



Vaccination Assistance Request Request Form

March 9, 2021

Purpose of request form

The RedCap Vaccination Assistance and Surge Staff request form allows a residential facility to request a team that will administer vaccines, complete reporting, and provide their own allocations of vaccines.

Who can complete the form?

The request form is available for all congregate living facilities, including transitional housing, sober homes (licensed and unlicensed), congregate supportive housing, board and lodge, and Department of Corrections residential facilities as well as homeless outreach programs and day centers.

If you have not already completed or scheduled a vaccine event for your program, you can submit a request here: <https://redcap-vac.web.health.state.mn.us/redcap/surveys/?s=8RHYPLTAL8>

Request Instructions

Please complete one form for each individual facility or vaccination site request.

When Completing the Section: Partner Making Request Choose Human Services

When Completing the Section: Requestor Contact Information Put your email information.

When Completing the Section: Request Information

The Resource Request Type dropdown must be identified prior to request being made. **Choose Track A**

- Track A = Full Service (contractor coordinates directly with facility, procures vaccine, stores vaccine, provides all supplies, PPE and is responsible for data entry.)
- **Section: Number of Vaccines Anticipated**

- Please provide the anticipated number of vaccines being requested and provide any additional information that would be of value to both vaccinators and SEOC teams, such as special needs of your residents.

When Completing the Section: Site Information

This section gathers detailed information on the site where vaccinations will take place:

- **Site Type** Please choose between either **Shelter** or **Subsidized/Low-Income Congregate Housing**, whichever better describes your facility. Note: We understand this may not be the technical definition of your site, for the purpose of this survey please select one or the other.
- Site information provided is *facility* specific, including *facility* point of contact information.

Questions? Please email the Congregate settings team at MDH: Health.R-Congregate@state.mn.us



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