

**COVID-19 Vaccine for Staff and Residents of Long-Term Care Facilities  
Long-Term Care Pharmacy Checklist**

**Enrollment**

To participate in the FPP in Pennsylvania, a long-term care pharmacy must be enrolled in PA-SIIS **and** the FPP.

- Enroll in the FPP through one of the Partners. [Contact information](#) for the Partners is available on CDC's website. Each Partner has its own process for enrollment.
- To participate in [PA-SIIS](#):
  - Complete the [Request to Create a Clinic in PA-SIIS](#) form and submit it via email as an attachment to [ra-dhPASIS@pa.gov](mailto:ra-dhPASIS@pa.gov) or fax it to 717-213-6936.
    - NOTE: If your pharmacy is only administering vaccine received from the FPP, this will be the only form to complete for PA-SIIS. However, if your pharmacy will be administering COVID-19 vaccine for other purposes in addition to the FPP, there are additional forms to complete (see [PA-SIIS](#) for more details).
  - Complete the online *PA-BHSR: Mandatory Reporting of COVID-19 Vaccine Inventory and Patient Vaccination Information to PA-SIIS* training located at [TRAIN PA](#).
    - To verify that you completed the entire course, select *Your Learning* from the menu in the banner of TRAIN PA.
    - Then go to the *Your Transcript* tab. The course status will show as *Completed* once you have taken the entire course.
  - Complete the [User Account Request Form](#) after finishing the training and submit it via email as an attachment to [ra-dhPASIS@pa.gov](mailto:ra-dhPASIS@pa.gov) or fax it to 717-213-6936.

**Reporting**

All immunizations must be reported in PA-SIIS and the FPP.

- Report to the FPP as directed by the Partner.
- Report to PA-SIIS using the login credentials provided upon completion of the User Account Request Form.
  - If an option other than manual entry in PA-SIIS is desired, the following options are available:
    - Pharmacies interested in sending data via HL7 can find more information [here](#).
    - If HL7 is not an option and not able to keep up with manual entry, a converted flat file may be feasible. To learn more information about that please email [ra-dhPASIS@pa.gov](mailto:ra-dhPASIS@pa.gov).

NOTE: For those local eligible pharmacies only order vaccine through the FPP, there is no requirement to enter or maintain inventory in PA-SIIS.