.
2. In the **Selected Sites** box, click to highlight your school district site name.
3. Click the **Remove** button. The site name will move to the left box.
4. Click the **Save** button.
5. You will return to the Clinician Search page. Click the **Find** button. The clinician should not be listed.

To Add a clinician to your site:

1. Open the **Vaccine Administrator Type** drop down menu.
2. Locate your school district site in the left box. Click to highlight.
3. Click the **Add** button. The site will move into the box on the right.

4. Click the **Save** button.
5. You will return to the Clinician Search page. Click the **Find** button. The clinician should be listed.
6. Please Note: All clinicians who will administer immunizations at your clinics must be associated with your school administration site. These clinicians will appear in the *Administered By* drop down menu when you enter the doses into ImmPact.
7. **You are now able to enter doses. (See SLVC Toolkit, Section 6.1)**



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

ImmPact/Mass Imm Setup for Schools Conducting SLVC with A Community Health Partner

- Login
- Register Clinic
- Clinicians

If at any time during this process you have questions, please contact the ImmPact Help Desk at 1-800-906-8754 or immimpact.support@maine.gov

Please Note: You must be setup in *ImmPact MassImm* and have entered the names of clinicians administering vaccine (See SLVC Toolkit, Section 1.2).

1. Contact your vaccine provider and ask them to set up your site for mass immunization. The vaccine provider will authorize your site to draw doses from their ImmPact inventory. You may want to have a written agreement with your community health care partner (see SLVC Toolkit, Section 3.6).

The vaccine provider partner will:

- a. Log into their ImmPact site
- b. Click **mass immunization setup**
- c. Go to the **Setup for Clinic with Partner** section
- d. Choose your school district name from the Select Organization drop down menu
- e. Choose your school district name from the Select Clinic Site drop down menu
- f. Open the Clinic Type drop down menu and select **SLVC**
- g. Open the Mass Imm Vaccine Administration drop down menu and select **Mass Immunization**
- h. Check the box that authorizes Organization and Site to draw from ImmPact inventory.
- i. Click the **Set Mass Imm** button

2. Be sure all administering clinicians are associate to the site. See **Add/Editing Clinicians** (see next page).

3. Once the vaccine provider has completed the setup you will be able to enter SLVC doses administered (see SLVC Toolkit, Section 6.1 *Entering Doses Administered into ImmPact SLVC Mass Imm*).

Entering Clinicians Section

CLINICIANS – ROLES, ADDING AND EDITING

MassImm Client Maintenance



Training v3.16.2.2

Inventory
 manage cold chain
 cold chain report

Manage Locations
 switch organizations
 switch sites

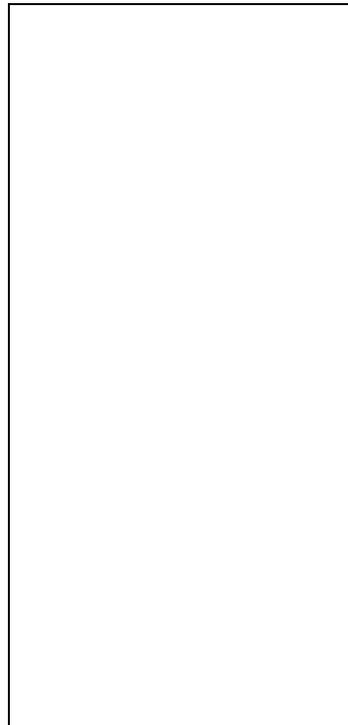
Manage Operations
 manage clinicians

Manage Clients List
 search clients
 manage list
 check client list reports

Clients
 manage client
 last client

Administration
 change password
 system user manual
 security/confidentiality

Mass Immunization
 mass immunization



MassImm Site Administrator



Training2 v3.14.5.1.2

Manage Clients List
 search clients
 manage list
 check client list reports

Clients
 manage client
 last client

Inventory
 manage inventory
 reconcile inventory
 manage cold chain
 cold chain report
 manage orders
 manage transfers
 request transaction sum

Manage Locations
 switch organizations
 switch sites

Manage Operations
 manage clinicians
 manage providers
 manage sites
 provider agreement

Reports - Coverage
 request imm coverage
 check imm rpt status
 (nv) validation report

Reports - R/R
 request reminder
 request callback
 check reminder status

Administration
 change password
 system user manual

Data Exchange
 data exchange survey

Mass Immunization
 mass immunization

You will arrive on the Manage Clinicians page:

The screenshot shows the 'Manage Clinicians' page in the ImmPact system. At the top, there are navigation links: home, change password, logout, and help desk. Below this, the user's current session is displayed: Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester.

The main section is titled 'Clinician Search'. It contains a 'Site List' dropdown menu with '2170 MSAD 04' selected. Below this are input fields for 'Last Name' and 'First Name'. To the right of these fields are three buttons: 'Find Clinician' (labeled with a '1' and an arrow), 'Add Clinician', and 'Cancel'.

Below the search fields is the 'Search Results' section, which shows a 'Count: 2'. A table lists the results:

Clinician Name	Site(s)	Vaccine Administrator Type	Active
Pan, Peter RN	MSAD 04	Mass Immunization	Y
Poppins, Mary MA	MSAD 04	Both Site and MassImm	Y

Below the table are 'Save' and 'Cancel' buttons. A '2' with an arrow points to the search results area.

On the left side of the page, there is a green sidebar with navigation links for 'Manage Clients List', 'Clients', 'Inventory', 'Manage Locations', and 'Manage Operations'. The footer contains the copyright notice: Copyright © 1999 - 2014 State of Wisconsin. All rights reserved.

1. Click the **Find Clinician** button
2. If clinicians are associated with the site, they will be listed.
3. If all the clinicians for your SLVC clinics are listed, you are done.
4. If there are clinicians missing proceed to **ADDING CLINICIANS**.
5. If there are clinicians on the list who should not be, proceed to **EDITING CLINICIANS**.

ADDING CLINICIANS

ImmPact
MAINE
IMMUNIZATION
INFORMATION
SYSTEM

Training2 v3.14.5.1.2

Manage Clients List
search clients
manage list
check client list reports

Clients
manage client
last client

Inventory
manage inventory
reconcile inventory
manage cold chain
cold chain report
manage orders
manage transfers
request transaction sum

Manage Locations
switch organizations
switch sites

Manage Operations
manage clinicians
manage providers
manage sites
provider agreement

Reports - Coverage
request imm coverage

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Clinician Search

Site List: -- All Sites -- Find Clinician

Last Name: First Name:

To restrict your search, select a site and one or more letters for first and/or last name and press the find button.

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1. Open the **Site List** drop down menu and select *All Sites*.
2. Enter the first 3 letters of the last name and the first 3 letters of the last name.
3. Click the **Find Clinician** button. Any clinicians in the system that match your search will be listed.

If the clinician is found, click on the blue name and **proceed to EDITING CLINICIANS**.

ImmPact
MAINE
IMMUNIZATION
INFORMATION
SYSTEM

Training2 v3.14.5.1.2

Manage Clients List
search clients
manage list
check client list reports

Clients
manage client
last client

Inventory
manage inventory
reconcile inventory
manage cold chain
cold chain report
manage orders
manage transfers
request transaction sum

Manage Locations
switch organizations
switch sites

Manage Operations

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Clinician Search

Site List: -- All Sites -- Find Clinician

Last Name: Duc First Name: Dai Add Clinician

Cancel

Search Results Count: 0

Clinician Name	Site(s)	Vaccine Administrator Type	Active
No clinicians were found for the search criteria provided.			

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4. If the clinician is not found click the **Add Clinician** button.

The Add Clinician Information screen will appear:

The screenshot shows the 'Add Clinician Information' screen. The top navigation bar includes 'home', 'change password', 'logout', and 'help desk'. A yellow banner displays 'Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester'. The main form is titled 'Add Clinician Information' and includes the following fields and options:

- Prefix:
- *Last Name:
- *First Name:
- Middle Name:
- Title:
- Active: Yes No
- Vaccine Administrator Type:
- NPI:

Below the NPI field is a dropdown menu for 'Complete site listing' with the following options: '2170 MSAD 04', 'PISCATAQUIS COMMUNITY ELEMENTARY SCHOOL', and 'PISCATAQUIS COMMUNITY SECONDARY SCHOOL 7'. To the right of this list is a '*Selected sites' box with buttons: 'Add >', 'Add All >>', '< Remove', and '<< Remove All'.

The bottom section is titled 'Address Information (optional)' and includes the following fields:

- Street 1:
- Street 2:
- PO Box:
- City:
- State: Zip: -
- Email:
- Area Code: Phone Number: - Ext.

8. Enter the clinician's full last name and full first name
9. Enter the title (MA, RN, etc.)
10. Open the **Vaccine Administrator Type** drop down menu
 - c. If your school district site is not a School Based Health Center select *Mass Immunization*.
 - d. If your site is a School Based Health Center select *Both Site and MassImm*.
11. Locate your school District site in the **Complete Site Listing** box on the left. Click to highlight.
12. Click the **Add** button. The site name will move into the **Selected Sites** box on the right.
13. Click the **Save** button.
14. Once you have clicked Save you will be returned to the Clinician Search page. Click Find Clinician. You should see the new clinician listed.

EDITING CLINICIANS

Once you have done your clinician search and clicked on the name the Edit Clinician Information screen will appear:

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04:2170 • User: roles tester

Edit Clinician Information

Prefix:

*Last Name:

*First Name:

Middle Name:

Title:

Active: Yes No

Vaccine Administrator Type:

NPI:

Complete site listing

*Selected sites

PISCATAQUIS COMMUNITY ELEMENTARY SCHOOL

PISCATAQUIS COMMUNITY SECONDARY SCHOOL 7

2170 MSAD 04

Add >

Add All >>

< Remove

<< Remove All

Save

Cancel

Address Information (optional)

To Remove a clinician from your site:

6. Open the **Vaccine Administrator Type** drop down menu. Select the **blank space** above the options.
7. In the **Selected Sites** box, click to highlight your school district site name.
8. Click the **Remove** button. The site name will move to the left box.
9. Click the **Save** button.
10. You will return to the Clinician Search page. Click the **Find** button. The clinician should not be listed.

To add a clinician to your site:

8. Open the **Vaccine Administrator Type** drop down menu.
9. Locate your school district site in the left box. Click to highlight.
10. Click the **Add** button. The site will move into the box on the right.

11. Click the **Save** button.
12. You will return to the Clinician Search page. Click the **Find** button. The clinician should be listed.

Please Note: All clinicians who will administer immunizations at your clinics must be associated with your school administration site. These clinicians will appear *Administered By* drop down menu when you enter the doses into ImmPact.

You are now able to enter doses. (See SLVC Toolkit, Section 6.1)

School-Located Vaccine Clinics for Influenza

SLVC TOOLKIT

Part 2: Documents to Send Home

All Documents can be found on the SLVC Resources and Materials page on the Department of Education Website:

<http://www.maine.gov/doe/vaccine/resources/index.html>

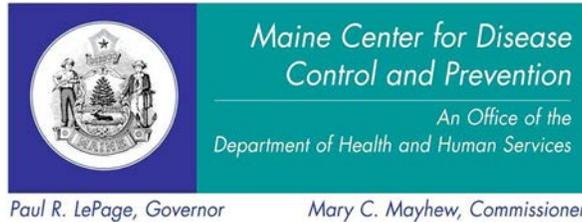
- 2.1 Letter Template for Parents/Guardians
<http://www.maine.gov/doe/vaccine/toolkit/sections/2.1%20SLVC%202015-2016ParentLetter%20%208-20.pdf>
- 2.2 Maine CDC SLVC Fact Sheet
<http://www.maine.gov/doe/vaccine/toolkit/sections/2.2%20SLVC%202014-2015FactSheet.pdf>
- 2.3 VIS Live Intranasal Influenza Vaccine
<http://www.maine.gov/doe/vaccine/toolkit/sections/visinfluenzalive8-20.pdf>
- 2.4 VIS Inactivated Injectable Influenza Vaccine
<http://www.maine.gov/doe/vaccine/toolkit/sections/visinfluenza2016.pdf>
- 2.5 Influenza Vaccine Health Screen and Permission Form
<http://maine.gov/doe/vaccine/resources/healthscreenpermform2016v.3.pdf>
- 2.6 Influenza Vaccine Health Screen and Permission Form Guidance
<http://www.maine.gov/doe/vaccine/toolkit/sections/3.5%20SLVC%202015-2016%20HealthScreenPermissionFGuidance.pdf>
- 2.7 Information Sheet for Parents of Children Less than 9 Years Old
<http://www.maine.gov/doe/vaccine/toolkit/sections/2.6%20SLVC%202015-2016Dose%20Info%20for%20Parents.pdf>
- 2.8 After the Shot Parent Information Sheet
<http://www.maine.gov/doe/vaccine/toolkit/sections/2.7%20SLVC%202015-2016%20After%20the%20shot%20%20%20.pdf>

School-Located Vaccine Clinics for Influenza

SLVC TOOLKIT

Part 3: CLINIC GUIDANCE

- 3.1 Framework for Planning SLVCs for Influenza**
 - 3.1.1 Timeline – School Working without a Partner (Independent)**
 - 3.1.2 Timeline – School Working with a Community Health Partner**
 - 3.1.3 Timeline – Community Health Partner working with a School**
- 3.2 Standing Order for Influenza SLVCs (Model Plan)**
- 3.3 School Physician Letter Template**
- 3.4 Model Plan: Reporting Adverse Events following Influenza Vaccination (VAERS)**
- 3.5 Community Health Partner Memorandum of Agreement Template**



Framework for Planning School-Located Vaccine Clinics (SLVCs) for Influenza

These recommendations and guidelines were developed to assist with planning school-located vaccination clinics (SLVC) for influenza.

This document provides general guidance to help ensure smooth operations at SLVCs and is broken into 4 phases, each with specific considerations:

1. Planning
2. Clinic Set-up
3. Clinic Operations
4. After-Clinic Activities

PHASE 1: Planning

- Identify SLVC leaders for overall vaccination delivery operations.
- Identify partners that will be fulfilling mass immunization roles in ImmPact.
- Register your clinics according to guidelines found in the SLVC Toolkit.
- Develop a communication plan among all clinic partners.
- Identify clinic process, including: location, size, # of stations, and staff required.
- Identify staff to fill the positions.
- Meet the language needs of the community using multi-lingual staff as appropriate.
- Prepare staff members regarding their roles and responsibilities during clinic operations.
- Cross-train staff members, if possible, to enable flexibility in meeting needs at various stations as demands fluctuate.
- If possible, provide additional staff to meet fluctuating clinic demands and schedule breaks for staff.
- Ensure the presence of an onsite emergency medical kit and supplies.
- Ensure that emergency procedures are in place to respond to urgent medical problems.

Vaccine Clinic Location

- If you plan to vaccinate a large number of students at one time, it is recommended clinic planners consider holding the clinic in school gyms, auditoriums, or other large covered spaces that can accommodate a large number of students and staff.
- If you plan to vaccinate smaller numbers of students in small groups by classroom, it is recommended that you carefully consider the building layout to ensure adequate clinic flow. Items such as adequate lighting and heating, functional and accessible restrooms, adequate space for all clinic functions such as screening, registration, vaccine storage, vaccination, and staff breaks are considered.

Clinic Notification & Parental Consent

- Ensure that adequate vaccine is available for the clinic.
- Best practices indicate providing consent forms and information packets to parents 6-7 days prior to the clinic date and sending reminders to parents to return the consent forms. Reminders can include mailings to the parents and making personal or automated phone calls.
- Prior to vaccinating students, staff should review the consent forms to verify that parents have fully completed the forms.
- Consent forms are available in the Resources and Materials section of the Maine Department of Education SLVC website.

PHASE 2: Clinic Set-up

Clinic Lay-out and Specifications

- See “Example of Influenza Vaccine Clinic Lay-Out” on next page.
- You may want to adjust your clinic’s lay-out based on items identified during the initial clinic planning phase.
- Use signs in multiple languages, as needed.
- Provide seating for students and staff if possible.
- Provide a waiting area where students can be observed after vaccination.

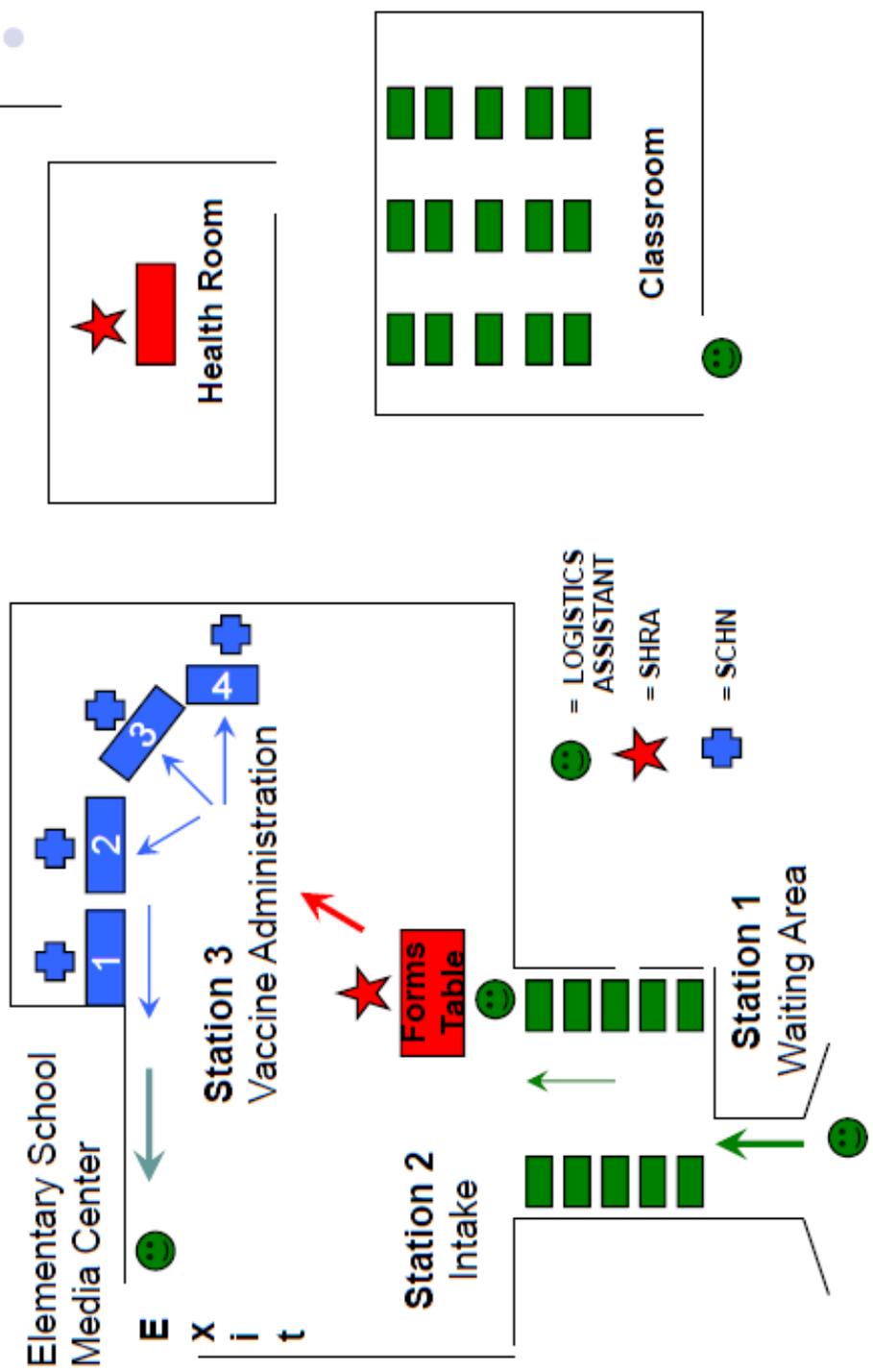
Clinic Security/Safety

- If your school will be utilizing outside volunteers to help operate your clinic, it is recommended that you consider using name tags or ID badges to ensure those inside the clinic are authorized to be there.
- Assure that vaccine is stored in a safe and secure location that can be locked and access can be restricted to medical personnel only.
- Recruit local volunteers as needed to assist with clinic flow.
- Depending on the time of the clinic (during school or off-hours) you may want to coordinate and collaborate with local community resources.



DIAGRAM OF ADMINISTRATION PLAN

School Size 450 – 600 students



PHASE 3: Clinic Operations

- Accommodations for special-needs students will need to be taken into account (e.g., persons with disabilities) for expedited access into the clinic.
- Direct arriving students into clinic to expedite vaccine delivery.
- Ensure all students receiving vaccine have completed all forms, including the consent form and health screen.
- Based on the results on the health screening process, determine the correct vaccine presentation (multi-dose, pre-filled, nasal mist, etc) for each student and direct them to the correct vaccination station.
- In order to keep the flow moving it is recommended that non-medical clinic staff be utilized as supply runners to assist in the clinic supply management process.
- Maintain a steady flow of students through the clinic so that vaccinators are never without a client at their stations; redirect students to other stations if bottlenecks occur.

PHASE 4: After-Clinic Activities

- After-clinic activities need to be part of the initial planning process.
- Step 1: Close the vaccine clinic
 - Clear all the students for the vaccination area prior to closing
 - Post clear signage indicating that the site is closed
 - Assign staff for breakdown of site
 - Catalog and repair consumable supplies
 - Collect and dispose of trash
 - Bag and properly dispose of medical waste (sharps containers)
- Step 2: Clean-up
 - Follow your schools policy regarding post-event clean-up
- Step 3: Reporting doses administered
 - At the conclusion of the vaccine clinic, report clinic information to Clinic Authority and to Maine CDC, as required by the Maine Immunization Program.
 - Doses administered must be entered into ImmPact as soon as possible after the completion of SLVC.
 - Delays in doses administered reporting can have multiple effects
 - Results in delayed billing and reimbursement for vaccine
 - Inability of the person's healthcare provider to view up-to-date vaccination history, which may lead to double vaccination of the patient.

SLVC TIMELINE-SCHOOL WORKING WITHOUT A PARTNER (INDEPENDENT)

Month/Timeframe	Task/Activity	Responsible Party
June	Obtain standing orders for SLVC from school Medical Director.	School Nurse
July/Early August	<p>Watch for information from Maine Immunization Program that vaccine is available to order. (See Part 5 of Toolkit for information about ordering and storing vaccine).</p> <p>Estimate number of doses to order based on last year's participation and current student population. Order vaccine.</p> <p>Schedule clinic dates and times with building principals for each building.</p> <p>Go to School Located Vaccine Clinic Toolkit from website: http://www.maine.gov/doe/vaccine/toolkit/index.html to obtain current year Vaccine Information Sheets (VIS), consent forms and any helpful information.</p>	School Nurse
August/Opening of School	Start refrigerator that will store vaccine. Begin 2 weeks of temperature logs (to submit to Maine Immunization Program.	School Nurse
Early September	<p>Do SLVC Registration online.</p> <p>Advertise in local papers and on website.</p> <p>Inform central office secretaries of vaccine order and request they notify school nurse of delivery right away.</p> <p>Recruit clinic staff/volunteers as needed.</p> <p>Prepare vaccine consent packets for mailing/distribution to all students.</p> <ul style="list-style-type: none"> • Pre K-5 packets are sent home with students. • Grades 6-12 are mailed home. 	School Nurse
September	<p>Order snacks for recovery area from cafeteria.</p> <p>Notify custodial staff of flu clinic dates, times, locations; request services/equipment as needed.</p> <p>Review all returned consent forms for completeness, consent and signature.</p> <p>Get class lists and organize consent forms for use on clinic day.</p> <p>Check clinic supplies.</p> <p>Set up emergency kit (as described in Toolkit) in bright orange tote to be transported to each clinic.</p>	School Nurse

<p>October/Early November</p>	<p>Conduct flu clinics: Assign volunteer staff to check students in, check temps, escort students to nurse for immunization, escort students out to recovery area, monitor students in recovery area, problem solve and release to class after 15 minutes.</p> <p>Nurse will administer appropriate immunization based on consent form, document method of administration, time, lot number, site and signature.</p> <p>Parent volunteers and school nurses work together to bring students to immunization clinic, control traffic flow and return students to class promptly.</p> <p>Notify parents of students experiencing adverse reaction or refusing immunization at school.</p> <p>Establish dates for second dose clinic as needed.</p> <p>Enter all immunization doses into ImmPact within 5 days of administered vaccine.</p>	<p>School Nurse/ Clinic Staff/ Parent Volunteers</p>
<p>Week After Immunizations:</p>	<p>Assure all immunizations into ImmPact within 5 days of administering vaccine.</p> <p>File consent forms in student health record.</p> <p>Prepare summary of vaccine clinics for report to administration and school committee.</p> <p>Record list of employee immunizations for roster billing to MEA Benefits Trust/Anthem. If contracted to work with Commonwealth Medicine, submit private insurance claims as instructed.</p>	<p>School Nurse</p>
<p>December</p>	<p>Complete and submit annual ImmPact User Agreement to Maine Immunization Program.</p> <p>Inventory flu clinic supplies and budget for the following school year.</p>	<p>School Nurse</p>

SLVC TIMELINE-SCHOOL WORKING WITH A COMMUNITY HEALTH PARTNER

Month/Timeframe	Task/Activity	Responsible Party
April	<p>Contact Vaccine Provider to plan for clinic fall of next school year. This prepares provider to order vaccine.</p> <p>Estimate number of doses to order based on last year's participation and current student population. Order vaccine.</p> <p>Establish clinic dates and times for fall.</p>	<p>School Nurse</p> <p>School Nurse & Vaccine Provider</p> <p>School Nurse & Vaccine Provider</p>
July/August	<p>Print School Located Vaccine Clinic Toolkit from website: www.maine.gov/does/vaccine/ This contains current year Vaccine Information Sheets (VIS), consent forms, standing orders, procedures, etc.</p>	School Nurse/Partner
Week before school starts	<p>Confirm vaccine clinic dates with school principals.</p> <p>Provide dates to school secretaries for inclusion in school calendar/newsletters going home with students.</p> <p>Furnish consent forms and parent information to school secretaries for distribution on first day of school.</p>	<p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
First day of school	<p>Send consent forms and any parent information home in each building so students can sign up for vaccine.</p>	School Secretary(s)
Early September	<p>Do SLVC Registration online.</p> <p>Advertise SLVC in local papers and website.</p> <p>Obtain standing orders from school medical director.</p> <p>Recruit staff/volunteers as needed.</p> <p>Distribute additional consent forms to each school office for new students.</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
September	<p>Review all consent forms for completeness, consent and signature.</p> <p>Collate all consent forms for use on clinic day.</p> <p>Notify custodial staff in each building of flu clinic dates, times, locations and request services as needed.</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p>
October/Early November	<p>Conduct flu clinics:</p> <p>Assign staff to check students in and hand them consent forms, check temp and mark results on consent forms, check temp and mark results on consent form, escort student to nurse for immunization, escort students out to recovery area, monitor students in recovery area, and release to class after 15 minutes.</p>	<p>School Nurse/ Vaccine Provider/ Clinic Staff/ Parent Volunteers</p>

	<p>Nurses from medical partner offices will administer appropriate immunization based on consent form, document method of administration, time, lot number, site and signature.</p> <p>Parent volunteers and school nurses work together to bring students to immunization clinic, control traffic flow, problem-solve and return students to class promptly.</p> <p>Notify parents of students experiencing adverse reaction or refusing immunizations at school.</p> <p>Establish dates for second dose administration as needed.</p>	<p>School Nurse</p> <p>School Nurse</p>
Week following Immunizations:	<p>Enter all immunizations into ImmPact within 5 days of administering vaccine.</p> <p>File consent forms in student health record.</p> <p>Record immunization count for report to administration.</p> <p>Record list of immunizations for roster billing to MEA Benefits Trust/Anthem. If contracted to work with Commonwealth Medicine, submit private insurance claims as instructed.</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
December	<p>Prepare summary of flu clinics to superintendent and school board.</p> <p>Complete and submit annual ImmPact User Agreement to the Maine Immunization Program.</p> <p>Inventory flu clinic supplies and budget for the following school year.</p>	<p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>

SLVC TIMELINE-COMMUNITY HEALTH PARTNER WORKING WITH A SCHOOL

Stage of Development/ Timeframe	Task/Activity	Responsible Party
Prior to SLVC/July	Contact school to determine interest in SLVC.	Partner
	Review vaccine inventory from prior year clinic – estimate number of doses needed.	Partner
	Order 40% vaccine doses needed based on state based estimates.	Partner
Prior to beginning of school/August	Print SLVC Toolkit, VIS, consent forms and state forms	School Nurse/Partner
	Organize paperwork to be sent home to parents.	School Nurse
	Send forms to language line service for translation.	School Nurse
Immediately following beginning of school/ September (Second or third week)	Notify parents of clinics to be held in October & to expect clinic schedule (do not include clinic notices with other school notifications).	School Nurse/Partner
	Vaccine is delivered & stored in separate refrigerator.	Partner
	Notify school nurse when vaccine has been delivered.	Partner
	Determine clinic dates, times & schedule (youngest students first).	School Nurse/Partner
Prior to Clinic (one week)/ September or early October	Advertise School Clinic dates in local newspapers; update and refresh school website: clinic schedule, permission slip and immunization forms.	School Nurse
	Additional notification one week prior to day of clinic, contact school nurse to verify projected student count/doses needed.	Partner
Prior to Clinic (day before)/ September or early October	Call school nurse day before clinic for final count.	Partner
	Organize clinic supplies: EPI pens, Benadryl, standing order for vaccine administration, medical dosing sheet, pens, chux pads, tissues, gloves, 2x2 gauze, band aids, hand sanitizers, alcohol pads, needles, syringes (if not prefilled) extra forms, rosters and VIS sheets, coolers, ice packs, vaccine – separated by lot number identification, thermometers.	Partner
	If possible, outreach to families who have not returned permission slips.	School Nurse

<p>Day of Clinic/Flu Season</p>	<p><u>Set up clinic</u> location at school:</p> <ul style="list-style-type: none"> • Seating for waiting • 2 tables with chairs for registration & temp taking • Immunization stations equipped with waste basket, sharps container, hand sanitizer and tissues <p>Attach lot number stickers to permission slips. Copy front and back of school employee insurance card.</p> <p><u>Complete rosters required for billing:</u> patient name, date of birth, date of service, clinic site, vaccinator name, attach flu forms with roster.</p> <p><u>Review/verify information on consent forms:</u> Student name, date of birth, contraindication sign off, type of vaccine (nasal or injection), vaccinator nurse sign off (initial/date injection given).</p> <p><u>Vaccinate:</u> Student is seated, roll up sleeve, clean injection area of the arm with alcohol, while drying verify student name and form information, give immunization.</p> <p>Place time sticker on student just prior to receiving snack and clearance – 15 minutes after immunization return to classroom.</p>	<p>School Nurse/Partner</p> <p>Partner</p> <p>School Nurse/Partner</p> <p>Partner</p> <p>Vaccinator</p> <p>School Nurse/Partner</p>
<p>Immediately following Clinic/October or November</p>	<p><u>Billing:</u> Enter doses into ImmPact (within 5 days of administering vaccine) & EMR system, and send copies of forms to relevant schools. School staff has access to mass immunization status in ImmPact.</p> <p><u>Quality Assurance:</u> Run reports on numbers of vaccines entered into Electronic Medical Record vs. ImmPact.</p> <p><u>Doses Redistributed:</u> Contact the Maine Immunization Program regarding leftover vaccine so that it can be redistributed.</p>	<p>School Nurse/Partner</p> <p>Partner</p> <p>Partner</p>

Insert your
School Identifier Here

Model Plan for

Standing Order for Influenza School-Located Vaccine Clinics

The following order provides direction to be followed at mass immunization clinics designated as School-Located Vaccine Clinics (SLVCs).

1. The school staff may work in coordination entities to order vaccine, manage inventory and/or administer vaccine at the school immunization clinics.
2. The school staff will use the Influenza Vaccine Health Screen and Permission Form (found in SLVC Toolkit) provided by the Maine Immunization Program to obtain relevant health history for the purpose of determining possible contraindications to receiving vaccine.
3. Vaccine clinic staff will screen for moderate or severe illness (including fever > 100) in clients. Persons who are moderately or severely ill should usually wait until they recover before getting flu vaccine. If the client is ill, they should be directed to another SLVC for vaccination or to their healthcare provider. Persons with mild illness can usually get the vaccine.
4. An emergency plan must be in place in the event of anaphylaxis or symptoms of immediate hypersensitivity following administration of the vaccine. (See Part 4 of the *School Located Vaccine Clinics for Influenza SLVC Toolkit*).

Prior to the clinic, clinic staff shall be familiar with the emergency procedures for anaphylaxis and the administration of Epinephrine and Benadryl.

Note: An Emergency Kit containing the following items must be at the clinic site:

- Aqueous epinephrine 1:1000 dilution, in ampules, vials of solution or prefilled syringes, including epinephrine autoinjectors (e.g., EpiPen). If EpiPens are to be stocked, both EpiPen Jr (0.15 mg) and adult EpiPens (0.30 mg) should be available.
- Diphenhydramine (Benadryl) injectable (50mg/mL solution) and oral (12.5 mg/5 mL suspension) and 25 or 50 mg capsules or tablets.
- Syringes: 1-3 cc, 22-25g 1", 1 ½", and 2" needles for epinephrine and diphenhydramine (Benadryl).
- Pediatric & adult airways (small, medium, and large).
- Alcohol swabs
- B/P cuffs (child, adult & extra-large) and stethoscope
- Pediatric and adult size pocket masks with one-way valve
- Tongue depressors
- Flashlight with extra batteries (for examination of mouth and throat).

- Wrist watch
- Tourniquet
- Cell phone or access to an on-site phone

Ref: Epidemiology and Prevention of Vaccine-Preventable Diseases, 12th Edition; U.S. DHHS, CDC; May 2012, Appendix D-19

5. There must be a second responsible person present at each clinic site while vaccine is being administered in order to activate the Emergency Medical Services if necessary. The second person may be from a program other than the school.
6. There shall be no pre-filling of syringes at clinics if using multi-dose vials. All doses of vaccine and emergency medication shall be drawn up at the time of administration.
7. During the clinic, if the vaccine is stored in a transport container/cooler, the insulating barrier must be left in place between the vaccine and the refrigerated/frozen packs, and cold chain must be maintained.
8. During the clinic, cooler temperatures will be checked at least hourly to ensure that the cold chain is not broken. If the temperature range is out of the acceptable CDC ranges for storage of vaccine (35° to 46°F) the following action must be taken immediately:
 - a. Label the vaccine that it has been stored out of temperature range.
 - b. Notify the vaccine provider.
 - c. Notify the manufacturer of the product for instructions in handling the vaccine (see contact numbers below).
 - d. Notify the Maine Immunization Program (287-3746) if vaccine comes from the Maine Immunization Program.
9. The clinic health care staff shall verify that the Influenza Vaccine Health Screening and Permission Form is complete and shall be used for the purpose of determining possible contraindications to receiving the vaccine.
- As recommended best practice, keep a copy of the Influenza Vaccine Health Screening and Permission Form for 3 years.
10. Persons with a negative health history (no contraindications) or who have written permission from their primary health care provider may receive the vaccine.
11. Clinic health care staff shall have their own sharps container at their station. During use, sharps containers shall be:
 - a. Easily accessible to personnel and located at the area where sharps are used or can be found.
 - b. Maintained upright throughout use.
 - c. Replaced when $\frac{3}{4}$ full.

The clinic health care staff shall notify the client that they are expected to remain for 15 minutes at the clinic site after receiving the vaccine for the purpose of observing for a reaction to the vaccine. All minors shall be observed for 15 minutes.

If an adverse reaction should occur, the clinical health care staff shall refer to “Medical Management of Vaccine Reactions in Children and Teens” available at www.immunize.org/catg.d/p3082a.pdf and the Model Emergency Plans provided in Part 4 of the *School Located Vaccine Clinics for Influenza SLVC Toolkit*.

State Supplied Influenza Vaccine Manufacturer Contact Information for SLVCs:

Manufacturer	Phone Number	Products
GlaxoSmithKline	866-475-8222	Fluarix Quadrivalent
Sanofi- Pasteur	800-822-2463	Flu-zone Quadrivalent

School Physician – Print Name

School Physician Signature

Date

-School Letterhead-

Date

Dear School Physician

Our School Administrative Unit (or SAU name here) will offer influenza vaccine to our school community at a School Located Vaccine Clinic during the (YY-YY) school year. We need a physician order to conduct SLVC in our school district. All immunizations provided during the clinic will be recorded in ImmPact.

It will take the effort of all of us working together to increase the number of students who are immunized for influenza to keep our students healthy. We appreciate your assistance.

If you would like to know more about the School Located Vaccine Clinics initiative from Maine CDC, you may go to:

- www.maine.gov/doe/vaccine
- www.maineflu.gov
- www.cdc.gov/flu/school/guidance.htm

or contact me at (school nurse e-mail) or (school nurse phone number)

Sincerely,

(School Nurse Name)

School Nurse



Model Plan: Reporting Adverse Events Following Influenza Vaccination

School Located Vaccine Clinic (SLVC) staff should report any vaccine adverse events occurring in the SLVC setting to the Vaccine Adverse Event Reporting System (VAERS).

Background

VAERS, administered by the Food and Drug Administration (FDA) and Centers for Disease Control and Prevention (CDC), is a safety surveillance program that collects information about adverse events (possible side effects) that occur after the administration of vaccines licensed for use in the US.

- Each report provides valuable information that is added to the VAERS database that supplies the information needed for evaluation of vaccine safety.
- Anyone can file a VAERS report; including health care providers, vaccine recipients and parents or guardians.
- Vaccine recipients and parents/guardians should consult their health care provider if they suspect an adverse event associated with the vaccine.
- FDA and CDC do not provide individual medical treatment, advice or diagnosis.

What can be reported to VAERS?

- Report any clinically significant medical event that occurs after vaccination, even if you are not sure whether the vaccine caused the adverse event.
- The National Childhood Vaccine Injury Act requires health care providers to report any adverse event listed by the vaccine manufacturer as a contraindication to receive additional doses of the vaccine and any adverse event listed in the “VAERS Table of Reportable Events Following Vaccination” that occurs within the specified time period after vaccination. For influenza this includes events described in manufacturer’s package insert as contraindications to additional doses of vaccine (interval – see package insert).

How to report to VAERS:

- **Anyone may report** but preferably the SLVC Vaccinator or Clinic Authority should complete the VAERS report if the event occurs in the SLVC setting.
- Download the VAERS Form (located at vaers.hhs.gov/index)
- Request a VAERS Form by sending email to info@vaers.org, by calling (800)822-7967, or by faxing a request to (877)721-0366.
- Before you begin review the Instructions for Completing the VAERS Paper Form.
- Fax a completed VAERS Form to (877)721-0366.
- Mail a completed VAERS Form to VAERS, P.O. Box 1100, Rockville, MD 20849-1100. A pre-paid postage stamp is included on the back of the form.
- Federal CDC will send you a confirmation after the report is received.

COMMUNITY HEALTH PARTNER

MEMORANDUM OF AGREEMENT (MOA)

FOR CONDUCTING SCHOOL LOCATED VACCINE CLINICS (SLVC) BETWEEN _____ SCHOOL UNIT _____ AND _____ name of partner here _____ FOR IMMUNIZATION OF SCHOOL CHILDREN AGAINST SEASONAL INFLUENZA IN THE SCHOOL SETTING

The above RSU and the above medical provider/partner agree to cooperate in setting up school clinics to vaccinate school children against seasonal influenza during the school year. This MOA is executed to ensure that all activities of SLVC are managed by an agreed upon responsible party. This agreement shall remain in effect from the date of execution through date agreement ends here.

1. Contact information
 - A. School system:
 - B. Partner:

2. Clinic Site Information:
 - A. _____ School *Date*
 - B. _____ School *Date*
 - C. _____ School *Date*
 - D. _____ School *Date*

School system _____ will follow all procedures outlined in the SLVC Toolkit published by the Maine Center for Disease Control (MCDC) and Maine Department of Education.

Partner _____ will send 1 or more medical providers in good standing to administer vaccine at the SLVC sites listed above.

(List all agreed upon responsibilities of the school and the partner in this section.)

The undersigned agree to administer seasonal influenza vaccine in accordance with Federal CDC guidelines. This agreement is between the school system and the healthcare provider/partner.

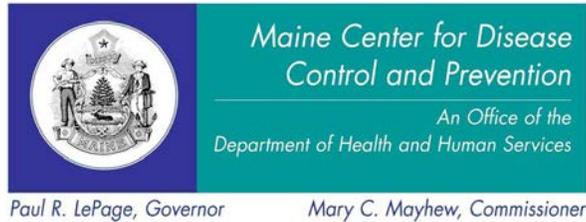
_____	_____
Signature of Partner Representative	Date
_____	_____
School Superintendent	Date

School-Located Vaccine Clinics for Influenza

SLVC TOOLKIT

Part 4: MODEL EMERGENCY PLANS

- 4.1 Model Plan: Emergency Plan for Anaphylaxis**
- 4.2 Model Plan: Administration of Epinephrine and Benadryl**
- 4.3 Model Plan: Evaluation and Follow-up of an Exposure to Blood or Other Potentially Infectious Material**
- 4.4 Model Plan: Prevention of Post-Immunization Syncope-Related Injuries**



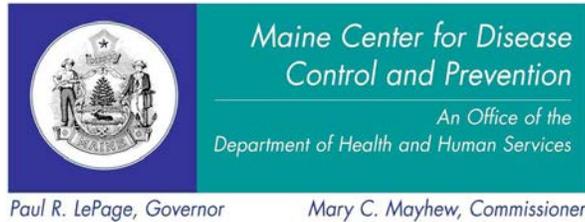
Model Plan: Emergency Plan for Anaphylaxis

I. Purpose:

To define allergic hypersensitivity to drugs administered by parenteral route as well as the emergency management that is to be provided by the School Vaccine Provider.

II. Protocol:

- A plan for contacting emergency medical services that are available in the area shall be established prior to starting any clinic.
- The plan shall include local emergency telephone numbers.
- Recipients of medication, vaccine, or biologicals administered by parenteral route shall be requested to remain on site for a minimum of 15 minutes for sign of hypersensitivity or anaphylactic reaction. Symptoms of anaphylaxis usually begin within 15 minutes after administration of the drug, and intervention should be implemented immediately. A School Vaccine Provider shall remain on site for 15 minutes after each drug is administered.
- Individuals with symptoms categorized as mild may only require close monitoring on site with notice to their health care provider. Individuals with symptoms that progress shall require intervention including the administration of epinephrine. (See SLVC Toolkit, Model Plan: Administration of Epinephrine and Benadryl.)



Model Plan: Administration of Epinephrine and Benadryl

NOTE:

The signs and symptoms of anaphylactic shock are: hypotension, respiratory distress such as laryngeal edema, dyspnea, wheezing, a sense of retrosternal pressure or tightness, rapid and/or irregular pulse, urticarial, loss of consciousness, agitation, faintness, burning and/or itching eyes, tearing, congestion and itching nose, rhinitis, nausea, vomiting, abdominal pain, diarrhea, flushed skin, general itching, non-pruritic swelling of extremities as well as the face and perioral or periorbital regions, and/or a sense of uneasiness.

- After an injection of medication and/or vaccine it is determined that the individual has symptoms categorized as mild, the client may only require close monitoring on site with notice to their health care provider.
- Using clinical judgment, when the individual's symptoms progress to those of anaphylactic shock, School Vaccine Providers shall initiate the emergency procedure for the administration of Epinephrine and Benadryl.

Special Instructions:

1. Equipment needed includes:

2 ampules Epinephrine (adrenaline) 1:1000
1 vial of Benadryl (diphenhydramine) 50mg/ml
4 TB syringes
(2) 3cc syringes (w/needle-22-25ga, 1-1.5" length)
Alcohol Swabs
B/P cuff and stethoscope
CPR mask

2. All School Vaccine Providers are required to be trained in Health Care Provider cardiopulmonary resuscitation (CPR).

3. In the event of a medical emergency during a clinic session, School Vaccine Providers shall activate emergency medical services and notify the responsible health care provider and/or call an ambulance or other local emergency medical services.

4. School Vaccine Provider staff shall apply CPR if the situation warrants it, unless there is a “Do Not Resuscitate” order in place. The school disclaims any liability for misapplication of this knowledge by the School Vaccine Provider.

In an emergency:

1. Call for assistance
2. Notify local emergency medical services
3. Establish and maintain an airway

To administer Epinephrine and Benadryl, follow the steps below:

1. Administer Epinephrine (per dosage chart/guidelines)
2. Administer Benadryl (per dosage chart/guidelines)
 - A. Using tuberculin (1cc)-syringe draw up only the amount of Epinephrine needed, based on the weight of the child or the dosage amount for an adult.
 - B. Administer the Epinephrine subcutaneously. NOTE: DO NOT GIVE if symptoms of angina are present.

Epinephrine Dosage Guidelines:*

Epinephrine (Adrenaline Chloride) 1:1000
0.1cc for children < 20 lbs. (0-12 months of age)
0.2cc for children 20 – 45 lbs. (1-4 years old)
0.3cc for children > 45 lbs. (> 4 years of age)
0.3cc for adults

- C. Administer the Benadryl deep I.M. in a large muscle.

Benadryl Dosage Guidelines

****Adult:** Benadryl 50mg. Deep I.M. in large muscle
*****Pediatric Patients other than premature infants or Neonates:** Benadryl 1mg/kg Deep I.M. in large muscle

- D. Observe the clinical condition of the individual including the apical pulse rate and rhythm, respiratory rate, blood pressure, and level of consciousness. Monitor the blood pressure and pulse every 2-5 minutes until stable. Also note a change in any of the symptoms or the development of new symptoms.

- E. If symptoms persist, give a second dose of Epinephrine in 15 minutes, using a second ampule of Epinephrine.
Do not repeat more than one time.
- F. If the individual exhibits signs of shock treat him/her by having him/her lie in a supine position with legs elevated, and keeping the person(s) warm with blankets, if necessary.
- G. Reassure the individual and the family (if present).
- H. If CPR becomes necessary, institute as per current CPR protocols. The responder must be certified to conduct CPR.

*American Academy of Pediatrics, Abbott Laboratories, American Hospital Formulary Service, Mosby's Nursing Drug Reference

**Nursing 2006 Handbook, 26th edition. New York: Lippincott Williams & Wilkins.

***Nelson's Textbook of Pediatrics, 15th edition. Philadelphia: Saunders.



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Model Plan: Evaluation and Follow-up Of an Exposure to Blood and Other Potentially Infectious Material

Special Instructions:

1. Any Vaccinator who sustains a needle stick injury or other parenteral or mucosal exposure to blood or other potentially infectious material (OPIM) shall immediately wash the affected area with soap and water. If washing facilities are not available the School Vaccinator shall use the alcohol based hand gel and paper towels. Mucous membranes should be flushed with water.¹
2. The Vaccinator shall proceed to the closest Urgent Care/Emergency Department for post exposure evaluation and treatment if indicated. NOTE: Post-exposure prophylaxis should be initiated as soon as possible, preferably within hours rather than days of exposure.²
 - i. The Vaccinator who has sustained the exposure with blood or OPIM may enlist the assistance of personnel at the clinic site if needed.
3. The employer of the Vaccinator shall be notified as soon as possible, within 24 hours, of the exposure.
4. The Centers for Disease Control and Prevention (CDC) recommends that the post exposure evaluation and follow-up includes¹:
 - i. Documentation of the routes and circumstances of the exposure.
 - ii. Identification and testing of the source individual, if possible, in accordance with state laws. If the source person is known, the source person may be asked to voluntarily submit to a blood test.
 - a. Under certain circumstances, and in accord with M.R.S.A. 19203-C, a source that has refused to voluntarily submit to a blood test may be required by a court order to do so.
 - iii. Testing of the exposed employee's blood for HBV, HVC and HIV.
 - a. The HIV blood test may consist of specimens drawn at the time of exposure and at recommended intervals up to 6 months. Counseling occurs according the state law M.R.S.A. 19203, B., or when requested.

- iv. Post-exposure prophylaxis as ordered by the physician.
 - v. Post-exposure counseling, as indicated for the employee.
 - a. If the employee declines evaluation or treatment they shall sign a declination form that indicates that the employee has been counseled regarding the risks, treatment has offered and the employee refused the evaluation and treatment.
5. The school shall maintain strict confidentiality in accord with statutes, policies and procedures. The employer of the school vaccine provider shall maintain accurate, confidential, separate records for each employee with an occupational exposure. These records shall be maintained consistent with the maintenance of OSHA records. These records shall be maintained for a period of 30 years after the termination of the employee.

¹CDC.Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HVC, and HIV and Recommendations for Post-exposure Prophylaxis. MMWR.2001.50 (RR11); 1-42

²CDC.Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV: Recommendations for Post-exposure Prophylaxis. MMWR 2005;54(RR09);1-17



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Model Plan: Prevention of Post-Immunization Syncope-Related Injuries

Syncope, also called fainting, is a temporary loss of consciousness resulting from decreased blood flow to the brain. Immunization providers should be aware of the potential for syncope associated with vaccination, particularly among adolescents. Syncope after vaccination itself is usually not a serious event, and patients generally recover within a few minutes. The main concern is injury, especially head injury. Vaccine clinic staff should take appropriate measures to prevent syncope and to readily respond to the vaccinee who feels faint.

Steps to Prevent Syncope-Related Injuries

- Make sure the patient is either seated or lying down at the time of vaccination.
- Observe patients for 15 minutes after vaccination for signs and symptoms that commonly precede syncope, such as weakness, dizziness, light-headedness, nausea, sweatiness, coldness of the hands or feet, paleness or visual disturbances.
- If vaccinee is experiencing possible signs or symptoms of fainting, take the following steps to prevent syncope and injury from falling:
 - Have the person sit or lie down immediately.
 - Have the person lie flat or sit with head between knees for several minutes.
 - Loosen any tight clothing and maintain an open airway.
 - Apply cool, damp cloths to the patient's face and neck.
 - Observe the person until symptoms completely resolve.
- If vaccinee falls but does not experience loss of consciousness:
 - Check the vaccinee to determine if injury is present before attempting to move him/her.
 - Place patient flat on back with feet elevated.
 - Observe the person until symptoms completely resolve.
- If vaccinee loses consciousness:
 - Check the vaccinee to determine if injury is present before attempting to move him/her.
 - Place patient flat on back with feet elevated.
 - Maintain an open airway.
 - Call 911 if vaccinee does not recover immediately.

References:

The Children's Hospital of Philadelphia. Vaccine Update for Healthcare Providers. Technically speaking: Guidance for preventing fainting and associated injuries after vaccination. Available at: <http://www.chop.edu/professionals/vaccine-healthcare-providers/technically-speaking/>. Accessed on 6/6/2012.

CDC. General Recommendations on Immunization: A Report of the Advisory Committee on Immunization Practices. MMWR 2011; 60(RR02):1-60.

CDC. Vaccine Safety: Fainting (Syncope) After Vaccination. Available at: <http://www.cdc.gov/vaccinesafety/Concerns/syncope.html>. Accessed on 6/4/2012.

Immunization Action Coalition. Medical Management of Vaccine Reactions in Children and Teens. Available at: <http://www.immunize.org/catg.d/p3082a.pdf>. Accessed on 6/4/2012.

School-Located Vaccine Clinics for Influenza

SLVC TOOLKIT

Part 5: VACCINE STORAGE and HANDLING

- 5.1 Proper Maintenance and Storage of Vaccine**
- 5.2 SLVC Checklist for Safe Vaccine Handling and Storage**
- 5.3 Transportation of Influenza Vaccine**
- 5.4 Ordering and Storage Frequently Asked Questions**



Proper Maintenance and Storage of Vaccine by School Nurses

Special Instructions:

NOTE: The refrigerator must be designated for vaccines, medications and biologicals only. No food or beverage is allowed to be stored in them.

1. One School Nurse and a backup person shall be assigned the responsibility for the proper handling and storage of vaccines kept in school offices.
2. Each location that stores vaccine shall have a working refrigerator and a certified calibrated thermometer suitable for checking internal temperatures of the refrigerator. The refrigerator thermometer must be able to record temperatures at or above 35°F - 46°F (2-8°C).
3. Refrigerator temperature should be maintained between 35° and 46° F. The temperature of the refrigerator must be checked each workday at the beginning of the day and at the end of the day. The temperatures shall be recorded on the log sheets that are obtained from the Maine Immunization Program and placed on or near the refrigerator. Each log shall be maintained by the school for 3 years and then destroyed.
4. Upon arrival of the vaccine, the designated School Nurse or backup person shall immediately unpack the vaccines and place them in the refrigerator as appropriate. The vaccines shall be stored inside the refrigerator and never placed on the door shelves (there is too much temperature variation when the door is open). The vaccines shall be placed so that the cool air may circulate around the vaccines. The newest vaccine shall be placed behind any of the same type of vaccine that has an earlier expiration date.
5. The vaccines shall be written into the vaccine record book and added to the supply on hand so that the count in the record book matches the count in the refrigerator. Records shall be retained in the office for 3 years and then destroyed.

6. The school Nurse shall rotate the vaccines monthly so that the ones with the earliest expiration dates are placed in the front of the refrigerator and used first.
7. Ice packs shall be placed inside the freezer to help maintain the temperature when the door is opened.
8. Bottles of cold water shall be placed to line the inside walls of the refrigerator and on the door shelves in order to maintain the internal temperature of the refrigerator when the door is opened.
9. The School Nurse shall place a “Do Not Disconnect” sign on each refrigerator and circuit breaker. The electrical connection shall be protected from accidental disconnect by either a protected location or protective plug cover.
10. If the temperature of the refrigerator is recording above or below listed temperatures, the School Nurse discovering a refrigerator or freezer out of temperature range shall:
 - Label the vaccine that it has been stored out of range and not to use the vaccine until given the permission to use from the manufacturer.
 - Notify the Manufacturer of the product for instructions in handling the vaccines (contact numbers below). Contact the Maine Immunization Program, if obtained from the Maine Immunization Program.
11. In the event of an extended power outage the School Nurse shall follow the procedure for extended power outages.

Manufacturer	Phone Number	Products
GlaxoSmithKline	866-475-8222	Fluarix Quadrivalent
Sanofi-Pasteur	800-822-2463	Fluzone Quadrivalent

Maine Immunization Program: (207)287-3746 or 800-867-4775

School-based Vaccine Clinic Checklist for Safe Vaccine Handling and Storage

Here are the 17 most important things you should do to safeguard your vaccine supply. Are you doing them all?

- 1. We have a school nurse or a designated person in charge of the handling and storage of our vaccines.
- 2. We have a back-up person in charge of the handling and storage of our vaccines.
- 3. A vaccine inventory log is maintained that documents:
 - Vaccine name and number of doses received
 - Date the vaccine was received
 - Arrival condition of vaccine
 - Vaccine manufacturer and lot number
 - Vaccine expiration date
- 4. Our refrigerator for vaccines is either household-style or commercial-style, NOT dormitory-style. The freezer compartment has a separate exterior door. Alternatively, we use two storage units: a free-standing refrigerator and a separate, free-standing freezer.
- 5. We do NOT store any food or drink in the refrigerator.
- 6. We unpack vaccine immediately upon arrival and place it in the refrigerator.
- 7. We store vaccines in the middle of the refrigerator, and NOT in the door.
- 8. We check vaccine expiration dates before use.
- 9. We post a sign on the refrigerator door showing which vaccines should be stored in the refrigerator and which should be stored in the freezer.
- 10. We always keep a certified calibrated thermometer in the refrigerator that can record temperatures at 35-46°F.
- 11. The temperature in the refrigerator is maintained at 35–46°F.
- 12. We use bottles of cold water to line the inside walls of the refrigerator to help maintain cold temperatures.
- 13. We post a temperature log on the refrigerator door on which we record the refrigerator temperature twice a day—first thing in the morning and at clinic closing time and we know whom to call if the temperature goes out of range.
- 14. We understand that these temperature logs must be submitted to the Maine CDC Immunization Program at the end of each month with copies maintained by the school for 3 years.
- 15. We have a “Do Not Unplug” sign next to the refrigerator’s electrical outlet.
- 16. In the event of a refrigerator failure, we take the following steps:
 - We call the manufacturer first
 - We notify the Maine CDC Immunization Program.
 - We label the vaccine stating that it has been stored out of range and not to use the vaccine until given the permission to use from the manufacturer. (this vaccine should be kept in a cold storage unit)
- 17. We keep important phone numbers posted where they are easily accessible including:

Manufacturer	Phone Number	Products
GlaxoSmithKline	866-475-8222	Fluarix Quadrivalent
Sanofi- Pasteur	800-822-2463	Fluzone Quadrivalent
Maine Immunization Program (207)287-3746 or 800-867-4775		



Transportation of Influenza Vaccine

Rationale:

The best assurance of vaccine efficacy is to minimize the number of times vaccines are handled and transported. If vaccine transportation to another location is required, it is critical that the potency is protected by maintaining the cold chain at all times. It is essential that Influenza Vaccines shall be maintained at 35 - 46 degrees Fahrenheit during transportation.

Instructions for all transported vaccine:

1. The School Vaccine Provider shall pack the vaccine in the appropriately sized cooler the day of the clinic according to quantity guidelines outlined below. The vaccine should remain in their original boxes when transported to the home or clinic site.
2. The School Vaccine Provider shall attach a label to the outside of the container to clearly identify the contents as fragile Vaccines.
3. The certified calibrated thermometer shall be fixed to the outside of the cooler by Velcro® and used for all temperature readings.
4. The School Vaccine Provider shall record the time and temperature inside the cooler on the *Vaccine Transport Temperature Log*.
5. The School Vaccine Provider shall check the temperature at least hourly to ensure that the cold chain is not broken. Record the time and temperature on the *Vaccine Transport Temperature Log*. Do not open the cooler for hourly temperature readings. Retain these records for 3 years and then destroy.
6. If the temperature of the cooler falls outside of the recommended guidelines the School Vaccine Provider shall take the following actions:
 - Label the Vaccine that it has been stored out of range
 - Notify the Manufacturer of the product for instructions in handling the Vaccine (Manufacturer's contact numbers are listed below)
 - If the vaccine was obtained from the Maine Immunization Program notify the Maine Immunization Program at 287-3746

Manufacturer	Phone Number	Products
GlaxoSmithKline	866-475-8222	Fluarix Quadrivalent
Sanofi- Pasteur	800-822-2463	Flu-zone Quadrivalent

Special Instructions for Large Quantity:

Select an appropriately sized cooler for all equipment listed and follow the instructions for layering below.

- Equipment needed:
 - vaccine transport ice cooler at room temperature
 - ice packs
 - 2 large blue refrigerated ice packs
 - 1 large blue frozen ice pack
 - 5-6 smaller frozen ice packs
 - 1 plastic food storage container with cover
 - 1 certified calibrated digital thermometer with Velcro
 - Vaccine Diluent if needed

- At least one day prior to packing, pre-cool the ice/cold packs and temperature probe in the refrigerator

- One half hour before leaving for a clinic, it is recommended that the ice packs and the thermometer are placed in the cooler to stabilize the temperature before putting in the vaccine.

- The cooler shall be packed in the following manner:
 - 1 large blue refrigerated ice pack on the bottom of the cooler
 - 1 covered plastic food storage container with the vaccine and liquid bottle probe attached to the thermometer inside the container
 - 1 large blue refrigerated ice pack
 - 1 large blue frozen ice pack (place on top of refrigerated ice pack)
 - 5-6 smaller frozen ice packs to fill the rest of the cooler

Special Instructions for Small Quantity:

Select an appropriately sized cooler for all equipment listed and follow the instructions for layering below.

- Equipment needed:
 - 1 small vaccine transport ice cooler at room temperature
 - 2 small refrigerated ice packs
 - 1 small frozen ice pack
 - 1 plastic food storage container with cover
 - 1 certified calibrated digital thermometer with Velcro
 - Vaccine
 - Diluent if needed

- At least one day prior to packing, pre-cool the ice/cold packs and temperature probe in the refrigerator.

- One half hour before leaving for a clinic, it is recommended that the ice packs and the thermometer are placed in the cooler to stabilize the temperature before putting in the vaccine.

- The cooler shall be packed in the following manner:
 - 1 small refrigerated ice pack on the bottom of the cooler
 - 1 covered plastic food storage container with the Vaccine and liquid bottle probe attached to the thermometer inside the container
 - 1 small refrigerated ice pack
 - 1 small frozen ice pack (place on top of refrigerated ice pack)

Ordering and Storage of Influenza Vaccine FAQ's about School located Vaccine Clinics (SLVC's)

What forms do I need to fill out in order to receive vaccine from the Maine Immunization Program?

You will need to fill out the following forms found on the Maine Immunization Program website (see links below):

- [Maine Immunization Program Provider Vaccine Agreement](#)
- [ImmPact User Agreement](#)

Do I need to fill out a new provider agreement every calendar year?

Yes. A provider agreement needs to be renewed at the beginning of every calendar year.

Why do I need to fill out all these forms every year just to get influenza vaccine?

This is a FEDERAL requirement for any organization that receives vaccine from our program.

What are the storage requirements for properly storing vaccine at our school?

You can use units like this:



A refrigerator unit with no freezer compartment is not considered dormitory-style and **is acceptable** for vaccine storage.

2. You **cannot** use a dorm style refrigerator to store vaccine.



A refrigerator with a built in freezer

Compartment is considered dormitory-style and **is not** acceptable for vaccine settings.

What are the temperature requirements for storing vaccine?

1. Refrigerated vaccine must be stored between 35 °F and 46 °F degrees
(Example influenza vaccine)
2. Freezer vaccine must be stored between -58 °F degrees and +5 °F degrees
(Example varicella vaccine)

How many days of temperatures must I record and submit before I can order vaccine?

You must record and submit through the ImmPact system 7 days of temperatures before you will be sent vaccine.

Once I receive vaccine how many times a day do I need to check the temperature?

You (or your designee) must check and record the temperature of the vaccine storage unit **twice** per day. You **do not** have to record the temperature if the school is not open or if you do not have any vaccine. (example: weekends, holidays, school vacation week)

School nurses who work part-time in buildings must have designee record temperatures on the days the nurse is not in the building.

Do I really need to keep vaccine until it expires in June?

Yes, you need to keep vaccine until either it expires or you can transfer it to another provider who may be able to use the vaccine before its expiration date.

The Maine Immunization program is working on a system which may allow you to return vaccine earlier than June. We will let you know if you will be able to return vaccine earlier than June. Please remember that we receive money back even for vaccine that is expired so please do not throw out vaccine.

Do I have to complete two webinars in order to receive vaccine?

Yes, all organizations that receive vaccine from our program must complete two webinars and mail/fax a certificate of completion to our program. This is a federal requirement. You can access the webinars at <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>

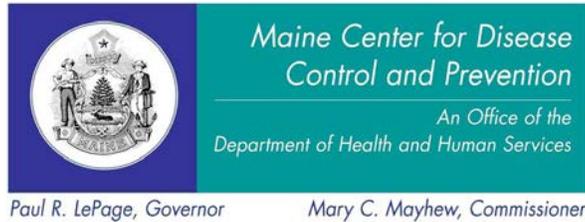
You need to complete the ***You Call the Shots*** and the ***Vaccines for Children*** modules.

School-Located Vaccine Clinics for Influenza

SLVC TOOLKIT

Part 6: DOSES ADMINISTERED REPORTING and BILLING FOR VACCINE ADMINISTRATION FEES

- 6.1 Entering Doses into ImmPact SLVC Mass Imm**
- 6.2 Roster Billing for MaineCare Clients**
- 6.3 Commercial Insurance Billing Instructions**



Entering Doses Administered into ImmPact SLVC Mass Imm

If at any time during this process you have questions, please contact the ImmPact Help Desk at 1-800-906-8754 or Impact.support@maine.gov

All state-supplied vaccines administered during an SLVC or any other setting MUST be recorded in ImmPact within five (5) working days of administration. 10-144 CMR, Ch. 274, Sect. 4

Please Note: Prior to entering doses, you must have completed:

- ImmPact User Agreement (See SLVC Toolkit, Section 1.2)
- *ImmPact MassImm* and have entered the names of clinicians administering vaccine (See SLVC Toolkit, Section 1.3 or 1.4).
- Log into ImmPact:
 1. Go to <https://portal.maine.gov/impact>
You may get there by any of the following methods:
Click on the link in this online document.
 - b. Open your web browser (Internet Explorer or Firefox) and type the URL into the address bar and press the Enter key.
Note: ImmPact does not work well in Safari or Chrome
 - c. If you saved ImmPact as a Bookmark (Firefox) or Favorite (Internet Explorer) Open your web browser, click Bookmarks or Favorites and select.
 - d. Double click on your desktop icon
 2. Now that you are at the ImmPact log in screen:
 - a. Type in the *Organization Code* – uppercase letters
 - b. Type in your *username* – lowercase letters
 - c. Type in your *password*
 - d. Click the **Login** button
Note: The clicking the **Reset** button will clear all the input boxes.
- In the menu panel on the left side of your ImmPact screen, you should see the heading *MASS IMMUNIZATION* with **mass immunization** listed underneath. If you do not see **mass immunization**, call the ImmPact Help Desk at 1-800-906-8754 for assistance.
- Check the organization name and site name at the top of your ImmPact page. Unless your site is a School Based Health Center (SBHC), the names should match and be the name of your school district.

Example:

Organization: MSAD04 Site: MSAD 04/2170 – CORRECT

Organization: MSAD04 Site: PISCATAQUIS COMMUNITY ELEMENTARY SCHOOL – INCORRECT

Example of SBHC:

Organization: YARMOUTH SCHOOL DEPARTMENT Site: YARMOUTH HIGH SCHOOL/2106-
CORRECT

home change password logout help desk

Org: MSAD 04 • Site: MSAD 04/2170 • User: roles tester

Announcements:

- 06/26/2014 - [System Maintenance](#)
- 05/02/2014 - [COMPLETE - PNU13/Kinrix/Rotarix ACIP Schedule Update](#)
- 05/02/2014 - [VIS update - HPV](#)
- 04/30/2014 - [Vaccines Available -](#)
- 04/18/2014 - [2013-2014 HCW Immunization Survey](#)
- NEW** 02/22/2012 - [VIS Update - HPV](#)

[more announcements](#)

Vaccine Order/Transfer Notification...

Type	Order Date	Approved Date	Status
Currently, there are no order or transfer notifications.			

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	Public
Flu-Mist Quadrivalent	10	Y
Flurix Quadrivalent	10	Y
Fluzone	10	Y

Release Notes:

- Locate the *MASS IMMUNIZATION* heading in the menu panel on the left side of the ImmPact screen.
- Click **mass immunization**

You will arrive on the **Mass Immunization** page:

1. The name of the school district you are entering doses for should be selected. If not, open the **Site** drop down menu, choose the correct site, click the **Switch** button
2. Open the **Mass Vaccination Administration Set** drop down and choose the vaccine set you administered. For SLVC it will be **Influenza - Mass Imm**
3. A list of available inventory will be displayed and you will get a red message at the top of the page “ **Intend To Bill MaineCare selection is required**”
4. Open the **Intend to Bill MaineCare** drop down menu and select Yes or No
 - If **Yes** is selected, enter your NPI number (either 10 digit or 10 + 3) and click the **Verify NPI** button. If the NPI number is in our system the information will be displayed. Be sure this is the entity you wish to receive payment. You are now ready to enter doses.
 - If the NPI number does not work, verify that it is at least 10 digits long. If the number does not work, call MaineCare for assistance at 1-866-690-5585 (select option #2).
 - If **No** is selected you are ready to begin entering doses.
5. If you have questions, contact the ImmPact Help Desk.

Entering Doses:

home change password logout help desk

Org: RSU 09 • Site: RSU 09/ • User: Roles Tester

Choose Clinic Site and Vaccine Admin Set

Site: RSU09

Mass Vaccination Administration Set: Influenza - MassImm

Vaccine	Lot Number	Quantity On Hand	Exp Date
Influenza 6-35 Months Quadrivalent, PF		0 Doses	
Influenza > 5 years		0 Doses	
Influenza pf > 5 years		0 Doses	
Influenza, high dose seasonal		0 Doses	
Influenza, injectable, MDCK, pf 18+		0 Doses	
Influenza, seasonal, injectable 3+		0 Doses	
Influenza, seasonal, injectable 4+		0 Doses	
Influenza, seasonal, injectable <3		0 Doses	
Influenza, seasonal, injectable, pf		0 Doses	
Influenza, seasonal, injectable, pf 3+		0 Doses	
Influenza, seasonal, injectable, pf 4+		0 Doses	
Influenza, seasonal, injectable, pf <3		0 Doses	
influenza, injectable, quadrivalent, 3+		0 Doses	
influenza, live, nasal		0 Doses	
influenza, live, nasal, quadrivalent	123mist	8.0 Doses	12/31/2014
influenza, recombinant, injectable, pf		0 Doses	
influenza, seasonal, injectable		0 Doses	
influenza, seasonal, intradermal, pf		0 Doses	
influenza, whole		0 Doses	

Intend to Bill MaineCare: No

NPI Number:

Client Entry Areas Displayed: 5

Vaccination Date: Entering a Date on this row will prefill all vaccination date boxes below

Client #1	Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
	<input type="text"/>	All <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Search"/>				

* Fields displayed in *italics* are required for adding new patients.

Client #2	Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Search"/>				

Client #3	Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Search"/>				

1. Choose the number of **Client Entry** areas you want to display on the page.
2. Enter the **Vaccination Date**.

Entering a date and using your cursor click anywhere on the page to pre-fill all the **Vaccination Date** boxes on the page. However, you may enter different dates into the **Vaccination Date** boxes.

For Example: Client 1 could have a date of 9/1/2016
 Client 2 could have a date of 9/2/2016

Now that you have your page set up you can search for clients and enter their doses:

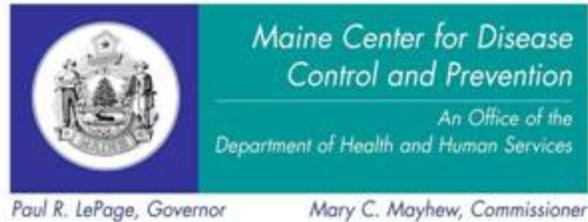
Client Entry Areas Displayed: 5

Vaccination Date: 07/03/2014 Entering a Date on this row will prefill all vaccination date boxes below

Client #1							Has PCP in ImmPact2: Y
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014	TESTER	TEST		01/01/1983			Search
Vaccine	Given?	Trade Name-Lot	Volume	Administered By	Body Site	Route	Date of VIS
influenza, live, nasal, quadrivalent	Yes	Flu-Mist Quadrivalent - 123mist - Private	.20 cc	Blais, Stacey	Nose	Intranasal	07/26/2013
							Save Clear
Client #2							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014					All		Search
<small>* Fields displayed in <i>italics</i> are required for adding new patients.</small>							
Client #3							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014							Search
Client #4							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014							Search
Client #5							
Vaccination Date	Last Name*	First Name*	Middle Name	Birth Date*	Gender	Mother's Maiden Last	Find Client
07/03/2014							Search
							Save All

1. In the section for Client 1 enter the first 3 letters of the last name and the first 3 letters of the first name. DO NOT enter date of birth.
2. Click the Search button.
3. If clients are found, you will see a list. You may use the "Review" button if you are not sure which one is the correct client. Once you identify the correct client, click the "Select" button.
4. If the client is not found, enter the full last name, full first name and date of birth.
5. Click the Search button. There will now be an "ADD" button.
6. If your client still was not found, verify the information you entered is correct and click the "ADD" button.
7. The vaccine administration row should now appear.
8. On the line for the vaccine that was administered, enter all the required fields.
9. You may click "Save" now or repeat steps 1-8 for each client you want to enter.
10. When you have entered all the doses for this page, click Save All.
11. You should see the Quantity On Hand decrease in the list of available vaccine.

Note: If you intend to bill MaineCare you will need to enter your NPI for each page of clients you enter.



Roster Billing for MaineCare Clients

The Maine Center for Disease Control and Prevention (Maine CDC) and MaineCare developed the following procedures for roster billing for MaineCare clients.

Note: Roster billing is acceptable for all influenza presentations including intranasal. ([10-144 Chapter 101: MaineCare Benefits Manual - Chapter II, Section 3: Ambulatory Care Clinic Services](#))

Procedures for Roster Billing for MaineCare Clients:

1. Enter the NPI number for the organization receiving reimbursement (known as “Pay-to-Provider”) for vaccine administration fees.

For School Districts receiving payment, the NPI number is available from the school system’s business office.

The School Health Advisor (aka School Physician) will fulfill MaineCare’s requirement of the “Supervisory Physician.”

- Your School Health Advisor does not need to be present for SLVCs but must be available for consultation as specified in *Chapter 90 of the Maine Care Benefits Manual*.
- The “Supervisory Physician” (School Health Advisor) may have other personnel work under his/her auspices in accordance with their licensing rules.

2. MaineCare has an invoicing category to the remittance process specifically for SLVC. Your payment will include a line item specifically for payment requests that are made from the Maine Immunization Program on your behalf.

The invoicing category will help partners locate the SLVC reimbursements for flu vaccine administration.

Commercial Insurance Billing Instructions

- ✓ Call 800-890-2986 to receive a contract from Commonwealth Medicine
 - Complete and mail two signed originals to Commonwealth Medicine at the address below
- ✓ Add your school's NPI to each Health Screen and Permission Form - *this must be on every form in order for claims to be submitted*
- ✓ Have each child's parent/guardian fill out the child's insurance ID number and the appropriate insurance subscriber's information

Fill out ID number *exactly* as it appears on insurance card including any prefix letters or suffix numbers

Fill out group number if applicable

10) Health Insurance: Name of Company: _____
 ID Number: _____ Group number: _____
 Subscriber Name _____ Subscriber Date of Birth _____

Fill out the insurance subscriber's name *exactly* as it appears on their insurance card

Subscriber's date of birth must be completed

- ✓ Make sure the parent/guardian signs the permission line. A claim cannot be submitted without signature giving permission to bill the insurance company
- ✓ In order to submit the claim the clinical information section must be filled out and include the date of service, vaccine type and route, vaccine manufacturer, and preservative information
- ✓ Whenever possible, please ask parents to attach a photocopy of their insurance card to the Health Screen and Permission Form
- ✓ Sort Health Screen and Permission Forms by insurance company
- ✓ Photocopy all Health Screen and Permission Forms, *keep the original for your records*, and mail the copy via certified mail carrier to:

University of Massachusetts Medical School
 Center for Health Care Financing
 529 Main Street, 3rd Floor
 Charlestown, MA 02129
 Attn: Vaccine Reimbursement Program



* If you have any questions please feel free to call 800-890-2986

School-Located Vaccine Clinics for Influenza

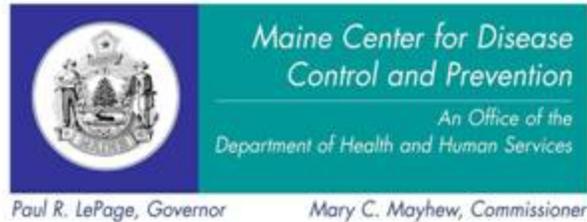
SLVC TOOLKIT

Part 7: COMMUNICATIONS

7.1 SLVC References

7.2 Maine Department of Education School Nurse Listserve

7.3 School Located Vaccine Clinics Website



SLVC/Mass Imm REFERENCES

School/ Mass Imm Clinic Set-Up:

Community Health Agency wants to know how to hold a School/MassImm Clinic. For help, suggest they contact:

- Wendie Lagasse, Maine General, 861-5275
Wendie.lagassie@mainegeneral.org
- Cathy Bean, VNA Home Health Hospice, 400-827 beanc@emhs.org
- Patty Hamilton, Bangor Public Health, 992-4550,
patty.hamilton@bangormaine.gov

Schools want to know how to organize and hold a school immunization clinic. For help, suggest that they contact one of the following School Nurses:

- Pat Endsley, Wells-Ogunquit CSD, 646-7011, pendsley@wocsd.org
- Jackie Kilbreth, RSU 73 (Jay), 897-4319, jkilbreth@rsu73.org
- Margi Moran, Yarmouth Schools, 846-5535, margi_moran@yarmouthschools.org
- Maxine Pare, RSU 19 (Newport), 368-4470, mpare@ersu19.org
- Deb Raymond, MSAD 1 (Presque Isle), 764-0121, Raymond@sad1.org

ImmPact, Questions pertaining to clinic Registration and entering doses, call ImmPact Help desk 1-800-906-8754

Commercial Billing. One resource, Commonwealth Medicine (University of Massachusetts Medical School), used by many schools, 1-800-890-2986, Maine.Vaccine@umassmed.edu

NPI # (necessary for billing), schools should contact their Business Office. The Business Office will have an NPI # to bill for MaineCare services such as OT, PT, and Speech Therapy.

Schools, for overall questions related to school and/or school health. Nancy Dube, School Nurse Consultant, Maine Department of Education, 624-6688, Nancy.dube@maine.gov.

Maine Immunization Program, for questions pertaining to ordering and storing vaccine call the Maine Immunization Program: 1-800-867-4775.

Maine Department of Education School Nurse Listserv:

maineschoolnurse@informe.org

Periodically notifications will be sent on this listserv that specifically pertain to SLVC. For inclusion in the School Nurse Listserv, please contact Nancy Dube, School Nurse Consultant, Maine Department of Education, 624-6688, Nancy.dube@maine.gov.

SLVC Website: <http://www.maine.gov/doe/vaccine/>

The website offers significant information pertaining to SLVC including:

- A complete copy of the *School-Located Vaccine Clinics for Influenza SLVC Toolkit*.
- Individual sections of the *Toolkit* available for downloading
- *Health Screen & Permission Form – Influenza Vaccine* in English and translated into 9 languages.
- *Vaccine Information Statements* from the CDC.
- Frequently asked questions.
- New information.