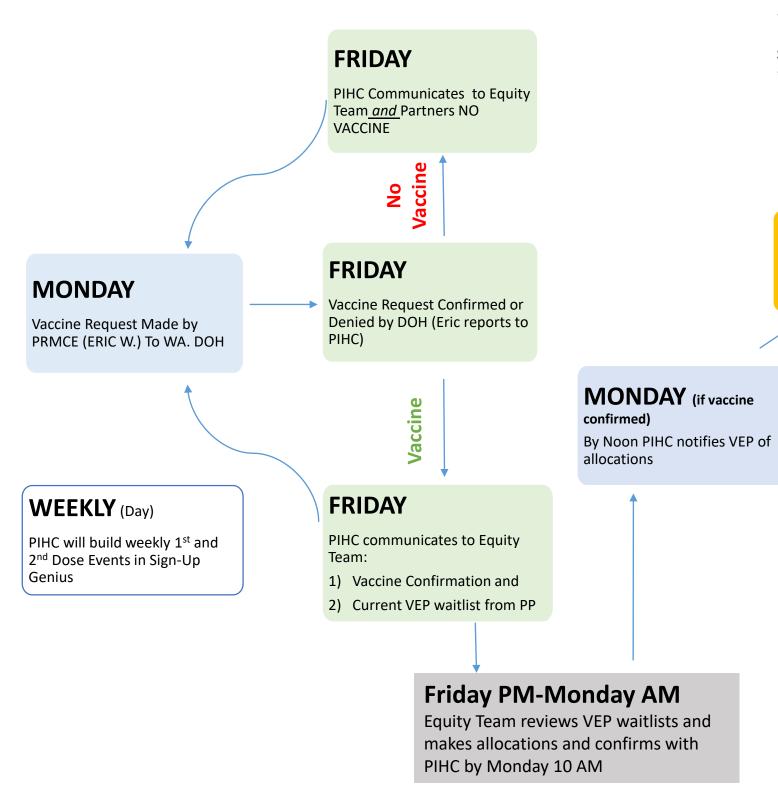
## **COVID-19 Vaccine Equity Partner**

#### **VEP Partner Resources and Platforms**



### **Weekly Process Flow**



#### 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 1st and 2nd Dose (4 weeks apart Moderna Vaccine)

## **TUESDAY**

### Week #1

(1st dose)

Clinic held 8:00 to 12:00 at MOB

# **TUESDAY**

Week #5 (2st dose)

Clinic held 8:00 to 12:00 at MOB

# TUESDAY

Week #2

Clinic held 8:00 to 12:00 at MOB

## **TUESDAY** Week #3

Clinic held 8:00 to 12:00 at MOB

### TUESDAY Week #4

Clinic held 8:00 to 12:00 at MOB

#### **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** 

**REQUEST** FEB 8

**DOH DECIDE** FEB 12 COB

**ALLOCATE** FEB 12-15

**NOTIFY PTNRS FEB 15 NOON** 

**SIGNUPS FEB 15-22**  DOSE 1 **FEB 23** 

DOSE 2 **MAR 23**  **NEXT** MAR 2 **NEXT** MAR 9 **NEXT MAR 16**