

ALASKA
COVID-19
VACCINE TASK FORCE

Vaccine Allocation Planning Guidance for Providers and Communities

<http://Covidvax.Alaska.gov>

Process and Timelines

The following process will support community allocation planning, for 1st doses and state allocation only. DHSS will develop and distribute a monthly Pre-Book survey to COVID vaccine enrolled providers as a tool to plan for the following month clinics. Public Health Nursing or delegates will convene a local/regional team to review pre-book vaccine requests and develop community allocation plans. Public Health Nursing or delegate will notify all providers in their borough/census area of their pre-approved order.

Based on current information from the federal government, DHSS expects similar allocations month to month. Communities can schedule appointments into future months based on previous allocations.

Community Allocation Plans should include contingency plans that DHSS can use to allocate any unanticipated additional vaccine.

Timeline for February state allocation

- 1/12-1/19 – Feb Pre-Book survey was open
- 1/19 – PHN/delegates receive survey results for their regions
- 1/25 – PHN/delegates work with communities to develop Community Allocation plans to submit to Vaccine Task Force by 5pm
- 1/26-1/27 – TAAs inform providers of approved February allocation
- 1/28-1/30 – Providers order vaccine
- 2/4-2/20 – Providers administer 1st doses

Timeline for future state allocation (March and onwards)

- 1st of the previous month – DHSS send Pre-Book Survey to all enrolled vaccine providers
- 8th of the previous month – Deadline for vaccine providers to complete and submit the Pre-Book survey
- 10th of the previous month – DHSS will provide PHN or delegate Pre-Book survey results
- 15th of the previous month – Deadline for PHN or delegate to convene a team to review results
- 18th of the previous month – Deadline for PHN or delegate to notify vaccine providers on status of Pre-Book order
- 25th of the previous month – Deadline for providers to order vaccine in VacTrAK for the upcoming month
- 1st Thursday of the allocation month – providers begin to administer vaccine



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Vaccine not ordered by the 25th of each month will be reallocated by DHSS (for example all March vaccine needs to be ordered by February 25th), taking into account any guidance included in the Community Allocation Plans for allocation of additional vaccine.

Due to shipping schedules, please do not plan to schedule appointments relying on this vaccine until the 1st Thursday of each month. Providers should try to use their monthly allocation by the 20th of each month (for example vaccine allocated for March should be used by March 20th).

Considerations for Community Allocation Plans

Community Allocation Plans need to reflect “fair and fast” vaccine planning and distribution. Plans should consider:

- private clinic/providers
- scheduled mass vaccination clinics
- walk in mass vaccination with in-person registration option
- at home vaccine delivery or congregate setting delivery for those who cannot come to a site
- geographic access within a community
- clinic schedules to accommodate weekends, evenings and daytime appointments
- other considerations focused on equitable community access to vaccine and outreach to populations who have more difficulty accessing information or appointments

DHSS asks that providers add additional appointment slots to the public scheduling site on Wednesday mornings each week. Our intent is to let the public know to check back for more appointments on Wednesdays rather than constantly having to check for more availability.

If possible, communities should identify an accessible location where individuals can go in person to schedule an appointment or gain information.