

COVID-19 Vaccine: Redistribution and Off-site Vaccination Guide

3/2/2021

This document contains information about COVID-19 vaccine redistribution and storage.

To receive, administer, and/or store COVID-19 vaccine, providers must register as a COVID-19 vaccine provider. Learn more at [COVID-19 Vaccine Provider Registration \(www.health.state.mn.us/diseases/coronavirus/vaccine/vaxreg\)](https://www.health.state.mn.us/diseases/coronavirus/vaccine/vaxreg).

This information is needed for accurate inventory management. If you do not transfer the vaccine, it will remain in your inventory and you are responsible for accounting for the doses.

Redistribution versus off-site vaccination

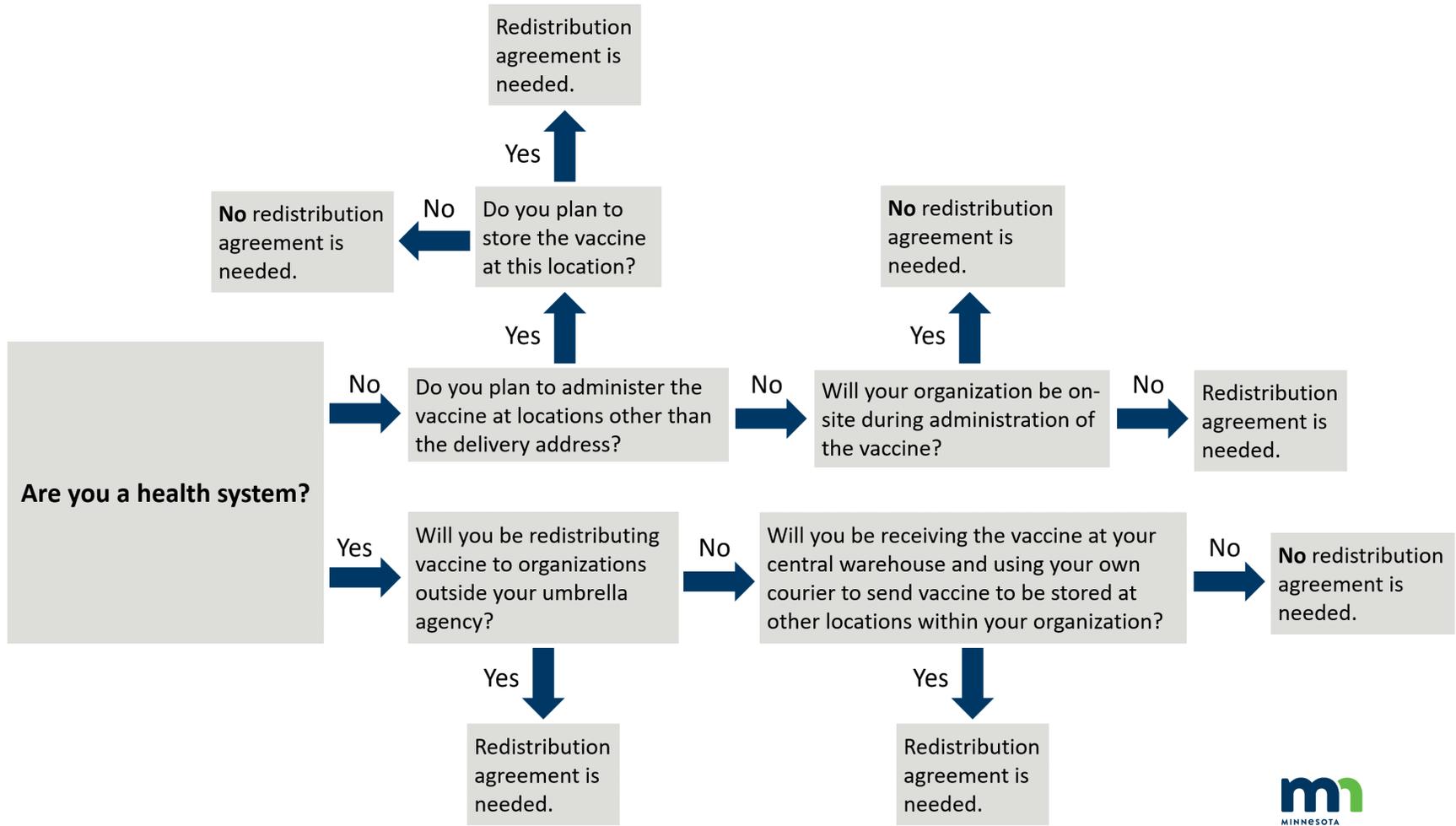
- **Redistribution** is the transfer of vaccine from a site that received it directly from the manufacturer to another organization who has the responsibility of administering vaccine. If your site is performing redistribution, your site must sign a redistribution agreement.
 - **Physical redistribution** is the transfer of vaccine from a site that received it directly from the manufacturer to another location that **stores** the vaccine.
 - Example: A large health system site receives the majority of their system's vaccine and then redistributes vaccine to their individual clinics for storage and administration.
 - **Ownership redistribution** is transfer of ownership from the site storing vaccine to the providers that are responsible for administering doses. In this case, the vaccine may or may not be physically transferred from one facility to another. The site responsible for reporting administered doses to MIIC is the one who has ownership of the COVID-19 vaccine. The receiving organization can still conduct off-site vaccinations.
 - Example 1: A local public health agency is storing vaccine on behalf of a contracted vaccinator but is not responsible for coordination of their vaccine clinic or administration of doses.
 - Example 2: A hospital is storing vaccine on behalf of an external agency or partner provider but is not responsible for ensuring the doses are used within 72 hours.

Note: When reporting for situations where both physical and ownership redistribution apply to a set of doses, select “both” in the redistribution form (more information below). **Do not report the redistribution twice** for the same set of doses if both physical and ownership redistribution apply.

- **Off-site vaccination** is when people are vaccinated at a different location from the site that received the vaccine directly from the manufacturer. This off-site **does not store** any vaccine; the vaccine is used immediately to vaccinate people and does not include the transfer of ownership of vaccine. The site that is storing doses is also responsible for administration of doses. A redistribution agreement is **not needed** for off-site vaccination.

Use the decision tree below to determine if your site(s) is performing redistribution or off-site vaccination.

Figure 1. Does your site need to sign a redistribution agreement?



*An umbrella agency would be the larger health system that several hospitals and/or clinics are a part of.

If you have determined your site will need to sign a redistribution agreement, please continue.

Enrollment specifics for COVID-19 vaccine redistribution

- If redistribution is done within the same organization, the main site must sign a redistribution agreement and submit a section B provider profile for every facility that will receive vaccine via redistribution.
- If redistribution is done outside an organization, the site redistributing vaccine must sign the redistribution agreement. Each site receiving redistributed vaccines must make sure they are fully registered as a COVID-19 vaccine provider.
- If you want to participate in redistribution and Figure 1 indicates that your site needs to have a redistribution agreement, email health.covid.vaccine@state.mn.us to sign a redistribution agreement.

Expectations for COVID-19 vaccine redistribution

Physical redistribution

- **You must complete** the [COVID-19 Vaccine Redistribution Form \(https://redcap-vac.web.health.state.mn.us/redcap/surveys/?s=HFCMMPER77\)](https://redcap-vac.web.health.state.mn.us/redcap/surveys/?s=HFCMMPER77) to report to MDH each time vaccine is redistributed.
 - **Optional:** You may complete a Word version of the transfer form using [Minnesota Department of Health \(MDH\) COVID-19 Vaccine Transfer Record \(www.health.state.mn.us/diseases/coronavirus/vaccine/transfer.docx\)](http://www.health.state.mn.us/diseases/coronavirus/vaccine/transfer.docx) and print for your own documentation. **You do not need to send it back to MDH.**
- In addition to transferring vaccine, you must also transfer ancillary supplies (needles, syringes, alcohol prep pads, masks, and other personal protective equipment). Make sure you have enough supplies in proportion to the doses you are transferring.
- You must have a plan to ensure the same amount of vaccine will be redistributed when second doses are needed, so all vaccine recipients receive both doses in the series.

For information on storing and handling COVID-19 vaccines, refer to the appropriate appendix of the COVID-19 vaccine provider guide at [COVID-19 Vaccine Providers \(www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html\)](http://www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html).

Find more information on transporting COVID-19 vaccines at [Transporting COVID-19 Vaccines \(www.health.state.mn.us/diseases/coronavirus/vaccine/transport.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/vaccine/transport.pdf).

Ownership redistribution

- You must complete the [COVID-19 Vaccine Redistribution Form \(https://redcap-vac.web.health.state.mn.us/redcap/surveys/?s=HFCMMPER77\)](https://redcap-vac.web.health.state.mn.us/redcap/surveys/?s=HFCMMPER77) to report to MDH each time vaccine is redistributed.

- Optional: In addition, you can complete a Word version of the transfer form using [Minnesota Department of Health \(MDH\) COVID-19 Vaccine Transfer Record \(www.health.state.mn.us/diseases/coronavirus/vaccine/transfer.docx\)](https://www.health.state.mn.us/diseases/coronavirus/vaccine/transfer.docx) and print for your own documentation. **You do not need to send it back to MDH.**
- In addition to transferring vaccine, you must also transfer ancillary supplies (needles, syringes, alcohol prep pads, masks, and other personal protective equipment). Make sure you have enough supplies in proportion to the doses you are transferring.
- The site responsible for reporting administered doses to MIIC is the one who has ownership of the COVID-19 vaccine.



Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.