

West Virginia Joint Interagency Task Force for COVID-19 Vaccines
Overview of Vaccine Allocation and Registration Process for Priority Groups in Overlapping Phases 1A-D

West Virginia remains dedicated to ensuring that all West Virginians have equitable access to a COVID-19 vaccination as soon as possible and we are urging patience for all those waiting. The West Virginia Joint Interagency Task Force (JIATF) for COVID-19 vaccines will continue to work with licensing boards and associations that represent priority groups identified in the [state's overlapping phases 1A-D](#). This is an overview of the process that is followed to get individuals identified in these groups access and registered for vaccination. This information will be updated when adaptations are made to the process.

Step 1: The Joint Interagency Task Force instructs a licensing board and/or association that represents a priority group to contact their licensees/members instructing them to complete a survey for individuals who choose to be vaccinated. The survey is usually sent to licensees or members by email. **It is important to follow directions and complete the survey as instructed. Sometimes, these emails can be filtered into an individual's clutter, junk, or spam folders. It is important to check clutter, junk, spam folders if an individual believes they should have received the email to ensure it was not discarded improperly.**



Step 2: Survey responses are sent to the JIATF and the survey information is uploaded to the Vaccine Administration and Management System (VAMS). There is a limited supply of vaccines, so although a board or association may have submitted information, that group may not yet be eligible to receive the vaccine based on supply – but once the group completes the survey, they will remain in queue to receive vaccine allocations when available. Each week as more vaccines become available, the state will be able to reach out to more individuals across the overlapping phases in the allocation plan.



Step 3: Once vaccine becomes available, individuals who have completed the survey and who are waiting in the queue for vaccine notification will receive an email from no-reply@mail.vams.cdc.gov indicating that the individual is now eligible to schedule a vaccination appointment. **Sometimes, these emails can be filtered into an individual's clutter, junk, or spam folders. It is important to check clutter, junk, spam folders if an individual believes they should have received the email to ensure it was not discarded improperly.** Individuals will follow the link in the email to register in the VAMS system and set up their account.



Step 4: Through VAMS, individuals schedule appointments to be vaccinated at their designated location. The designated location(s) for that individual will be communicated to them. Right now, this designated location could be a hospital, local pharmacy, community health center, or health department. It is critical that the individual select the appropriate location based on guidance and instructions sent to them. For example, if an independent practice physician is instructed to schedule at a pharmacy, they must select a pharmacy. **It is important to read instructions prior to scheduling an appointment to ensure the appointment is not cancelled. Appointments that are not made in accordance with the provided guidance may be cancelled.** VAMS allows selection for 10, 20, 50 and 100-mile radius. The state will continue to add additional health care professionals who will serve as vaccinators, so there is a broader network that reaches all parts of West Virginia.

For more information on VAMS visit <https://www.cdc.gov/vaccines/covid-19/reporting/vams/faqs.html>



Step 5: Individual shows up at the selected designated location during their appointment time to receive vaccination. VAMS will send the recipient information via text/email about scheduling another appointment to receive a second dose of the same product.