

City of Toronto Vaccination Strategy for Homebound Persons Readiness Assessment

This document was created as a part of the Homebound Vaccination Strategy Documentation to support Vaccination Teams. The following tool is to be used to establish your team under the Homebound PC-Led Model. If you are unsure of the model you are under, please refer to *1-Vaccinating Homebound Individuals*. The tool aims to ensure that you have all the required elements or criteria in place in order to establish a successful PC-Led homebound vaccination model.

Criteria/Element	Yes/No	If no, how to set in place
Eligible Homebound Patients/Clients Identified		
Do you have patients or clients who are eligible per Homebound criteria? (Refer to <i>1-Vaccinating Homebound Individuals</i> document and use <i>3-Screening and Consent</i> document to support you)	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, contact Toronto Public Health (TPH) to explore other options for your patients/clients to receive the COVID-19 vaccine
Are you able to coordinate a list of your eligible and consented patients/clients using the <i>Homebound Vaccination List</i> spreadsheet? Do you have supporting or administrative resources to coordinate a list and obtain consent?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, other PC teams have explored centralizing admin or other supports within Ontario Health Teams (OHT), Community Health Centers (CHC), Family Health Teams (FHTs), or laterally across other providers to create centralized capacity.
Have you sent a copy of your consented homebound patient/client list to the Toronto Paramedic Services to minimize duplication of effort?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, complete the <i>Homebound Vaccination List</i> spreadsheet and send to homevaccination@toronto.ca using a secure email and file share system such as HPG or sync.ca
Do you have a process to create a standby schedule where unused doses are available, to ensure no doses are wasted (aligned with TPH prioritization)?	<input type="checkbox"/> Y <input type="checkbox"/> N	Refer to <i>3-Screening and Consent</i> to get consent and <i>4-Walkthrough Checklist</i> for process supports
Vaccine Supply and Logistics Determined		
Do you have access to or are you able to access Moderna COVID-19 vaccine supply (vials or syringes in UV sleeves) either directly or through affiliation with an OHT, FHT, or CHC?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, you may qualify for a Collaboration Model with other primary care team or the Toronto Paramedic Services. Contact a local OHT to determine what is possible.
Are you able to store vaccine supply at your location? (e.g., temperature controlled fridge)	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, you do not need to store supply at your site; You can obtain vaccine on the day of vaccination.
Do you have the following equipment to transport the Moderna COVID-19 vaccine? (Refer to the <i>4-Training</i> document for guidance) <input type="checkbox"/> Coolers <input type="checkbox"/> Temperature Monitoring Devices	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, all equipment can be purchase at houseware, hardware, spots/ outdoor recreation merchandise, department stores, wholesale and online retailers

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<input type="checkbox"/> Ice Blankets		(e.g., Amazon, etc.). Contact an OHT for guidance.
Do you have ancillary vaccination supplies? Including: masks/PPE, UV sleeves (if needed), sharps containers, alcohol swabs, Band-Aids, and Anaphylaxis/Epinephrine Kit, (note: Benadryl not required, as requires post care)	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, procure through your usual supply channels.
COVax Accounts and Event Created; Team Trained		
Do you have COVax accounts?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, contact your Authorizing Organization (AO) that can register you, such as an OHT or FHT; or contact OntarioMD, if the above do not apply.
Do you have a vaccination event (VE) created in COVax?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Is your vaccination team trained and credentialed?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, daily COVax training is available; contact an OHT, FHT, or OntarioMD.
Are you able to enter your patient/client list into COVax without additional data entry support?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, other PC teams have explored centralizing admin or other supports. Or you may contact an OHT, FHT, or OntarioMD about enabling you team with super-users, where possible.
IT Requirements in Place		
Are you able to conduct live COVax data entry while in the patient's/client's home? (e.g., Laptop/tablet, internet access, smart phone to access COVax for two factor authentication)	<input type="checkbox"/> Y <input type="checkbox"/> N	Live data-entry is preferred; If you cannot capture on COVax on site, you can use the <i>Client Load Template</i> or use the <i>Vaccine Data Entry Form</i> and then document in COVax post vaccination day
Are you able to provide vaccine receipts to vaccine recipients in their home? (e.g., mobile printer)	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, contact your local OHT, Hospital Hub, or primary care or community network. If that is not an option, create paper receipts with the relevant dosage and other fields.
Supporting Logistics		
Have you arranged a support line, in case of questions?	<input type="checkbox"/> Y <input type="checkbox"/> N	If no, contact your local OHT, Hospital Hub, or primary care or community network, or OntarioMD (for COVax logistics).