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Dear Colleague,

This notice is being sent to all schools and health care providers that participated in school-located influenza vaccine clinics (SLVC) in the past year. This notice is intended to give you guidance on the process for registering your clinic and ordering state-supplied vaccine for the 2011-12 season.

### **Registration**

**All SLVC must be registered in order to receive state-supplied vaccine.** The registration form should reflect the planning process between the school clinic site and the medical provider administering the vaccine. The information provided in the registration is necessary to assure that

1. vaccine is provided to school clinics when it is needed,
2. school clinic organizers and participating medical providers are prepared to conduct clinics and have clear agreements in place,
3. automated billing for MaineCare-eligible students can be accomplished,
4. vaccine doses administered can be entered into ImmPact2 for use by students' healthcare providers as well as vaccine usage reporting, and
5. Maine CDC is able to document and evaluate program activities.

Registration materials may be submitted by school personnel or personnel from a cooperating medical provider (if one is used). However, some cooperative planning may need to take place between school personnel and the medical provider in order to complete all parts of the registration.

The registration form is designed for one School Administrative Unit (SAU) and one medical provider. If an SAU is working with multiple medical providers, one enrollment packet is needed for each medical provider relationship. If a medical provider is working across multiple SAUs, one enrollment packet is needed for each SAU.

The registration form must be completed in its entirety. The Memorandum of Agreement (Section 4) may be skipped if the SAU is not utilizing an outside medical provider to administer vaccine.

Participating schools and/or medical providers may need to complete a Maine Immunization Program provider agreement in order to be eligible to order vaccine, if one has not already been completed for the 2011-12 season. Participating schools and/or medical providers may also need to complete ImmPact2 user agreements for any new users or provide a list of authorized users for the school site. Upon receipt of your SLVC registration, a representative of the Maine Immunization Program will contact the individuals listed in Section 1 to complete these steps, if needed.

## **Vaccine Ordering**

Section 3 of the SLVC registration includes dose estimates, which is used for vaccine management purposes.

**Vaccine orders must be completed in ImmPact2.** For more information on placing orders in ImmPact2, see the August 2011 Vaccine Ordering Guidance in the SLVC toolkit at [www.maineflu.gov](http://www.maineflu.gov)

If you are unsure of how much vaccine to order, we recommend estimating 40% of the current student census.

## **Next Steps**

Vaccine will be shipped only after Maine Immunization Program verifies that the following are complete:

- 2011 Vaccine Provider Agreement
- SLVC Registration form
- At least two weeks of temperature logs

Once these items are complete, vaccine may be shipped within 5-7 business days of receiving an order. The provider receiving the vaccine will be notified via blast fax when the vaccine has been shipped.

All those receiving vaccine for SLVC must enter doses administered into ImmPact2 using the Mass Immunization function (not Manage Client). The ImmPact2 contact listed in Section 1 of the SLVC registration form will be contacted by Maine Immunization Program about users.

## **Online Toolkit**

A toolkit containing sample policies, checklists, form templates, and FAQs is available at [www.maineflu.gov](http://www.maineflu.gov). If you have additional questions, please call the Maine Immunization Program at 1-800-867-4775 or email [flu.questions@maine.gov](mailto:flu.questions@maine.gov).

We appreciate your efforts in ensuring that every dose of state-supplied influenza vaccine is effectively accounted for and administered. Thank you for your dedication to keeping the citizens of Maine free of vaccine-preventable disease.