

Roles and Responsibilities

State and local roles and responsibilities are identified below. Regional roles are also identified when applicable. This is not an exhaustive list. Furthermore, although roles and responsibilities are listed, the MDH recognizes that the infrastructure to support these planning efforts is evolving and may not yet be in place.

Vaccine: State			
	Roles and responsibilities	Coordinating entity	Explanation
Development of priority group listing and state wide enumeration	Determine how the priority groups will be defined in Minnesota with assistance from local jurisdictions, size and the needs of these groups will be estimated.	Primary MDH IDEPC MDH OEP Contributor MDH District Team LPH Local EM Federal Executive Board	Enumeration of state and federal essential personnel will be done by the state. Enumeration at the local level will be compiled by locals for the state totals.
Coordination with Stakeholders	Work with locals, state healthcare and other stakeholders to develop state-based plans, and establish buy-in to the distribution, use (by priority groups), and monitoring of the vaccine.	Primary MDH OEP MDH IDEPC MDH District Team RHRCs Contributor HSEM LPH Hospitals Clinic Systems MDSs	Communication and coordination of the priority grouping will be key to statewide acceptance and proper use of the prioritization.

Vaccine: State			
	Roles and responsibilities	Coordinating entity	Explanation
Procurement of vaccine	Take direction/guidance from HHS and CDC on purchasing vaccine from private sector, or receiving vaccine via the SNS program.	Primary MDH IDEPC Contributor MDH SNS MDH OEP Distributors manufacturers	Prepandemic vaccine may be available via SNS program. No definitive direction is available as yet on the private sector purchase.
Distribution of vaccine	Distribute vaccine originating from CDC SNS to providers, clinics, hospitals or MDSs. Functions included in distribution are security, transport, storage, and cold chain management of the vaccine from state receipt until it is handed off to the local jurisdictions.	Primary MDH SNS Program Contributor MDH OEP MDH IDEPC MDH ITIH MDH District Team RHRCs CDC DSNS DOT HSEM NG State Patrol	Private sector distribution may be done by private systems already in place or may use the SNS distribution structure.

Vaccine: State			
	Roles and responsibilities	Coordinating entity	Explanation
Allocation of vaccine	Decide on what amount of vaccine goes where within the state. Based on amounts available, MDH Epidemiology staff will make allocation decision on where and what amounts are distributed. Appropriation of the vaccine done within the SNS program.	Primary MDH IDEPC, Epidemiology MDH SNS Program Contributor MDH OEP MDH IDEPC MDH ITIH	MDH Epidemiology will identify the disease type, high-risk groups and make the allocation decision as to where and how much vaccine is distributed. The SNS program will distribute the vaccine based on the resources available
Mass Vaccination Clinic Coordination	Coordinate statewide immunization clinics from the MDH ECC with communication with regional and local EOCs.	Primary MDH ITIH Contributor MDH OEP PHPCs LPH	Statewide coordination is necessary for distribution of limited assets, use of human resources, and monitoring statewide and local numbers and coverage.
Vaccination Training	Develop training or obtain resources for vaccination training. Coordinate training in regions if necessary.	Primary MDH ITIH Contributor MDH OEP MDH District Team	

Vaccine: State			
	Roles and responsibilities	Coordinating entity	Explanation
Prioritization, Summoning, & Identification	<p>Compile lists for individuals eligible for vaccine according to MDH and HHS guidelines and with guidance from HHS, develop summoning & identification system for general public when pandemic vaccine becomes available.</p>	<p>Primary MDH Communications MDH IDEPC MDH OEP Contributor PHPCs LPH HSEM DHS CDC</p>	<p>A public summoning for the general public should be a national directive and consistent everywhere. It will require a major public information campaign.</p>
Vaccine tracking	<p>Make revisions to MIIC to track vaccine information such as:</p> <ul style="list-style-type: none"> Tracking of vaccination recipients and second doses. Tracking priority status of vaccine recipients. <p>Work with the CDC to add questions to the BRFSS to include necessary data to track numbers and state coverage. Develop SNS Assets Management system (SAM) to track vaccine distribution and use.</p>	<p>Primary MDH MIIC MDH ITIH MDH SNS Program BRFSS Contributor LPH CDC</p>	<p>MDH will have to make the decision, based on recommendations, what must be tracked. MDH has a number of tracking tools that may be used</p>
Adverse Events Monitoring	<p>Utilize guidance from HHS to develop adverse event tracking system using VAERS or CDC revision. MDH will coordinate these programs with LPH and providers.</p>	<p>Primary MDH IDEPC Contributor DHS CDC Providers LPH</p>	

Vaccine: State			
	Roles and responsibilities	Coordinating entity	Explanation
Exercising of distribution and vaccination plans	Coordinate statewide exercises and assist in localized exercises to address following issues; 1) procurement, 2) storage, 3) cold chain management, 4) security, 5) transport, 6) distribution, 7) vaccination, 8)utilization of priority lists, 9) and 10) monitoring of vaccine safety.	Primary MDH OEP MDH ITIH Contributor LPH MDH District Team HSEM Other State agency SNS partners	SNS Exercising is ongoing with a full-functional planned for May 07.
Public Information	Develop standardized public directions and messaging, education, and signage necessary for effective vaccination clinic function throughout the state. Work with media to establish vehicles for consistent messaging.	Primary MDH Communication MDH ITIH MDH OEP Contributor Media	Federal agencies have stratified their essential personnel. State agencies must take on this task.
State /Federal Critical Worker Planning	Develop critical worker priority listing for state and federal workers. Develop an operational plan for vaccination of state agency and federal agency critical workers in Minnesota.	Primary MDH ITIH SNS MDH OEP Contributor MDH collaboration NG Fed Exec Board VA Hospital	

Vaccine: State			
	Roles and responsibilities	Coordinating entity	Explanation
Develop medical protocol for vaccine administration	Develop medical protocol for administering the primary and secondary dose of vaccine.	Primary MDH IDEPC	

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Vaccine: Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Regional Distribution of Vaccine	<p>Set up and coordinate all activities at the Regional Distribution Node to receive, store and distribute vaccine to local sites; MDSs, LPH, private providers, clinics, and hospitals. Security, transportation, and cold chain management are key components of vaccine management.</p> <p>Coordinate with MDH on private sector distribution via systems already in place.</p>	<p>Primary LPH MDH District Team RHRCs county emergency management</p> <p>Contributor Hospitals clinics public safety county emergency management</p>	<p>Private sector distribution, SNS program, or a combination of the two may be utilized in the distribution of vaccine keeping in mind that evolving guidance from the federal level requires flexibility in state and local planning.</p>
Mass Dispensing	<p>Coordinate with mass dispensing sites in counties and at the regional level, including allocation of limited vaccine at the regional and local level, status of staffing needs, monitoring of local and regional vaccine coverage.</p> <p>Communicate data and information back to MDH for statewide status.</p>	<p>Primary District Team MAC LPH</p>	

Vaccine: Local			
	Roles and responsibilities	Coordinating entity	Explanation
Identification & Enumeration of Priority Groups	Identify and enumerate priority group numbers based on the HHS/Minnesota recommendations, definitions and rankings within the regions and counties.	Primary LPH District Team Contributor Hospitals clinics public safety	Minnesota recommendations are not yet developed. They will be determined via an ongoing process that includes stakeholder groups, such as ethicists, healthcare, business, professional groups and the public. Stratification of types and numbers of vaccine recipients in the priority groups will be crucial to a rapid distribution of vaccine as it becomes available. Although some of this work is done, additional work is necessary once the priority groups are completed.
Coordinate Priority Grouping with Stakeholders	Coordinate, communicate, educate with healthcare systems and other local stakeholders the distribution (by priority group), use and monitoring of the vaccine.	Primary LPH District Team RHRCs Contributor MDH IDEPC MDH ITIH Hospitals Clinic Systems	Statewide acceptance and proper use of the prioritization of vaccine is crucial and will depend on the buy-in achieved by stakeholder input.
Distribution of Vaccine	Set up and coordinate all activities to receive, store, and administer vaccine to mass dispensing sites, occupational health clinics, and other points of vaccine administration, keeping in mind security, transport and cold chain management of the vaccine.	Primary LPH District Team Contributor Private distribution systems MDH SNS	Private sector distribution, SNS program, or a combination of the two may be utilized in the distribution of vaccine

Vaccine: Local			
	Roles and responsibilities	Coordinating entity	Explanation
Dispensing for Critical Workers & Other Priority Groups	Activate essential personnel plans from the SNS Regional Plans to vaccinate the persons that are included in the Prophylaxis Priority Groups. These will include LPH clinics, and hospital or health system HCW clinics.	Primary LPH District Team Contributor Hospitals Clinic Systems	A variety of essential personnel plans are in place across the state which are dependent on the type of event. These plans will need to be customized to the Minnesota vaccine priority groupings.
Dispensing For the Public	Activate regional/local mass dispensing plan to vaccinate general public using state/HHS system of summoning and identification, which has yet to be developed. Utilize mass dispensing sites as well as alternate methods of distribution, if applicable, such as physician clinics, occupational health clinics, worksites, etc.	Primary LPH District Team Contributor MDH ITIH Hospitals Clinic Systems	The amount of vaccine available will dictate the site of vaccine administration, that is, MDSs, worksites, or physician clinics.

Vaccine: Local			
	Roles and responsibilities	Coordinating entity	Explanation
Public Information	Using standardized messaging from the state; coordinate the directives, messages, education, clinic signage within the regions and the counties to ensure effective vaccine information and MDS management.	Primary LPH District Team Contributor MDH Communications MDH IDEPC HSEM county emergency management	Mass dispensing site management demands public information to be consistent and accurate.
Coordination of Mass Dispensing Sites for Vaccination	Coordinate the regional or countywide MDSs. Coordination is necessary for distribution of limited assets, use of human resources, and monitoring regional and local numbers and coverage. All information will be shared with the MDH for their state wide coordination.	Primary District Team LPH Contributor MDH ITIH MDH OEP/SNS	
Monitoring and Tracking	Coordinate with MDH on the use of SNS Assets Management System (SAM) and MIIC system of recipient tracking and second dose tracking.	Primary LPH District Team Contributor MDH OEP MDH ITIH Hospitals healthcare systems	These options are strategies for tracking of vaccine. Further development of both options is needed.

Vaccine: Local			
	Roles and responsibilities	Coordinating entity	Explanation
Identify and Train staff on vaccination, and to staff local MDSs	Identify staff for vaccination, provide pre-vaccination training and develop just-in-time training program for other staff in MDSs. See Regional MDS Plans Assist or consult with hospitals for staff education.	Primary LPH District Team Contributor MDH ITIH Hospitals healthcare systems	SNS Plans have addressed Just in Time Training. Need event specific revisions.
Secure supplies for vaccination clinics	Provide clinic supplies for a rapid set up and activation of local mass dispensing sites. Stockpiling of ancillary vaccination supplies is acceptable, but it is anticipated that CDC will provide ancillary supplies, such as syringes, needles, gloves and alcohol wipes.	Primary LPH District Team Contributor Emergency Management MDH ITIH MDH OEP/SNS	

