Inland Empire Health Plan (IEHP) would like to share with our Providers that the COVIDReadi system, COVID-19 Vaccination Provider Registration System administered by the California Department of Public Health, is now open for you to register to participate in the COVID-19 Vaccination Program, [https://ca.covidreadi.com/](https://ca.covidreadi.com/)

All Health Care Providers who will be receiving and administering COVID-19 vaccines must be enrolled in the program.

Due to limited vaccine availability expected during the initial phases of the vaccination program, prioritized enrollment activities for vaccination Providers are currently focused on settings where COVID-19 vaccines will be administered in Phase 1a. Providers that are current immunizers and are likely to immunize for Phase 1a will be invited by their Local Health Department, so please do not share this link if you receive one from the LHD – it will be unique for you.

Before you begin your registration, please make sure you have a valid CAIR2 Org Code so that you can meet the requirement of reporting vaccine administration. If you are enrolled in CAIR, please have this information available when you begin the registration process. If you have not enrolled, please see the table below for your options and how to begin the enrollment process.

<table>
<thead>
<tr>
<th>CAIR2 COVID-19 Vaccine Reporting Options</th>
<th>Description</th>
<th>Where to Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct data entry</td>
<td>Will take longer to get started - must submit a request for every staff member who will be entering doses into CAIR and each of these staff members is required to attend training before being given access to CAIR2.</td>
<td>CAIR2 Standard Enrollment <a href="http://enroll.cairweb.org/">http://enroll.cairweb.org/</a></td>
</tr>
<tr>
<td>PrepMod app</td>
<td>Slight learning curve, automated data export to CAIR2. No training required.</td>
<td></td>
</tr>
<tr>
<td>CAIR2 Mass Vax app</td>
<td>–Spreadsheet view, easier to learn, can get started as soon as you receive your CAIR2 Org Code (IMS ID), automated data export to CAIR2. No training required.</td>
<td></td>
</tr>
</tbody>
</table>

Once you have completed the CAIR process, it will be time to start the registration process. We are including links for instructions and a step by step guide. Please read both carefully before you begin. There is a fair amount of information that you need to collect prior to completing the enrollment application. We understand that
organizations are managed differently, and this will impact how you register. Additionally, the information gathering process may require coordination with different people within your organization.

**Instructions:**
https://eziz.org/assets/other/IMM-1295.pdf

**Step by Step Guide:**
https://eziz.org/assets/other/IMM-1303.pdf

The registration process is broken into three parts:

- Prescreening
- Part A-Organization
- and Part B-for each organization’s location.

Please consider the following:

- If you have a consolidated management structure, with a Chief Medical Officer and Chief Executive Officer (or chief fiduciary/legal official) that oversee multiple locations, they must complete and sign the CDC COVID-19 Vaccination Program Provider Requirements and Legal Agreement (Section A), and then the individual locations will complete the Provider Profile Information (Section B) for each vaccination location covered under your organization (Section A). Through this process, your Organization’s leadership does not have to sign enrollment agreements multiple times for all sites under your organization’s umbrella.

- If your organization is independently managed, each site would need to be enrolled individually, as an Organization, with each location leadership (CMO and CEO) completing and agreeing with the Program’s participation agreement.

**California’s Registration Portal (COVIDReadi)**

The Provider registration portal, COVIDReadi, can be found at this link: https://ca.covidreadi.com/. The system is set up so that each person involved with the registration process will need to create their own account; once the organization is established, invitation codes can be sent to all individuals that need to participate in the process.

As you start entering information into COVIDReadi, please consider the following:

- If you do not receive an email from COVIDReadi to confirm your email address after setting up your account, please check your junk/spam folders. You may also have to check with your IT support in case the email is blocked due to a filter.
- Your information is saved as you move from page to page; this will allow different individuals to access the enrollment form and add specific pieces of information.
- You will need to complete at least one location in Section B for each Organization—an enrollment will not be reviewed until both an Organization and at least one Location section is submitted.

As a reminder, all communications sent by IEHP can also be found on our Provider portal at:
www.iehp.org > For Providers > Plan Updates > Correspondence or

If you have any questions, please do not hesitate to contact the IEHP Provider Relations Team at (909) 890-2054.