



IDPH Community Partner Vaccination Clinics

April 16, 2021

Frequently Asked Questions

Q: What is a Community Partner Vaccination Clinic?

A: These closed-pod clinics offered through the IDPH Office of Minority Health are meant to improve equity of vaccine distribution by providing community partners with the opportunity to host a clinic for underserved racial/ethnic minority and other groups that have experienced challenges accessing vaccine.

Clinic applications are accepted at the following website: <http://dph.illinois.gov/covid19/vaccinationclinics>

Please note, this is a limited resource so the IDPH Office of Minority Health an IDPH Vaccination Program will not be able to respond to all requests.

Q: What does IDPH need from a Community Partner Vaccination Clinic site host?

A: a. Site host must have permission to host a vaccination clinic at a site that:

- i. Is accessible from a main road or accessible through major mass transit link*
- ii. Has adequate space for parking or mass transit, administering vaccines, and monitoring patients*
- iii. Does not require a fee, contract, lease, usage agreement for use (certificate of insurance can be arranged through IDPH vaccination vendor upon request)*
- iv. Is safe for clinic staff and the general public*

*b. Site host agrees to lead **targeted outreach efforts** to register their community members for the clinic:*

- i. Personal outreach to community members*
- ii. Social media, mailing lists, member lists*
- iii. Partner and community engagement*

c. Main point of contact accessible via cell phone.

Q: What kind of vaccine is being used at the IDPH vaccination clinics?

A: The vaccination brand being used varies by clinic and depends on vaccine availability.

Two-dose vaccines requires two clinic events, scheduled approximately 21-28 days apart. Attendees should be automatically registered to attend the second event after receiving their first dose. We cannot guarantee the availability of one vaccine brand over another – availability changes weekly.

- a. [Pfizer-BioTech](#) (2 shots, 21 days apart)*
- b. [Moderna](#) (2 shots, 28 days apart)*

Q: I Submitted an application on the Community Partner Vaccine Clinics application – what now?

A: The Mobile Equity team evaluates the clinic applications several times per week and makes every effort to schedule as many clinics as possible, depending on vaccine availability and timing of the event. If your clinic is chosen, a member of the Mobile Equity Team will call you to conduct a Site Evaluation over the phone. This call will take approximately 10-15 minutes and we ask that you have the details of your event and your location ready.



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Q: I finished my Site Evaluation call – what's next??

A: A Site Host may expect the following after completing the Site Evaluation call:

- a. First, you will receive a PDF copy of your initial Site Evaluation form which has recorded some of the basic details about your event and your site. If you need to change any of the information provided, including the doses requested, address, or facilities change, please notify the Mobile Equity team immediately by replying to the email you received.*
- b. Next, you will receive a call or email from IEM to schedule your Site Inspection. For the site inspection, an IEM team will visit your site and conduct a thorough evaluation of the space to ensure that it can accommodate a vaccine clinic. They will look for things such as running water, restrooms, adequate space for the event, parking, ADA compliance, safety concerns, etc.*
- c. Within 1-7 days, you will also receive a link to your registration portal. This is the tool you and your guests will use to register for the event and sign required consent forms*

Q: Who administers the vaccine?

A: Vaccines are administered by select experienced COVID-19 vaccination vendors contracted with the Illinois Department of Public Health. These vendors use licensed clinicians to administer the doses and oversee the event. Currently, IDPH has multiple vendor contracts and the vendor that will be used for your event will be determined during scheduling. Factors we consider are the location of the event, size of the event, and the availability of each vendor.

Q: What size space/lot does the vaccination clinic need?

A: There is no set requirement. A site inspection will help determine if your site has adequate space to host the clinic. If it does not, the event can be moved to a location of your choosing provided that the new space is adequate for the event.

Q: How will this testing site be promoted/advertised?

*A: Because this is a community-led, **closed pod** clinic, IDPH will not advertise this to the general public. We ask that each site host take the lead in promoting and advertising the days and hours of the clinic location through targeted outreach efforts for their specific community. These efforts should focus on meeting the needs of underserved racial/ethnic minority and other groups that have experienced challenges accessing the COVID-19 vaccination.*

Q: How do people register for the event?

A: Within 1-7 days of confirming the event, the vendor will provide the Site hosts with an online registration link. Registrations are encouraged to be completed before the event begins. Onsite registrations are possible but can take 7-10 minutes per registration, which can severely slow down the clinic flow. For attendees with limited access to computers, site hosts can assist attendees with their registrations over the phone using the registration link. For further assistance, contact your event vendor.



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Q: How many staff members does the vaccination vendor team need to assist?

*A: Our vendor does not require any staff assistance. They will only need a phone number for a point of contact for the location in case of emergencies. However, site hosts are welcome and **encouraged** to provide volunteers at the event who may help the vendor with setup, traffic flow, and cleanup if they choose. We also welcome volunteers to help provide language interpretation services and assistance with guests who have mobility challenges. Volunteers will be briefly trained by vendor staff onsite before the start of the clinic event.*

Q: When will I hear from the IDPH vendor to discuss site logistics and set-up?

A: Our vendor will reach out to the site host point of contact at least 24 hours before your scheduled vaccination clinic day.

Q: What equipment do I, the site host, need to supply for the clinic set-up?

A: Our vendor will come equipped with everything they need for administering the vaccines, but site hosts are asked to provide tables and chairs. If you are unable to provide seating, please let the Mobile Equity team know during your initial Site Evaluation call.

Q: Do site hosts need to provide access to a restroom?

A: Yes, the clinic location must provide adequate restroom facilities for the event. The adequacy of the restroom facilities will be determined during site inspection.

Q: Do site hosts need to provide access to a power source?

A: Our vendor does not require access to a power source. They come equipped and battery powered for an 8-hour shift.

Q: Do patients need to have a photo ID with them at IDPH vaccination clinics?

A: No, individuals seeking vaccination do not need a photo ID.

Q: How much does the vaccine at IDPH community partner clinics cost?

A: There is no cost. For individuals with insurance, insurance should cover the cost of the vaccine. For the uninsured or if insurance does not cover the cost of the test, the state of Illinois will cover the cost of all doses of the vaccination.