

# COVID-19 Vaccine Equity Partner

## Weekly Process Flow

### VEP Partner Resources and Platforms



#### PIHC Partner Portal (PP)

- Use to report weekly waitlist, waitlist will be looked at weekly on Friday's by PIHC
- Use to update LiveWellLocal.org listings

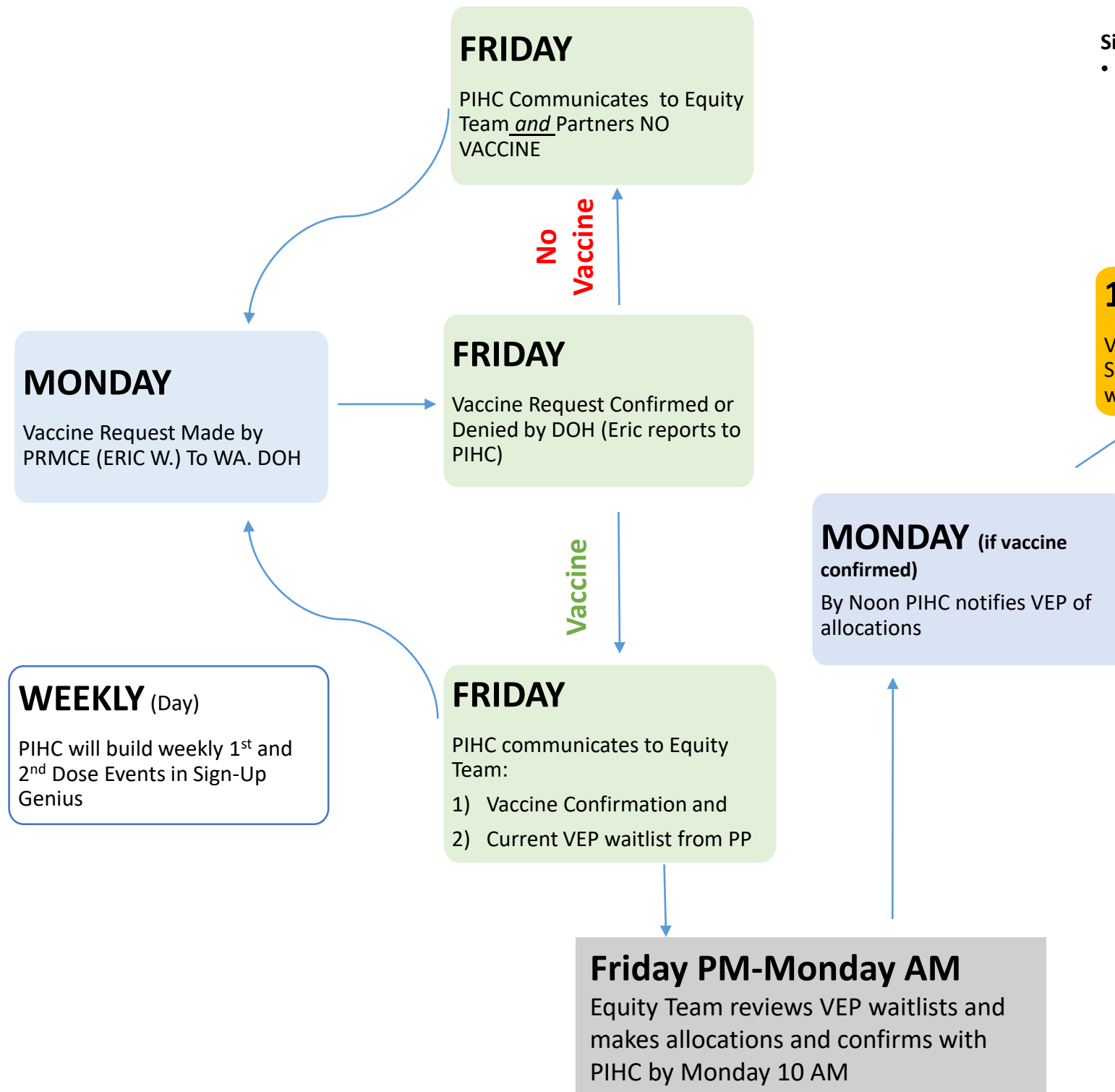
#### Sign-Up Genius

- Use to schedule and manage client appts.

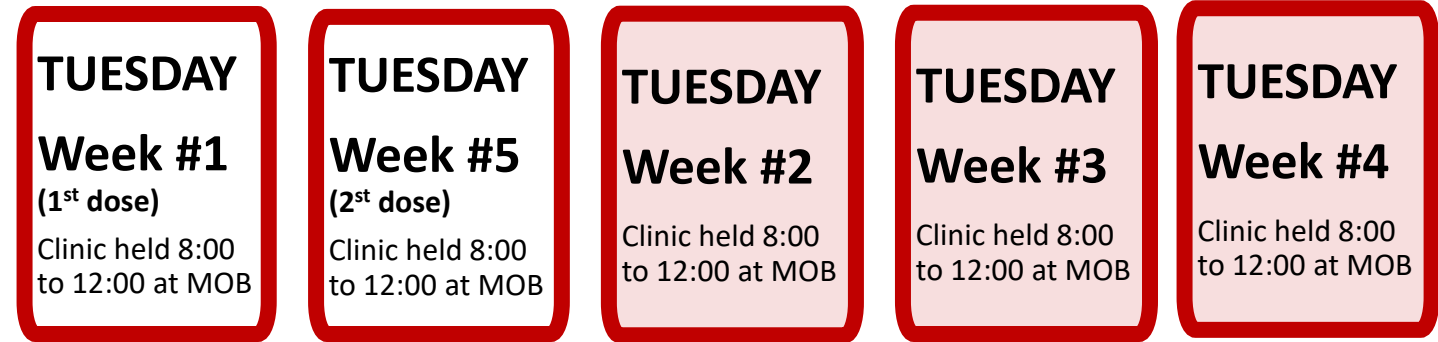
#### Basecamp

Use to Find Resources Documents

- \*Client Paperwork (NEED TO ENSURE CLIENT HAS)
- Directions & Need to Know Appt. Reminders
- Logistics and Operational Processes
- Wait List Template
- Vaccine Champion Resources/Materials



**1-7 Day Window**  
VEP partner schedules wait list through Sign-Up Genius for 1<sup>st</sup> and 2<sup>nd</sup> Dose (4 weeks apart Moderna Vaccine)



**5 Week Window**  
VEP partner manages and client schedule wait list through Sign-Up Genius for all scheduled clinics – up to 4 active clinics at any time, as clinics get added and dropped (includes needed paperwork, schedule changes, reminders or other vaccine appointment needs such as transportation or on-site translation)

### EXAMPLE

