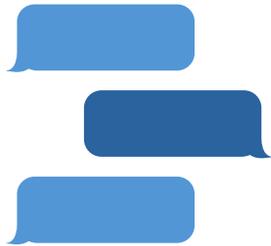


COVID-19 Vaccine Booster Planning Checklist

This document is a resource for health centers to assess their readiness to administer COVID-19 booster shots. A booster shot refers to a vaccine given to someone who built enough protection after completing an initial series of vaccinations, but that protection may have decreased over time. COVID-19 booster shots will be given to individuals in accordance with all requirements and recommendations from FDA, CDC, and the CDC Advisory Committee on Immunization Practices (ACIP).

1. Stay Connected



- Visit the [Health Center COVID-19 Vaccine Program webpage](#) for general information about the program.
- Check in with your jurisdiction's Immunization Program Manager for the latest information and guidance specific to your jurisdiction. (For a list of program managers, copy and paste the following URL into your browser address bar: <https://www.immunizationmanagers.org/page/MemPage>)
- Monitor the [CDC COVID-19 Vaccination Provider Support webpage](#) for updated recommendations, requirements, and other guidance.
- Visit the [CDC COVID-19 Vaccine Booster Shot webpage](#) for the latest guidance.

Health Center COVID-19 Vaccine Program participants should:

- Frequently check the [Vaccine Program Online Community](#) (VPC) to review program updates, training/technical assistance information, and engage with other health centers. For help logging in or requesting access, please contact [Health Center Program Support](#).
- Tune into the Health Center COVID-19 Vaccine Program's office hours. Visit the [VPC's Upcoming Events](#) page under the Discussion Board for more information.

2. Information Technology



- Remain aware of changes to Health Center COVID-19 Vaccine Program and/or jurisdictional immunization reporting requirements. For the latest Health Center Vaccine Program guidance and reporting requirements, visit the [VPC](#) and [Health Center Survey](#) webpages. For the latest guidance from your jurisdictional immunization program, contact your Immunization Program Manager. (For a list of program managers, copy and paste the following URL into your browser address bar: <https://www.immunizationmanagers.org/page/MemPage>)
- Prepare data collection systems to support new requirements, including but not limited to: new codes for billing and payments, survey reporting, and tracking vaccine types and doses.
- Ensure you have a process to verify that patients receive the right vaccine type and dose, especially if the patient does not have a vaccination card.
- Ensure patient reminder and scheduling systems are up-to-date and have the capacity to handle increases in user traffic.

3. Health Center Readiness



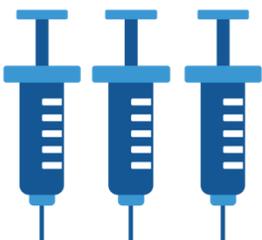
- Prepare to increase staffing levels and extend site hours as needed and where feasible.
- Consider increasing scheduling flexibilities, including expanding capacity for walk-in appointments and planning for mobile vaccine clinics to ensure access for hard-to-reach populations.
- Ensure staff receive adequate education and training to administer booster shots.
- Confirm a plan to ensure staff are vaccinated and a plan to minimize staff-wide exposure if staff are infected.
- Bolster partnerships with other health centers participating in the Health Center COVID-19 Vaccine Program and/or community-based organizations to prepare communication channels for potential vaccine transfers or other support such as staffing.

4. Communication and Education



- Prepare and distribute patient education materials to highlight importance of booster shots, continuing to focus on increasing [vaccine confidence](#). For Health Center COVID-19 Vaccine Program participants, links to customizable social media and print materials are available under the Training/Technical Assistance section of the [VPC](#).
- Ensure materials are clear, culturally competent, and accessible to all literacy levels.
- Leverage community, state, and federal partnerships to engage with special populations and hard-to-reach patients.
- Take advantage of successful COVID-19 vaccination efforts and lessons learned. For example, see the HHS report, "[Overview of Barriers and Facilitators in COVID-19 Vaccine Outreach](#)."¹
- Set up booster shot notifications using previous second dose reminders to reach back out to patients at the appropriate length of time from the second doses of their initial series.

5. Supply and Administration



- Monitor trends in demand to anticipate changes in inventory.
- Track supplies and assess the need to adjust current ordering patterns, while avoiding stockpiling excess supply. Doses requested through the Health Center COVID-19 Vaccine Program should be used within 7 days.
- Remember: run down what you have, re-stock what you need, and report what you use.

¹ Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation (ASPE).