



Health Alert Network Message 20-50: Message Regarding Requirements for COVID-19 Vaccine Allocation for Home Health, Urgent Care Centers, & End Stage Renal Disease Facilities

Origination Date:
December 16, 2020

Revision Dates (list all revision dates):

John Bel Edwards
GOVERNOR



Dr. Courtney N. Phillips
SECRETARY

State of Louisiana Louisiana Department of Health Office of Public Health

December 15, 2020

TO: Home Health Care, Urgent Care, End Stage Renal Disease Facilities

FROM: Stacy Hall, RN MSN
Immunization Program Director

SUBJECT: **Requirements for COVID-19 Vaccine Allocation**

In order to receive COVID-19 vaccines, Louisiana providers **MUST complete** the CDC Provider Enrollment Forms and the LDH COVID-19 Vaccine Capacity Questionnaire. Home health organizations, urgent care centers, and ESRD/dialysis facilities are Phase 1B. **Phase 1B begins on Monday, December 21. Please complete & submit these documents by Thursday afternoon, December 17.**

For the [CDC COVID-19 Vaccination Program Provider Agreement](#), your facility’s chief executive officer (or chief fiduciary) and chief medical officer (or equivalent)—collectively, “Responsible Officers”—must complete and sign Section A (Requirements and Legal Agreement). In addition, Section B (Provider Profile Information) must be completed for each location covered under the organization listed in Section A. LDH has created an [FAQs Document](#) and [Common Mistakes Document](#) on the Provider Agreement for staff to use as a reference.

For the [CDC Supplemental COVID-19 Vaccine Redistribution Agreement](#), your facility should complete this form if your organization has multiple locations. Most vaccine orders will be delivered to the vaccination location; however, the Immunization Program may request that some facilities with multiple locations redistribute large vaccine orders within their systems.

Sites not enrolled as vaccine providers in Louisiana must register with the Louisiana Immunization Network (LINKS), then submit the above CDC agreements. All forms are available at https://lalinks.org/linksweb/LINKS_ENROLL.html.

For the [COVID-19 Capacity Questionnaire](#), each vaccination location covered by your organization should complete this survey.

Note on CDC Forms: Facilities should complete and submit the CDC forms by selecting the “Submit Form” button at the end of each form. Depending on your browser restrictions, you may need to download copies of the CDC forms before you complete and submit them. If you have trouble submitting, please send completed forms to la.links@la.gov.

Contacts for Questions & Assistance: If you have questions about the LDH Capacity Questionnaire or have issues submitting it, email la.immunization@la.gov. If you have questions about the CDC Provider Enrollment Forms or have problems submitting them, email la.links@la.gov.

Please enroll your organization this week to receive the COVID-19 vaccine for your staff.

Thank you,
Louisiana Immunization Program