

New Main Hub for Registering at Community Vaccine Clinics on Vaccinate West Michigan Website Kent County Information

Objectives:

- Engage community organizations who work with populations served by community sites and in zip codes served by sites to connect directly with eligible individuals.
- Develop a common registration survey that can be used by all partners.
- Establish one registration spreadsheet of survey fields that can be used among all health partners and entered into registration survey.

Registration Survey Tool Details:

General/Main Registration Hub for All to Register:

We have a new link for general COVID-19 vaccine registration on the Vaccinate West Michigan website at <https://vaccinatewestmi.com/vaccine-pre-screening-registration> . This will be the main hub to register for a COVID-19 vaccine at community clinics in Kent County. These names will then be distributed to Kent County Health Partners based on who they are vaccinating according to MDHHS vaccine phases.

General Kent County Health Partner Vaccinate W. MI link:

- The link can be found at <https://vaccinatewestmi.com/vaccine-pre-screening-registration>
- **Please share this link widely!**
- Anyone can register at this link.

Dissemination of General Vaccinate West Michigan registration information:

- Kent County Health Department (KCHD) will query registration participant information from the Kent County Vaccinate West Michigan registration survey based on age, zip code, accessibility, etc. priorities when requested by health system partners.
- KCHD will then send requested query to health system partners.
- Each Health System Partner will contact the individual separately to schedule their appointment.

Registering people for the General Vaccinate West Michigan link without online access:

- If a community connector or navigator is unable to access Kent County Health Partner Vaccinate West Michigan registration survey online, please use the provided excel spreadsheet to write in the needed registration information for each person. Please complete all fields in excel sheet.
- Send or deliver excel sheet to marek.mikesell@kentcountymi.gov or other identified Kent County Health Department staff.
- This excel spreadsheet sheet will then be added to our Vaccinate West Michigan registration survey by KCHD staff OR be given to community sites directly for scheduling depending on vaccine and appointment availability
- If a person needs assistance scheduling, 211 can help provide scheduling help to those individuals.

Community Connector/Navigator - Specific Community Vaccine Location

Registration:

- Community Connectors and Navigators will be given a separate link to register community members at specific sites. This link cannot be shared with anyone in the community beyond Community Connectors and Navigators.
- When a Community Connector or Navigator is registering individuals for specific sites, they will see a drop-down menu for that specific community clinic location ie. New Hope, Sparta Health Center, Godfrey Lee or Any, etc.

Registering people for Specific Community Vaccine Locations without online access:

- If a community connector or navigators is unable to access community connector/navigator link online, they will use the provided excel spreadsheet to write in the needed registration information for each person. All fields in excel sheet will need to be filled in.
- They will then send or deliver excel sheet to marek.mikesell@kentcountymi.gov OR other identified KCHD Staff.
- This excel spreadsheet will then be added to the Vaccinate West MI with identified location requested by KCHD staff or be given to community sites directly for scheduling depending on vaccine and appointment availability.