



State of Louisiana
Louisiana Department of Health
Office of Public Health

December 22, 2020

TO: Louisiana Community Health Centers and Clinics

FROM: Quan Le, RN
LINKS Manager

Stacy Hall, RN MSN
Immunization Program Director

SUBJECT: **Requirements for Initial COVID-19 Vaccine Allocation to Community Health Clinics**

Louisiana community health clinics must take the steps below in order to receive COVID-19 vaccine. Initial amounts are likely to be very limited in December, with amounts increasing to become available for all persons interested in COVID-19 vaccination. The Louisiana allocation of COVID-19 will follow national guidance for prioritization under the direction of the Louisiana Department of Health Secretary, State Health Officer and Governor.

Centers and clinics interested in participating in the Louisiana COVID-19 Vaccination Response must complete the Louisiana Immunization Network (LINKS) enrollment application packet (Requirements for Participation Checklist, Site Enrollment Agreement, and User Agreement) and the CDC COVID-19 Provider Agreement. If your center or clinic is part of a system or network, you must also complete the CDC Supplemental Redistribution Agreement. These documents can be found under the document center in LINKS. Additional information can be found on [the LDH COVID-19 Vaccination Provider webpage](#).

Documentation of COVID-19 vaccination must be entered into LINKS within 24 hours of administration. This is necessary for timely data reporting to both the federal and state government and the public. LINKS monitors vaccine inventory, with additional doses dependent on vaccine documentation in LINKS.

For centers and clinics that are electronically sending immunization information to LINKS, via HL7 messaging your **EMR/EHR system must be updated to accommodate COVID-19 vaccine CVX codes and NDC number**, which can be found at <https://www.cdc.gov/vaccines/programs/iis/code-sets.html>. If a center or clinic is unable to document both the CVX and NDC number within their EMR/EHR along with the usual immunization information, COVID-19 vaccination will have to be entered into LINKS manually.

For centers or clinics that are NOT electronically reporting immunization information to LINKS, all information related to COVID-19 vaccine will continue to be entered manually.

Centers and clinics must also complete the Capacity Questionnaire to receive the vaccine. The capacity questionnaire is an online form [available here](#). Centers and clinics cannot receive vaccine unless they have completed LINKS enrollment, CDC COVID-19 Provider Agreement (and CDC Supplemental Redistribution Agreement if part of a system or network), and the capacity questionnaire.

Centers and clinics should vaccinate their medical and support staff before vaccinating patients. Each center and clinic must receive, securely store, apportion and follow LDH guidance for distribution. Initial doses of vaccine will be delivered by a distributor.

Current COVID-19 data, including vaccine information, will be at the LDH COVID-19 website: <https://ldh.la.gov/Coronavirus/>. Please monitor that site or contact your Immunization Program Consultant or the Immunization Program at 504-568-2600 or la.immunization@la.gov.