

LPHA COVID19 and ADULT VACCINATION FAQ

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

BUREAU OF IMMUNIZATIONS

CONTRACT PERIOD: FEBRUARY 1, 2021 – January 31, 2024

Thank you for participating in the Missouri Department of Health and Senior Services, Bureau of Immunizations, “LPHA COVID19 and ADULT VACCINATION” contract, especially during COVID19.

The **LPHA COVID19 and Adult Vaccination contract** is a three year contract beginning February 1, 2021 through January 31, 2024 or until funding has been depleted, whichever comes first.

The following contract forms have been posted to:

<https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/>

1) **DH-38** Vendor Request for Payment submitted with each monthly invoice and include:

- a) Invoice numbers for the LPHA COVID19 and Adult Vaccination will begin **IMMZ3** and include the month/year. To invoice for February, 2021 the invoice number would be **IMMZ30221**.
- b) LPHA COVID19 and Adult Vaccination Contract Number and the State Vendor Number (11 digits)

2) **COVID Contract Invoice Template** Submit monthly with the DH-38 for payment. Complete all “**yellow**” boxes and return the invoice form and DH-38 by the 15th of the following month in which services were provided.

- a) Complete **Local Agency Name**
- b) **Contract Number** for the LPHA COVID19 and Adult Vaccination contract
- c) **Invoice Number** (i.e. IMMZR30221, IMMZR30321, etc...)
- d) **Preparer Contact Information** to include name, phone and email
- e) **Report Period**
- f) **Date Prepared**
- g) **Expenditures** by current period and contract expenditures to date
- h) **Underserved Amount Spent** from the invoiced **Expenditures** that was directed to underserved populations, high risk or socially vulnerable populations. There is a minimum of 10% of contract funding.
- i) **Comments**

Please submit a monthly invoice, even if no expenses were incurred for that month, invoices are due the 15th of the month following the month in which services were provided. Send the completed DH-38 and COVID Contract Invoice Template forms to: Tanya.McMillan@health.mo.gov

The **LPHA COVID19 and Adult Vaccination** contract budget categories and funding amounts are based on jurisdictional data for adults >18 years and CDC requirements to **direct at least 10% to underserved populations:**

- a) **Personnel** (Salaries and Fringe) applies to all personnel working on COVID19 and Adult Immunizations
- b) **Travel** mileage for personnel to offsite vaccination clinics and homebound vaccination visits.
- c) **Software** to develop and implement an adult immunization reminder recall system; Electronic Medical Records (EMR), and HL7 interface between the EMR and ShowMeVax (contract deliverable 4.6)
- d) **Supplies** for vaccination clinics not otherwise covered. Any single (1) supply item that is one-thousand dollars (\$1,000.00) or more needs pre-approval from the Department (6.1a). If you are unsure if the item will be covered please check BEFORE purchasing. The Department is not responsible for payment on denials (7.8).
- e) **Marketing/printing** cost of flyers and local marketing expenses, any type, billboard, digital media. **(NO PERMANENT DIGITAL BILLBOARDS OR SIGNS)**
- f) **Mass vaccination clinics** rental space for a day, tents and WiFi expenses **(NO FOOD/DRINKS OR MEALS)**
- i) **Indirect cost** not to exceed 10% of the modified total direct cost (6.6.2a)

3) **Logic Model Flow Chart Template** should be completed and submitted no later than September 15, 2021 to your regional immunization nurse consultant for 4.3.1 and 4.3.2 contract deliverables. The Logic Model template has been posted to: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/>

4) **VSF LPHA Initial Baseline Data Report** should be completed *initially* and submitted to your regional immunization nurse consultant between August 5-15 and include:

- a) Submission Date
- b) LPHA Name
- c) VFC PIN Number
- d) Website (if available)
- e) Preparer Name
- f) Preparer phone and email address contact information
- g) *Complete baseline data assessment for Objectives 1-6 (correspond to contract deliverables 4.1-4.6) for work completed February through July 2021.*

5) **VSF LPHA Monthly Progress Report** should be completed for work conducted beginning in August 2021 and submitted monthly (between the 5th and the 15th of the following month) to your regional immunization nurse consultant and include:

- a) Submission Date
- b) LPHA Name
- c) VFC PIN Number
- d) Website (if available)
- e) Preparer Name
- f) Preparer phone and email address contact information
- g) Complete current progress description on Objectives 1-6 (correspond to contract deliverables 4.1-4.6)
- h) Complete Administrative information on personnel
- i) Complete Budget Summary for amount spent to date and of that amount what was spent on underserved populations
- j) Complete Spending Challenges
- k) Indicate if there is a re-budget request

The Initial and Monthly report templates are posted to:

<https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/>

6) **Regional Immunization Nurse Consultant Contacts (IQIP Map)** includes regional contact information for technical assistance and report submissions of the logic model, and the initial and monthly progress reports, are posted to:

<https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/>

7) **DUE DATES**

- Initial Baseline Report due August 15, 2021
- Monthly Reports start September 15, 2021
- Invoices due by the 15th of each month
- Logic Model due by September 15, 2021

Frequently Asked Questions

What personnel time can be reimbursed with this funding? Any staff can be reimbursed in this contract if they are working on the deliverables of this contract. Examples include staff performing data entry into SMV, Staff conducting the Rapid Community Assessment, staff administering vaccine at the clinics and adult immunization coordinator salary.

Can funding be used for patient transportation cost to and from clinics to get them in for COVID19 vaccination?

Pre-approval is needed from the Department before offering or purchasing patient transportation cost on fares for taxi, cabs, Uber, Lyft, bus passes and prepaid gas cards since they are considered incentives. Please email Afra Hussain at afra.hussain@health.mo.gov to receive pre-approval. No cost transportation: <https://covidvaccine.mo.gov/ride/>

Can we purchase a single supply/equipment item over \$1000? You must seek pre-approval before purchasing any one item over \$1000.00. Please contact Afra Hussain at afra.hussain@health.mo.gov for prior approval with the following information: the item, cost of the item and how the item will be used.

Can we offer onsite office walk-in immunization clinics for COVID19 or Adult immunizations? *Based on CDC funding requirements onsite office walk-in immunization clinics must be non-traditional after hours (evenings and weekends), drive thru or curbside clinics to meet contract deliverables 4.1.1 and 4.3.1a/b.* Beginning August 1, as long as the monthly non-traditional or offsite clinics continue, personnel cost may be covered for onsite walk in immunizations clinics. This will only include time spent beginning August 1. The non-traditional and offsite clinics are mandatory as part of the contract. Time spent on in office clinics will not be reimbursed if this requirement is not met. Please note that weekly administration data will be routinely review by BI staff. As this is a courtesy, DHSS reserves the right to deny reimbursement if the contract requirements are not met.

Do we have to use [CDC Patient-Safety-Checklist-508.pdf](#) found at the following link:

<https://www.cdc.gov/vaccines/covid-19/downloads/patient-safety-checklist-508.pdf>? If you have a consent that contains similar screening questions as the above mentioned checklist then no.

Can we submit a different budget? *The budget template that was provided must be used and cannot be altered.* Please start with the budget that has been provided and spend down the funds. If you overspend in any category Bureau staff will correct. You may not overspend your total amount however.

What do we do if we do not need an EHR/EMR? If you do not need an EHR/EMR or any software, you are able to move the funds to another category, Contact Lana Hudanick at лана.hudanick@health.mo.gov we will need to know how you plan to address this deliverable.

Can we bill Administration Fees to this contract? No vaccine administration fees may be charged to this contract. We encourage all LPHAs to bill private insurances, enroll as a Medicare/Medicaid provider

<https://www.cms.gov/medicare/covid-19/medicare-billing-covid-19-vaccine-shot-administration> and enroll in Health Resources and Services Administration's COVID-19 Uninsured Program: <https://www.hrsa.gov/coviduninsuredclaim>

Potential Fees from CMS and HRSA

- In-office/clinic payment \$40 per vaccination administration
- Effective August 24, 2021, if you vaccinate fewer than 10 Medicare patients in the same group living setting on the same date, and administer a dose of the COVID-19 vaccine to 2 Medicare patients in the same home, Medicare will pay you approximately \$150 (2 x \$35 for the in-home vaccine administration, plus 2 x \$40 for each dose of the COVID-19 vaccine). Similarly, effective August 24, 2021, if you administer a dose of the COVID-19 vaccine on the same date to 9 Medicare patients in the same home or a communal setting in a group living situation, Medicare will pay you approximately \$535 (5 x \$35 for the in-home vaccine administration, plus 9 x \$40 for each dose of the COVID-19 vaccine).

What ICD-10 code and modifier are used when billing Medicare?

- ICD-10 Z23
- Modifier CR

Do I have to screen for patient eligibility for vaccines?

- All patients receiving COVID-19 should be screened to ensure they are age eligible for the vaccine
- All patients receiving a 3rd dose of COVID-19 should be screened and complete a self-attestation of being moderately to severely immune compromised
- If administering Section 317 funded vaccines all adults must be uninsured or underinsured (vaccine is not covered by insurance)

Can I charge an administration fee for Section 317 Funded vaccines? Yes, up to \$21.53 may be charged to the patient however if the patient is unable to pay the fee must be waived.

Can I administer COVID-19 vaccine at the same time as other vaccines? Yes, please see below for guidance.

Please refer to the CDC Interim Clinical Guidelines linked here and excerpted below:

<https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html>

COVID-19 vaccines and other vaccines may now be administered without regard to timing. This includes simultaneous administration of COVID-19 vaccine and other vaccines on the same day, as well as co-administration within 14 days.

It is unknown whether reactogenicity of COVID-19 vaccine is increased with co-administration, including with other vaccines known to be more reactogenic, such as adjuvant vaccines or live vaccines. When deciding whether to co-administer another vaccine(s) with COVID-19 vaccine, providers should consider whether the patient is behind or at risk of becoming behind on recommended vaccines, their risk of vaccine-preventable disease (e.g., during an outbreak or occupational exposures), and the reactogenicity profile of the vaccines.

If multiple vaccines are administered at a single visit, administer each injection in a different injection site. For adolescents and adults, the deltoid muscle can be used for more than one intramuscular injection.

Best practices <https://www.cdc.gov/vaccines/hcp/admin/administer-vaccines.html> for multiple injections include:

- * Label each syringe with the name and the dosage (amount) of the vaccine, lot number, the initials of the preparer, and the exact beyond-use time, if applicable.
- * Separate injection sites by 1 inch or more, if possible.
- * Administer the COVID-19 vaccines and vaccines that may be more likely to cause a local reaction (e.g., tetanus-toxoid-containing and adjuvant vaccines) in different limbs, if possible.

As a COVID19 vaccine provider and a participant on the LPHA COVID19 and Adult Vaccination contract, agencies are required to document all COVID-19 doses administered in ShowMeVax either by manual entry or an HL7 interface.

<https://covidvaccine.mo.gov/vaccinators/data-reporting-guidance-for-missouri-covid-19-vaccinators-20201217.pdf>

May funds be used to purchase vaccines? No.

What is considered a Non-traditional Clinic?

- Drive thru vaccination clinics
- Curbside vaccination clinics
- Temporary points of dispensing (PODS)
- Evening, early morning, lunch-time or weekend clinic hours

Contract Resources:

CDC Social Vulnerability Index:

<https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>

CDC Communication Toolkit

<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/index.html>

CDC COVID-19 Vaccine Confidence RCA Guide:

<https://www.cdc.gov/vaccines/covid-19/vaccinate-with-confidence/rca-guide> OR

<https://www.cdc.gov/vaccines/covid-19/vaccinate-with-confidence/rca-guide/downloads/CDC-RCA-Guide-2021-MiniGuide-508.pdf>

CDC Patient Safety Checklist for offsite vaccination clinics:

<https://www.cdc.gov/vaccines/covid-19/downloads/patient-safety-checklist-508.pdf>

Checklist step-by-step guide to help clinic coordinators/supervisors overseeing vaccination clinics held at satellite, temporary, or off-site locations follow Centers for Disease Control and Prevention (CDC) guidelines and best practices:

<https://www.izsubmitpartners.org/content/uploads/2019/02/off-site-vaccination-clinic-checklist.pdf>

State of Missouri Media Toolkit:

<https://covidvaccine.mo.gov/toolkit/>

State of Missouri COVID19 Vaccinator Resources:

<https://covidvaccine.mo.gov/vaccinators/>

State of Missouri ShowMeVax Access:

<https://showmevax.health.mo.gov/smv/login.aspx>

Medicare Billing for COVID-19 vaccine Shot Administration

<https://www.cms.gov/medicare/covid-19/medicare-billing-covid-19-vaccine-shot-administration>

Health Resources & Services Administration (HRSA)

<https://www.hrsa.gov/CovidUninsuredClaim>

Contact Information: Bureau of Immunizations (573)751-6124

Logic Models and Monthly Reports: See Regional Immunization Nurse Consultant map

Monthly Invoices

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Contract Pre-Approvals

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