



East Valley Community Health Center COVID-19 Vaccine Allocation Best Practices

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AND

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Facilitating Appointments & Allocation



- ▶ At East Valley Community Health Center, we have adapted the **Projected Vs Actual vaccine stock** with 3 months appointment scheduling.
- 1. * We have created an excel sheet which help us with the following:
 - * **Dates:** This will allow us to view when we will have opened PODs.
 - * We have adopted “ If a 1st Dose clinic, it is required to open a 2nd clinic 28 days later”
 - * We use QR codes when a patient is waiting in the monitoring station, they can schedule a 2nd appointment.
 - * **Location:** It will allow us to instantly see if PODS have met their project goals.
 - * **Doses:** This is spilt by 1st and 2nd dose as it allows to prioritize our 2nd dose and not open additional 1st dose PODS.
 - * **Projected:** This a projected dose that can be given to stay within weekly allocated doses.
 - * **Actual Dose:** This gives us actual doses that were administered with the ability to possible add more doses for different days.
 - * **Projected VS. Actual:** Is the extra dose available if the projected doses is not met. (These doses are available and should be used in the next PODS to meet your allotted.)

Date	Location	Dose	Projected Doses	Actual Doses	Project Vs. Actual	Notes	Inventory Date as of 2/8	Total Projected Vaccine Received	Total Actual Vaccine Received 2/9/21	Total Doses in Hand 2/9
2/9/2021	West Covina	2nd	120	100	20		680	1300	700	1380
2/10/2021	Villa Corta	2nd	120	120	0					
2/10/2021	Covina	2nd	100	100	0					
2/11/2021	Villa Corta	2nd	120	120	0					
					0					
Total			460	440	20					
Date	Location	Dose	Projected Doses	Actual Doses	Project Vs. Actual	Notes				
2/9/2021	Pomona	1st	120	120	0					
2/10/2021	Pomona	1st	120	120	0					
2/11/2021	Pomona	1st	120	120	0					
2/12/2021	Covina	1st	100	100	0					
2/12/2021	Pomona	1st	140	140	0					
2/12/2021	WC	1st	160	150	10					
Total			760	750	10					
Weekly Total			1220	1190						
Total Projected Inventory for next week			160							
Total Actual Inventory for Next Week			190							

Date	Location	Dose	Projected Doses	Actual Doses	Project Vs. Acutal	Notes	Inventory Date as of 2/22	Total Projected Vaccine Received	Total Actual Vaccine Received 2/23/21	Total Doses in Hand 2/23
2/24/2021	Covina	2nd	100		100		0	1200		0
2/24/2021	Villa Corta	2nd	120		120					
2/25/2021	WC	2nd	120		120					
2/25/2021	PO	2nd	120		120					
2/26/2021	Covina	2nd	100		100					
2/26/2021	Villa Corta	2nd	120		120					
2/26/2021	PO	2nd	120		120					
3/1/2021	PO	2nd	120		120					
Total			920	0	920					
Date	Location	Dose	Projected Doses	Actual Doses	Project Vs. Acutal	Notes				
2/23/2021	VC	1st	100		100	Required to create clinic				
2/23/2021	Pomona	1st	100		100	Required to create clinic				
2/24/2021	Pomona	1st			0	Required to create clinic				
2/24/2021					0					
2/25/2021					0					
2/25/2021					0					
2/26/2021					0					
2/26/2021					0					
Total			200	0	200					
Weekly Total			1120	0						
Total Pojected Inventory for next week			-1120							
Total Actual Inventory for Next Week			0							

Operational TIPS

- ▶ REAL TIME NUMBERS ON INVENTORY ARE IMPORTANT TO KEEP YOU WITHIN YOUR ALLOTTED FIXED ALLOCATION BY DPH.
- ▶ PLAN FOR YOUR 2ND DOSES ONCE YOU HAVE CREATED A 1ST DOSE CLINIC.
- ▶ CREATE A LOG IF YOU HAVE MULTIPLE SITES TO REPORT HOW MUCH WAS GIVEN AND IF THE PODS WERE CLOSED ON PREP MOD AT THE END OF EACH DAY.
- ▶ CREATE A CALENDER TO HELP PLAN FOR 3 MONTHS OF VACCINES AND PROVIDE AN UPDATE TO YOUR TEAM ON DATES THEY CAN CREATE ADDITIONAL 1ST DOSE APPOINTMENTS.
- ▶ HAVE A LIST OF 65+ YEAR OLD PATIENTS TO CALL SHOULD YOU HAVE ANY EXTRA DOSES AT THE END OF THE DAY TO PREVENT WASTE



Do's and Don'ts

- ▶ Do block lunches before the link is share with DPH.
- ▶ Do check in patient in Prep Mod as they arrive.
- ▶ Do send reminder e-mails to patients of upcoming appointments.
- ▶ Do have end of day huddles with leads to review opportunity for improvements and confirm inventory.



- ▶ Don't forget to send your links to DPH
- ▶ Don't forget to check if Prep Mod Report was sent once clinic is closed.
- ▶ Don't forget to do your daily reporting on Vaccine Finder and DPH Daily Survey.

What Questions Do You Have ?

