



Pat Quinn, Governor
Damon T. Arnold, M.D., M.P.H., Director

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MEMORANDUM

TO: Local Health Departments

FROM: Karen McMahon
Chief, Immunization Section

DATE: October 5, 2009

RE: Procedure for providing H1N1 vaccine to Other Community Providers

As you are aware, the pre-registration process for the H1N1 vaccination programs was opened on August 10, 2009 and closed on August 31, 2009. However, local health departments and IDPH continued to receive inquiries from providers interested in vaccinating their patients through the month of September. To date, these providers have been contacted by IDPH staff to determine the need and capacity to administer vaccine this fall.

Due to the overwhelming response, IDPH is not accepting further open registrations or requests. It is necessary to direct providers to their respective local health departments for guidance on how to serve their patients. The vaccine distribution process has begun and **in order to finalize the vaccine distribution process at the local level, any additional contacts received by local health departments must be addressed by October 23, 2009.** Many other providers can be served by the inventory of the local health department and if the volume of vaccine requested is manageable, this is the preferred strategy. Some providers may choose to send patients to other points of access in the community such as local health department sponsored clinics or retail pharmacies once priority groups have been served and supply is deemed plentiful. If a provider cannot be served through those options and requests vaccine supply that exceeds the capability of the local health department, please contact IDPH at dph.vaccines@illinois.gov and we will work directly with the health department to address the best way to meet the providers' needs.

Regardless of where vaccine supply is obtained, there are several requirements for all providers to follow:

- A signed provider agreement must be completed and submitted to IDPH with notice that the vaccine will be received from the local health department inventory. You may forward the request for an agreement and your intentions to serve the provider to dph.vaccines@illinois.gov.
- IDPH will need a valid email for these providers in order to provide a weekly link for reporting doses administered as well as distribute appropriate updates regarding H1N1 vaccinations. This information can be included in the above notice as sent to dph.vaccines@illinois.gov
- The following information is required to be maintained by the local health department on site when redistributing vaccine to another health care entity/provider:
 - * **vaccine brand name**
 - * **manufacturer and distributor**
 - * **lot number**
 - * **number of doses transferred**
 - * **recipient's name and address**
- Complete a vaccine transfer form (as currently used for other vaccines) as documentation of the transfer to the other provider

In any such redistribution, the Influenza A (H1N1) 2009 Monovalent Vaccine and its transfer must comply with FDA's current good manufacturing requirements. Information on proper handling, storage, and shipping can be found at http://www.cdc.gov/nip/publications/vac_mgt_book.htm#flu .

Thank you for your continued assistance and support. If you have questions, please contact me at (217)785-1455.