

MEMORANDUM

TO: Vaccines for Children (VFC) and Adult Immunization Program (AIP) Program Medical Directors and Vaccine Coordinators

FROM: IDPH Immunization Section

DATE: August 26, 2024

RE: **New Process for Temporary Off-Site Vaccination Clinics**

This notification is for providers in Illinois **outside** of the City of Chicago. Provider offices within the City of Chicago should refer to guidance from the Chicago Department of Public Health.

Effective immediately, a new process is in place for notifying the Illinois Department of Public Health (IDPH) Immunization Section of temporary off-site vaccination clinics. This includes submitting an Off-Site Vaccination Clinic Plan and providing notification before each event.

Benefits of Off-Site Clinics

Off-site vaccine clinics offer several advantages, including increased accessibility, reaching communities with limited healthcare access, facilitating large-scale immunizations during emergencies, and promotion of public health and equity. Temporary off-site clinics include community vaccinators and mobile and off-site clinics. These can be conducted at workplaces, community centers, schools, churches, makeshift clinics in remote areas, mass vaccination events, walk-throughs, curbside and drive-through clinics.

Mobile Providers DO NOT have to complete as this is considered a daily operation.

CDC defines Mobile Providers as “Providers who exclusively store and administer vaccines out of a mobile facility. This designation should NOT be used for providers who have a mobile unit associated with their facility, but the unit is not the primary site for vaccine administration.”

New Process Overview

The new process is for providers that provide publicly funded vaccines and conduct temporary off-site

vaccination clinics.

1. Annual Plan Submission:

- An annual plan must be submitted and approved before off-site clinics can be held.
- This plan should outline the management of vaccines and must be completed by the vaccine coordinator.

2. Notification of Temporary Off-Site Clinics:

- Providers must notify IDPH at least 48 business hours before each clinic event.
- Notifications should include the clinic's location, date, and time, as well as clinic details about the vaccines being administered and storage.

3. Post Clinic Follow-Up:

- After each clinic event, providers will receive an email notification with follow-up questions.
- This follow-up should be completed and submitted within 48 business hours after each event.

An [Off-Site Clinic Dashboard](#) has been developed to help providers navigate the off-site vaccination clinic process and requirements. The dashboard is designed to centralize information to enhance communication and coordination, enable efficient management of resources, reduce the risk of misinformation, and promote a culture of compliance. The dashboard provides:

- **Step-by-Step Instructions:** Easy-to-follow guide to meet all off-site clinic requirements.
- **Comprehensive Resources:** Access forms, templates, and additional materials to streamline planning.
- **Helpful Tips & Guidance:** Find answers to common questions and best practices for managing clinics.

RESOURCES

[Best Practices for Vaccination Clinics Held at Off-Site Locations](#)

[CDC's Vaccine Storage and Handling Toolkit](#)

Webinar: *New IDPH Off-site Clinic Procedures and Best Practices* held on July 26, 2024. The [slides](#) and [recording](#) are now available on the Illinois Chapter, American Academy of Pediatrics (ICAAP) website.

CONTACT US FOR MORE INFORMATION

For help, questions or feedback please contact the IDPH Immunization Section at dph.vaccines@illinois.gov or call 217-785-1455 and select option 2.

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