



Home Care and Hospice Provider Checklist for Vaccination Readiness: 5 Steps

On January 5, 2021, the state Department of Health (DOH) designated home care, hospice and consumer directed personnel as priority 1a personnel to begin COVID-19 vaccination, effective January 4, 2021.

What follows are some important steps to prepare your agency and your personnel to participate in these vaccination activities. The following checklist/resource has been developed to assist your agency to prepare.

1. Update Important Information to Facilitate Communication to Your Agency

Update the information pertaining to your agency on DOH's Health Commerce System (HCS). Please also update your member contact information with HCA.

HCS is used to facilitate communication with providers. It is an important tool used by the DOH, county health departments, the regional vaccination hubs, HCA and other associations to communicate important developments about COVID-19, including vaccination efforts.

When vaccine sites are made available, you want to make it easy for the regional hubs to contact you.

- Check and update all e-mail addresses and contact information on the HCS.
- Be sure to inform HCA of updated member contact information.

2. Educate Staff and Patients About the Vaccine

Educate your staff and your patients about the vaccine and become familiar with education resources available free of charge to provide to your staff and help generate responsiveness around the COVID-19 vaccines.

Research indicates that vaccine hesitancy and the reluctance to obtain vaccines decreases as vaccine literacy/knowledge increases. Education builds trust in the vaccine. Get the facts out to help build awareness, and to educate staff, patients, family, friends, and communities. The vaccine is safe and effective. It was approved by the FDA, the CDC, and by NY's independent vaccine panel.

Education Resource: ‘Three Reasons Why You Were Given Top Priority to Be Vaccinated Against COVID-19’ (source: <https://www.cdc.gov/vaccines/covid-19/downloads/top-priority-for-vaccination.pdf>)

1. You are on the front lines and risk being exposed to people with COVID-19 each day on the job.
2. Protecting you also helps protect your patients and your family, especially those who may be at higher risk for severe illness from COVID-19.
3. You matter. And you play an essential role in keeping your community healthy. Lead the way! Encourage your coworkers, patients, family and friends to get vaccinated.

Other Education Resources

- <https://www.cdc.gov/vaccines/covid-19/toolkits/index.html>
- <https://www.cdc.gov/vaccines/covid-19/health-systems-communication-toolkit.html>
- <http://homecareprepare.org/covid-19/>
- <https://covid19vaccine.health.ny.gov/>
- <https://covid19vaccine.health.ny.gov/education>
- ny.gov/vaccine
- <https://www.cdc.gov/vaccinesafety/ensuringsafety/>
- [Pfizer COVID-19 Vaccine: Clinical and Logistical Overview Webinar](#)
- [Moderna COVID-19 Vaccine: Clinical and Logistical Overview Webinar](#)

3. Scheduling and Assisting Your Staff or Patients with Appointments

Become familiar with how to schedule a vaccination appointment at the various immunization clinic sites in your region. Your staff may need assistance in navigating these sites. HCA is maintaining a list of scheduling site applications on our COVID-19 resource page at <http://homecareprepare.org/covid-19/>. The site also has contact information for all ten of the state’s Regional Advisory Task Force vaccination in the event that you are having difficulties arranging vaccines or are considering arrangements for staff group vaccinations.

REMINDER: Always refresh this page whenever visiting to ensure you are seeing the most up-to-date information available.

- Schedule staff or educate staff on how to schedule and attend a vaccine appointment.
- Staff will have to document that they are in priority 1a at the vaccination site. Acceptable documentation includes an employee ID card, a letter from your employer or affiliated organization, or a recent pay stub.
- Review the NYS COVID-19 Form prior to an appointment. A completed [NYS COVID-19 Vaccine Form](#) (PDF) **must be completed to get vaccinated**. NYS requires the provider administering the vaccine to check that this form is completed prior to administering vaccine. It can be completed at the vaccination site on a smart phone.

- Remind staff who are vaccinated that they will have to get a second immunization within a month after receiving the first one and they should let you know when that is scheduled.

4. Documentation

- Remind staff to bring you a copy of their immunization card for their personnel files.
- Keep a copy of **both immunization documents** in the personnel records.

5. Acknowledge Your Staff's Participation in the Vaccination Effort

Materials can be downloaded at:

<https://www.cdc.gov/vaccines/covid-19/health-systems-communication-toolkit.html>

