

COVID Vaccine Accountability & Management Plan Year _____



The COVID-19 Vaccine Program requires each facility to develop and maintain a Vaccine Management Plan for routine and emergency situations involving federally and state supplied vaccine. The plan should include practice-specific guidelines, protocols, and contact information. The plan must be submitted to the Mississippi State Department of Health (MSDH) annually and when changes occur. **This plan should be kept near vaccine storage units and made available to the Mississippi State Department of Health (MSDH) staff upon request.**

Facility Name _____ **Facility PIN** _____

Facility Address _____
Street Address State Zip

Emergency Contact List

_____	_____	_____	_____
Medical Director Name	Title	Phone Number	Email Address
_____	_____	_____	_____
Vaccine Coordinator	Title	Phone Number	Email Address
_____	_____	_____	_____
Back-up Vaccine Coordinator	Title	Phone Number	Email Address
_____	_____	_____	_____
Other	Title	Phone Number	Email Address
_____	_____	_____	_____

Vaccines must be maintained within the manufacturer’s temperature requirements in order to remain viable to administer to patients. List the Emergency Vaccine Storage Facility below that staff will transport vaccine to in the event vaccine storage unit(s) experience a malfunction, power failure, natural disaster, or other emergency that might compromise appropriate vaccine storage.

Emergency Facility Information

Facility Name _____ **Contact Name** _____

Physical Address _____ **Phone #** _____
Street Address State Zip

Driving Directions:

Useful Phone Numbers	Name	Phone #
Utility/Power Company		
Building Maintenance		
Vaccine Storage Unit Maintenance & Repair		
Temperature Monitoring Device Company		
Mississippi State Department of Health	Immunization Program	601-576-7751
Vaccine Manufacturer	Moderna	866-663-3762
Vaccine Manufacturer	Pfizer	800-438-1985
Vaccine Manufacturer	Janssen	800-565-4008
Vaccine Manufacturer		
Vaccine Manufacturer		
Vaccine Manufacturer		

Vaccine Storage Units & Digital Data Logger (DDL)	Vaccine Storage Unit #1	Vaccine Storage Unit #2	Vaccine Storage Unit #3	Vaccine Storage Unit #4	Vaccine Storage Unit #5	Vaccine Storage Unit #6
Refrigerator or Freezer						
Location in Facility						
Pharmaceutical Grade or Commercial/Household						
Storage Unit's Serial #						
Stand-alone Unit or Combo Unit Dorm Style Units - NOT Allowed						
Date of Last Routine Maintenance of Storage Unit						
Is the storage unit appropriately lined with water bottles? Yes or No						
Digital Data Logger (DDL) (DDLs are required as of Jan 1, 2018)						
Digital Data Logger (DDL) Serial #						
Date the Digital Data Logger (DDL) was Calibrated						
Date the Calibration Expires						

Location of Back-up Certified Digital Data Logger (DDL)	Type of Digital Data Logger (DDL)	Serial #	Calibration Date	Calibration Expiration Date

On-site Location of Emergency Transport Supplies	Location of Emergency Frozen Water Bottles (Condition before use)	Number of Hard-Sided Coolers	Planned Insulating Material (1 inch of bubble wrap or foam)

Vaccine Accountability	Responsible Staff Member's Initials
Submit an updated Vaccine Accountability & Management Plan when facility changes occur (including staff changes).	
Facility staff members must understand, screen, and document COVID Vaccine eligibility at EVERY immunization encounter prior to selecting the vaccine stock source to utilize prior to administration.	
<p>Each dose of the COVID vaccine administered to a patient must be documented in the facilities' records and decremented appropriately from vaccine inventory in the Mississippi Immunization Information eXchange (MIIX) to include the following elements:</p> <ul style="list-style-type: none"> • Patient name and appropriate identifiers • Name of vaccine administered • Date vaccine administered • Date Emergency Use Authorization (EUA) was given • Publication date of EUA • Name of vaccine manufacturer • Lot number • Name and title of person who administered the vaccine • Address of the clinic where vaccine was administered 	
COVID vaccines are provided through the CDC and MSDH. These vaccines should never be billed to a patient. The vaccine administration fee may be charged or billed to insurance but may never be charged to the patient.	
COVID Vaccine Providers are required to maintain all records related to the COVID Vaccine program for a minimum of three (3) years and, upon request, make these records available for review. COVID vaccine records include, but are not limited to, COVID vaccine screening and eligibility documentation, medical records that verify receipt of vaccine, vaccine ordering records, vaccine storage unit temperature documentation, temperature excursion information, and accountability records.	
COVID Vaccine Providers are required to distribute the current Emergency Use Authorization (EUA) each time a vaccine is administered and maintain records in accordance with the CDC, which includes reporting clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS). Signed consent must be obtained for each dose of the COVID vaccine that is administered.	

Vaccine Inventory Maintenance	Responsible Staff Member's Initials
Adequate inventory of vaccine for all patients served must be maintained and clearly documented.	
A physical count of each vaccine stock in inventory must be submitted monthly and prior to each vaccine order using the Inventory Reconciliation tool in MIIX. Vaccines should be rotated to keep shorter-dated vaccines in front of longer-dated vaccines. Vaccine orders should reflect the most recent Provider Profile submitted.	
<p>Expired or spoiled vaccines should NEVER be kept in a vaccine storage unit. Expired or spoiled vaccines should be placed in a container labeled DO NOT USE and disposed of properly.</p> <p>Wasted vaccines should be disposed of appropriately and documented on the Vaccine Wastage Form#132.</p>	

Vaccine Transport	Responsible Staff Member's Initials
<p>Vaccine should only be transported in strict accordance with CDC vaccine transport guidance. The attached CDC vaccine transport guidance should be followed at all times during transport and the MSDH District Immunization Representative should be notified as soon as possible when vaccines have been transported for emergent or power outage incidents.</p> <p>Power Outages - During a power outage, never open the storage unit door until power is restored or it is determined that vaccines need to be packed in separate storage containers and/or transported to an alternative storage facility. If you are unsure how long the power interruption will last, or you determine power will not be restored in time to maintain proper temperatures inside the unit, implement your emergency vaccine storage, handling, and transport procedures.</p> <p>Accessing Your Building After Hours - An emergency situation can arise outside of business hours. Your storage and handling SOPs should have written instructions for accessing your vaccine storage units when the building is closed. Keep information on after-hours building access and security procedures (including alarm codes) with the SOPs, and make sure relevant staff members (and building management and security staff, if appropriate) have copies of this information available at home.</p>	

Vaccine Storage & Handling	Responsible Staff Member's Initials
<p>Refrigerated vaccine storage units must maintain a temperature range of 36° F and 46° F (2° C and 8° C). Freezer vaccine storage units must maintain a temperature range of -58° F and +5° F (-50° C and -15° C). Vaccine storage units must have sufficient storage space to accommodate vaccine stock without overcrowding. CDC recommends the following vaccine storage unit types (in order of preference): pharmaceutical grade stand-alone or combination units (preferred); household/commercial stand-alone units; household/commercial combination units using the refrigerator section only.</p> <p>CDC strictly prohibits use of all dorm-style and bar-style units for vaccine storage.</p>	
<p>Each vaccine storage unit is required to have a continuous temperature monitoring thermometer device (digital data logger- DDL) with:</p> <ul style="list-style-type: none"> • A current certificate of calibration • Buffered temperature probe placed in the central area of unit • Ability to display daily minimum and maximum temps • Capacity to continuously monitor and record temp data that can be downloaded • Temp display that can be seen outside of the unit <p>One extra digital data logger (that also meets these criteria) is required to serve as a back-up digital data logger at each facility. The back-up DDL should have a different calibration date from the DDLs in use.</p> <p>The certificate of calibration for each thermometer must contain:</p> <ul style="list-style-type: none"> • Model/device name or number • Serial number • Date of calibration testing (report or issue date) • Instrument Passed or Instrument in Tolerance testing 	

Vaccine Storage & Handling (Continued)	Responsible Staff Member's Initials
<p>Vaccine must be stored <u>at all times</u> under appropriate temps as described in the package inserts. Vaccine storage unit temperatures must be monitored and documented to include the following:</p> <ul style="list-style-type: none"> • At least one temperature reading per day. • Time and date of each reading. • Name (or initials) of the person who assessed and recorded the readings. • Minimum and maximum temps of each unit once per workday (preferably in the morning) 	
<p>Temperature Excursions - Complete the following items when vaccine storage unit temperatures deviate from appropriate ranges listed in vaccine package inserts:</p> <ol style="list-style-type: none"> 1. Quarantine and label vaccines as "DO NOT USE" 2. Place vaccines in a unit where they can be stored under proper conditions. 3. Contact the vaccine manufacturer(s) to obtain documentation supporting the viability and usability of the vaccine 4. Contact the MSDH Immunization Program at 601-576-7751 5. Document the information above on your vaccine storage unit temperature logs 	
<p>Items to maintain vaccine viability and avoid temperature excursions include:</p> <ul style="list-style-type: none"> • Completely line each vaccine storage unit (unless pharmaceutical grade) with water bottles to stabilize or extend temps during a power outage. • Plug each unit directly into a wall outlet and ensure unit is not controlled by a light switch, power strips, or surge protectors with an on/off switch. Never use an extension cord. • Place a DO NOT Unplug sign near each vaccine storage unit's plug-in. • Place a CAUTION sign near the circuit breaker box, label to indicate which breaker(s) are associated with vaccine storage units, and who to contact if power is disconnected. • Store vaccines in original packaging. • Place vaccines in the middle of the unit with space between the vaccines and the side/back of the unit to allow cold air to circulate. • DO NOT store vaccines in doors, vegetable bins, drawers, on floor of unit, or near cooling vents. • NEVER store food, beverages, or laboratory specimens in the units. • Routinely clean storage unit interiors, keep the outside dust-free, ensure doors have proper seals and follow routine maintenance tasks in the manufacturer's product information. • Review and follow the CDC's Vaccine Storage & Handling Toolkit at: www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf 	

Receiving and Inspecting Vaccine Shipments	Responsible Staff Member's Initials
<p>The vaccine coordinator or back-up should follow the steps outlined below to receive and inspect vaccine deliveries: NOTE that if problems are encountered during any of the following steps or there are any doubts that the vaccines may not have been shipped properly, immediately contact the MSDH Immunization Program Ordering Staff at (601)576-7751 and the vaccine distributor listed on the packing slip. Vaccine deliveries should NOT be refused.</p> <ol style="list-style-type: none"> 1. Inspect the shipping container and vaccines for signs of damage. 2. Determine when the vaccine container was shipped and the amount of time it was in transit to your facility. Compare the acceptable transit time frame listed on the packing slip to the actual transit time to ensure that the vaccines were delivered in an appropriate amount of time. 3. Compare the amount of vaccines/diluents received, lot numbers, manufacturers, and expiration dates to the enclosed packing slip. 4. Compare the amount of vaccines received, lot numbers, manufacturers, and expiration dates of vaccines to the shipment information in MIIX. 5. Document receipt of vaccines in MIIX 6. IMMEDIATELY store vaccines in the appropriate refrigerator or freezer vaccine storage unit. Be certain to store vaccines in the appropriately labeled sections of the unit(s) according to the manufacturer's guidance. 	

Attach copies of the following items to your Vaccine Accountability & Management Plan:

- ***Vaccine Coordinator's You Call the Shots Certificate of Completion***
- ***Back-up Vaccine Coordinator's You Call the Shots Certificate of Completion***
- ***Certificate of Calibration for EACH Vaccine Storage Unit's Thermometer***
- ***Certificate of Calibration for a Back-up Thermometer***

Staff Members Trained to Perform Vaccine Storage Unit Temperature Monitoring & Adjustments	Annual Training Date	Signature of Vaccine Coordinator or Back-up Coordinator
Staff Members Trained to Receive, Inspect, Unpack, Document, & Store Vaccine Shipments	Annual Training Date	Signature of Vaccine Coordinator or Back-up Coordinator
Staff Members Trained to Appropriately Pack & Transport Vaccines	Annual Training Date	Signature of Vaccine Coordinator or Back-up Coordinator

By signing this form, I certify that I have read and agree to the Vaccine Accountability & Management Plan items listed and understand I am accountable for compliance with these requirements.

Vaccine Coordinator Name (print):

You Call the Shots –Storage & Handling Certificate of Completion Dated:

Signature:

Date:

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By signing this form, I certify that I have read and agree to the Vaccine Accountability & Management Plan items listed and understand I am accountable for compliance with these requirements.

Back-up Vaccine Coordinator Name (print):

You Call the Shots –Storage & Handling Certificate of Completion Dated:

Signature:

Date:

•

By signing this form, I certify on behalf of myself and all immunization providers in this facility as listed on the VFC Provider Agreement, I have read and agree to the Vaccine Accountability & Management Plan items listed and understand I am accountable (and each listed provider is individually accountable) for compliance with these requirements.

Medical Director or Equivalent Name (print):

Signature:

Date:

MISSISSIPPI STATE DEPARTMENT OF HEALTH
FORM INSTRUCTIONS

COVID ANNUAL VACCINE ACCOUNTABILITY & MANAGEMENT PLAN

FORM NUMBER F-1258
REVISION DATE June 21, 2021
RETENTION PERIOD All enrolled providers must maintain records of the authorized representative's response for a minimum of 3 years.

PURPOSE

To ensure the safe storage and handling of vaccines in order to maintain optimum potency.

The COVID-19 Vaccine Program requires each facility to develop and maintain a Vaccine Management Plan for routine and emergency situations involving federally and state supplied vaccine. The plan should include practice-specific guidelines, protocols, and contact information. The plan must be submitted to the Mississippi State Department of Health (MSDH) annually and when changes occur. **This plan should be kept near vaccine storage units and made available to the Mississippi State Department of Health (MSDH) staff upon request.**

INSTRUCTIONS

Review and update your plan at least once a year. Ensure that all content in each section (including emergency contact information and alternate vaccine storage location) is up to date. Make sure key practice staff sign and acknowledge the signature log whenever your plan is revised.

Submit along with a complete Vaccine Accountability & Management Plan (form 1174) Complete All fields on the form.

Important Contacts/Key Practice Staff & Roles

Facility Information: provide an accurate facility name, facility address and PIN#.

Medical Director or Equivalent: Provide practitioner's name, title, phone number and e-mail.

COVID-19 Vaccine Coordinator: Provide first and last name, telephone number, and email for both the Primary Vaccine Coordinator and the Back-Up Vaccine Coordinator.

Equipment Documentation: List the Emergency Vaccine Storage Facility below that staff will transport vaccine to in the event vaccine storage unit(s) experience a malfunction, power failure, natural disaster, or other emergency that might compromise appropriate vaccine storage.

Equipment Documentation (continued): List the Vaccine Storage Units & Digital Data Logger (DDL) in the facility, number vaccine storage units, type/refrigerator or freezer, storage unit serial number/Data logger serial numbers, standalone/combo, (dorm style not allowed), date of routine maintenance of storage unit, calibration information, and location of back-up DDL and document the location of onsite emergency of transport supplies.

Vaccine Accountability information: Provide documentation of each responsible staff member's initials.

Vaccine Inventory Maintenance: Provide documentation of each responsible staff member's initials.

Vaccine Transport: Provide documentation of each responsible staff member's initials.

Vaccine Storage & Handling: Provide documentation of each responsible staff member's initials.

MISSISSIPPI STATE DEPARTMENT OF HEALTH
FORM INSTRUCTIONS

Receiving and Inspecting Vaccine Shipments: Provide documentation of each responsible staff member's initial and or vaccine coordinator or back-up should follow the steps outlined below to receive and inspect vaccine deliveries.

COVID-19 Vaccine Coordinator/ Medical Director or Equivalent: Provide first name and last name and date for the Primary Vaccine coordinator, Back-up Coordinator and **Medical Director or Equivalent**, By signing each have read and agree to the vaccine Accountability /Management Plan items listed and understand the accountable compliance with the requirements.

Attach copies of the following items to your Vaccine Accountability & Management Plan:

- Vaccine Coordinator's You Call the Shots Certificate of Completion
- Back-up Vaccine Coordinator's You Call the Shots Certificate of Completion
- Certificate of Calibration for EACH Vaccine Storage Unit's Thermometer
- Certificate of Calibration for a Back-up Thermometer

OFFICE MECHANICS AND FILING

The vaccine coordinators and/or medical director should retain a copy of the completed form for office records and audit purposes.