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
     o 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.
     o 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
     o 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.
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 2nd 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 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 procedure.

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

- Patient to receive 2nd dose at next scheduled clinic.
  - If 3rd 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 2nd dose at their next clinic.
  - If 3rd 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**

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• LTCF to provide new care with vaccine record to receive 2nd dose at their next clinic.
  o If 3rd 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 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.
     o If clinic is clinic 2, then patient can receive 2nd dose at Clinic 3. If discharged see discharged scenarios.
     o 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.

2. **Patient Admitted from Hospital**
   - 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.
     o If clinic is clinic 2, then patient can receive 2nd dose at Clinic 3. If discharged see discharged scenarios.
     o 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.

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.
     o If clinic is clinic 2, then patient can receive 2nd dose at Clinic 3. If discharged see discharged scenarios.
     o 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.

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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 2nd dose.
   - 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.

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

   - 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.