

## **COVID-19 Vaccine Clinic Program**

### LTC GUIDANCE FOR SECOND DOSE

#### **OVERVIEW:**

The purpose of this document is to provide guidance for Long Term Care facilities on administration of the COVID-19 vaccine series for exception scenarios, in which patients are not present at the facility for one of the two doses.

#### **PATIENT DISCHARGED FROM LTCF**

*Guidelines for patients that have been discharged from a LTCF, after receiving the 1st dose and before receiving the 2nd dose of the COVID-19 vaccine series*

#### **1. Patient Discharged to Home**

- **OPTION 1: Patient returns to LTCF the day of Clinic #2 to receive vaccine**
  - Facility procedures:
    - During discharge procedure, facility to review patient records to determine COVID-19 Vaccine status.
    - Facility arranges with caregiver for the patient to be brought back to the facility for their second dose at a specific appointment time during Clinic #2. Patient should be provided with an appointment time during the already scheduled clinic.
      - If patient does not have means for transportation, facility should utilize in-house transport or other offerings from state or local agencies.
    - Facility should include patient on the Multi-Patient Registration spreadsheet that will be uploaded prior to the clinic.
      - Consent and Screening triplicate form should be filled out in advance and maintained at the facility with other Clinic forms, in preparation to be provided to Clinic Team upon arrival.
  - Day of the Clinic:
    - The patient needs to be allowed into the facility to the standard clinic area, a discharged patient can be taken with employees at a SNF or at which ever point the facility wants to incorporate the patient into flow if an ALF/ILF central area for immunization.
- **OPTION 2: Patient is scheduled at CVS Pharmacy Store for their second vaccine**
  - Facility procedures:
    - During discharge procedure, facility to review patient records to determine COVID-19 Vaccine vaccination status.
    - Facility communicates to caregiver or patient that they will need their second vaccine.

- Facility should ensure patient has the vaccine record, including the CVS Pharmacy Store contact information.
  - Facility should inform the patient of the due date for their second shot.
- Patient/Caregiver procedures:
  - Call the CVS Pharmacy Store, explain the patient was recently discharged, and request an appointment for their second vaccination.
    - Provide Patient information
    - Provide Facility name that they were discharged from
    - Provide date of first shot
  - Patient may also call 1-888-300-4419 for assistance with this process.

## **2. Patient Admitted to Hospital**

- LTCF to provide hospital with vaccine record
  - Patient receives vaccine while in-patient.
  - If hospital does not have vaccine, patient should receive 2<sup>nd</sup> dose after being discharged. Facility procedures:
    - During discharge procedure, Facilities to review patient records to determine COVID-19 Vaccine vaccination status.
    - Facility communicates to the with caregiver or patient that they will need their second vaccination
      - Facility should ensure patient has the vaccine record, including the CVS Pharmacy Store contact information.
      - Facility should inform the patient of the due date for their second vaccination.
  - Patient/Caregiver procedures:
    - Call the CVS Pharmacy Store, explain the patient was recently discharged, and request an appointment for their second vaccine.
      - Provide Patient information
      - Provide Facility name that they were discharged from
      - Provide date of first shot
  - Patient may also call 1-888-300-4419 for assistance with this procedure

## **3. Patient Transferred to another LTC Facility That Selected CVS as Vaccine Provider**

- Patient to receive 2<sup>nd</sup> dose at next scheduled clinic.
  - If 3<sup>rd</sup> clinic has been completed, LTCF to contact the state/local COVID-19 Vaccine providers to address outstanding patients.

## **4. Patient Transferred to another LTC Facility That Did Not Select CVS as Vaccine Provider**

- LTCF to provide new LTCF with vaccine record to receive 2<sup>nd</sup> dose at their next clinic.
  - If 3<sup>rd</sup> clinic has been completed, LTCF to contact the state/local COVID-19 Vaccine providers to address outstanding patients.

## **5. Patient Transferred to New Level of Care**

- LTCF to provide new care with vaccine record to receive 2<sup>nd</sup> dose at their next clinic.
  - If 3<sup>rd</sup> clinic has been completed, LTCF to contact the state/local COVID-19 Vaccine providers to address outstanding patients.

## **PATIENT ADMITTED TO LTCF**

*Guidelines for handling patients that have been admitted, after receiving the 1st dose and before receiving the 2nd dose of the COVID-19 vaccine series.*

### **1. Patient Admitted from Home**

- If patient has already received 1<sup>st</sup> dose, patient to receive 2<sup>nd</sup> dose at next scheduled clinic.
- If patient has not had any doses and a clinic occurs, they may get 1<sup>st</sup> dose at facility clinic.
  - If clinic is clinic 2, then patient can receive 2<sup>nd</sup> dose at Clinic 3. If discharged see discharged scenarios.
  - If next clinics is 3<sup>rd</sup> clinic, the facility should evaluate best course of action and coordinate with the state/local COVID-19 Vaccine providers to address for outstanding patients.

### **2. Patient Admitted from Hospital**

- If patient has already received 1<sup>st</sup> dose, patient to receive 2<sup>nd</sup> dose at next scheduled clinic.
- If patient has not had any doses and a clinic occurs, they may get 1<sup>st</sup> dose at facility clinic.
  - If clinic is clinic 2, then patient can receive 2<sup>nd</sup> dose at Clinic 3. If discharged see discharged scenarios.
  - If next clinics is 3<sup>rd</sup> clinic, the facility should evaluate best course of action and coordinate with the state/local COVID-19 Vaccine providers to address for outstanding patients.

### **3. Patient Transferred from another LTC Facility That Selected CVS as Vaccine Provider**

- If patient has already received 1st dose, patient to receive 2nd dose at next scheduled clinic.
- If patient has not had any doses and a clinic occurs, they may get 1st dose at facility clinic.
  - If clinic is clinic 2, then patient can receive 2nd dose at Clinic 3. If discharged see discharged scenarios.
  - If next clinics is 3rd clinic, the facility should evaluate best course of action and coordinate with the state/local COVID-19 Vaccine providers to address for outstanding patients

#### **4. Patient Transferred from another LTC Facility That Did Not Select CVS as Vaccine Provider**

- Sending LTCF to provide new LTCF with vaccine record to receive 2<sup>nd</sup> dose.
- If patient has already received 1<sup>st</sup> dose, patient to receive 2<sup>nd</sup> dose at next scheduled clinic.
  - If patient has not had any doses and a clinic occurs, they may get 1st dose at facility clinic.
  - If clinic is clinic 2, then patient can receive 2nd dose at Clinic 3. If discharged see discharged scenarios.
  - If next clinics is 3rd clinic, the facility should evaluate best course of action and coordinate with the state/local COVID-19 Vaccine providers to address for outstanding patients

#### **5. Patient Transferred to New Level of Care**

- If patient has already received 1<sup>st</sup> dose, patient to receive 2<sup>nd</sup> dose at next scheduled clinic.
- If patient has not had any doses and a clinic occurs, they may get 1st dose at facility clinic.
  - If clinic is clinic 2, then patient can receive 2nd dose at Clinic 3. If discharged see discharged scenarios.
  - If next clinics is 3rd clinic, the facility should evaluate best course of action and coordinate with the state/local COVID-19 Vaccine providers to address for outstanding patients