



State of Louisiana
Louisiana Department of Health
Office of Public Health

DATE: August 20, 2021
TO: Licensed Long-Term Care Facilities
FROM: Louisiana Department of Health
SUBJECT: Request for Your Facility's Plan for Onsite Third Dose COVID Vaccinations

Please route to:
• COVID-19 vaccine contacts or coordinators at LTCF facility

Definition: When the term "LTCF" is used in this communication, it pertains to the following licensed facilities in Louisiana: [Nursing Homes](#), [Adult Residential Care Facility](#), and [Intermediate Care Facility for the Developmentally Disabled](#)

The Centers for Disease Control and Prevention (CDC) is expected to recommend a third (booster) dose of COVID-19 mRNA vaccine for residents and staff at long-term care facilities (LTCFs) **eight months after completing a previous two-dose series**. The Louisiana Department of Health (LDH) is committed to ensuring all licensed LTCFs in the state have access to vaccines and have a firm plan for timely on-site vaccination services to administer the third dose. Only those individuals vaccinated with either Moderna or Pfizer during their first completed COVID-19 vaccine series will be eligible for a third (booster) dose of one of these same vaccines at this time.

All licensed Louisiana LTCFs are required to have a plan in place for onsite third dose (booster) vaccines to eligible residents/patients/staff within two weeks of them becoming eligible. LDH is offering the opportunity for facilities to choose their onsite vaccine provider and will not default all LTCFs to any single vaccination provider (example: Walgreens and CVS), as was done in early 2021 with the initial two-dose series. Licensed LTCFs can select from the options below for onsite administration of third dose COVID vaccines to eligible resident/patients/staff:

- Partner directly with a pharmacy that is enrolled in a federal or state COVID-19 Vaccination Program - **please confirm with them that they are available and willing to provide onsite booster vaccines;**
- Request that the Louisiana Independent Pharmacies Association (LIPA) coordinate with a local vaccine provider or vaccination team to provide onsite vaccination clinic(s); or
- Enroll directly as a COVID vaccine provider with the Louisiana COVID-19 Vaccination Program and order and administer vaccines accordingly.

Requirement to Notify LDH of Plan for Third (Booster) Dose of Vaccine

LDH is requiring that you indicate your plan for onsite third dose (booster) COVID vaccines by completing a short online survey no later than the close of business on Friday, August 27, 2021. The link to the survey to report your facility's plan/arrangement for timely administration of the third dose of vaccines to interested residents/patients/staff is here:

<https://forms.gle/duXgcd6gyNqpszqMg6>

Those facilities that do **not** respond to the survey by the due date will default to having LIPA coordinate third dose onsite vaccination services through a local vaccine provider or vaccination team near your facility.

Timeframes for Third Dose (Booster) Vaccines

LTCFs and their onsite vaccine providers will be expected to hold third dose clinics as soon as possible after the facility is eligible and to arrange for at least two onsite vaccination clinics, based on the following timelines:

- Clinic 1 needs to be scheduled within 14 days from the 8-month mark of the facility's second clinic that was performed by either Walgreens or CVS in Phase 1 of the LCTF vaccination response in early 2021.
- Clinic 2 needs to be scheduled within 14 days from the 8-month mark of the facility's third clinic that was performed by either Walgreens or CVS in Phase 1 of the LCTF vaccination response in early 2021.

LTCF Onsite Vaccine Support

Questions regarding onsite vaccinations at LTCFs can be directed to the Louisiana LCTF COVID-19 Vaccination Partnership Call Center:

Phone: (Toll Free) 1-866- 266-1334 (Monday- Friday 8 a.m.to 5 p.m.) or 225-241-1437

E-mail: vaccines@lipa.org

Responsibilities of Vaccination Providers:

- Schedule and coordinate on-site clinic date(s) directly with site at a time mutually agreed on with both parties.
- Order and provide vaccines and ancillary supplies (e.g., syringes, needles, personal protective equipment).
- Adhere to all applicable CMS COVID-19 requirements for individuals entering facility site.
- Administer COVID-19 vaccine in accordance with all requirements and recommendations of the Center for Disease Control (CDC) and CDC's Advisory Committee on Immunization Practices ("ACIP").
- Provide on-site administration of vaccine to residents and staff for whom request is submitted in compliance with Safe Vaccine Administration standards during COVID-19.
- Ensure cold chain management for vaccine is maintained at all times.
- Provide COVID-19 Vaccine Information/ Screening Form for facility to duplicate and have completed for each resident and/or employee for whom services are requested.
- Obtain and review COVID-19 Vaccine Information/Screening Form for each person scheduled to receive the vaccine prior to vaccine administration and attach CDC Vaccine Record if available.
- Ensure participants receiving the vaccine are provided with information contained in appropriate EUA (Emergency Use Authorization) Fact Sheet for Recipients and Caregivers until full FDA authorization has been approved.
- Confirm p COVID vaccination status by reviewing LINKS (Louisiana's Immunization Information System) and that a booster vaccine is appropriate, prior to vaccine administration.
- Provide post vaccination monitoring for all patients in the administration area not being directly monitored by facility members (e.g. patient rooms).

- Issue and/or update CDC Vaccine Record cards to patients verifying they have been immunized or have received booster vaccine.
- Report required vaccination data to LINKS within 24 hours of administering each dose.
- Bill any insurance for reimbursement of the COVID vaccine administration fee or HRSA for persons who are uninsured.
- Provide reporting on COVID-19 vaccine administration onsite at the facility location that may be requested by the Louisiana Department of Health (LDH), including but not limited to Daily COVID Vaccine Report.

Responsibilities of LTCFs:

- Provide a direct point of contact for COVID-19 vaccination event coordination (name, e-mail, phone number).
- Schedule and coordinate on-site clinic date(s) directly with Provider.
- Complete Excel spreadsheet with demographic information for all persons scheduled to receive a COVID vaccine on date of site visit for purposes of verifying COVID vaccine status in LINKS, and transmit via e-mail to Provider.
- Coordinate patient/staff availability for the date of the event and schedule vaccines at interval mutually agreed on with Provider.
- Provide common area or location for vaccinations and monitoring to occur. The common area for vaccines should be able to accommodate safe social distancing practices and be a minimum of 10 x 10 feet with a table, two chairs, and an electrical outlet.
- If a resident is unable to receive a vaccination in a common area and the Provider must administer in another location such as a resident's room, the facility will be responsible for providing an observer for the recommended 15-30 minutes of monitoring after vaccination.
- Provide any reporting on COVID-19 vaccine administration onsite at facility location that may be requested by the Louisiana Department of Health (LDH).

Resources

If needed, a model COVID-19 Vaccine Services Agreement developed by LIPA is available by download [here](#). The agreement establishes the service relationship between the vaccine provider and LTCF, defining the roles and responsibilities of each entity.

Additional resources to help your site prepare for your third dose vaccination clinics will be made available in subsequent communications. For now, the primary focus is that all licensed LTCFs notify LDH, before August 27, 2021, of their plan for onsite third dose (booster) COVID-19 vaccinations.