**Core Questions for Vaccine Site Logistics**

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| **General Logistics:** |  |
| Location Name |  |
| Date(s) of clinic |  |
| Address |  |
| Times of clinic (first appt to last appt times) |  |
| Average volume aimed per day |  |
| Type: Drive Thru or walk-in? |  |
| Appointment or first come?  Is the appt time rigid? (meaning as a meter, but if people are late it’s okay) |  |
| Estimated average time spent?  (this is very important for our non-emergent medical transport [NEMT] partners to know for planning) |  |
| Vaccine type (Moderna, etc) |  |
| ADA compliant? ramps, accessible bathrooms, etc.  Are there any issues for non-ambulatory members that may need ADA Accessible bathrooms during unanticipated long wait times? |  |
| **Scheduling:** |  |
| How is this being promoted? |  |
| Is there a call center? If so, number and hours of operation? |  |
| Is there a self schedule link? If so, please supply |  |
| Is there a preference between online vs phone? |  |
| Who to do we contact if we need to escalate access issues? |  |
| **Population:** |  |
| Targeted population? |  |
| Mix of insurance types or Medicaid/Medicare focused? |  |
| Any community organization partnership? |  |
| **Language Access:** |  |
| What language access is available for promotional materials? |  |
| What language access is available for scheduling? |  |
| What language access will be on site? |  |
| **Transportation:** |  |
| Parking and/or drop-off access? |  |
| Accessible via public transit? |  |
| Expectations on NEMT needs? |  |
| Drive through events:  Are there any issues for non-ambulatory members that may not be able to reach a window (bariatric wheelchair and stretchers)? |  |
| Walk in events:  Are there any ADA accessibility issues that NEMT drivers should know about this location? (specific or different drop off/loading zones)  Are there any volunteers/staff onsite that may be able to do hand-to-hand assistance for individuals being dropped off where a NEMT driver is unable to provide? |  |
| **2nd Doses:** |  |
| What is the process for scheduling 2nd dose? |  |
| Who does outreach for the 2nd dose reminder? |  |
| Will NEMT be scheduled at the same time? |  |
| Will any information be sent to the PCP? |  |
| Will this be entered into Alert or other systems? |  |
| **Billing:** |  |
| Will claims be submitted for admin fee through normal claims processes? |  |