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-dhPASIIS@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-dhPASIIS@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-dhPASIIS@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.