



Department  
of Health

## COVID-19 Vaccination Program

### New York State COVID-19 Vaccination Program

Dear NYS COVID-19 Vaccine Provider:

This email includes clarifying information about submitting **weekly planning requests** for COVID-19 vaccine for your provider location enrolled in the NYSDOH COVID-19 Vaccine Program. The process for submitting a planning request is currently called “prebooking” in NYSIIS. We are hearing that the term “prebooking” is confusing to some so we are analyzing what we can revise in NYSIIS and the accompanying training materials to clarify. In the meantime, we will use the term **planning request**. A planning request is not a guaranteed order.

In order to be considered for a COVID-19 vaccine allocation, you must submit a new Planning Request in NYSIIS **each Monday by 5PM**. Planning Requests submitted on time are considered for allocations NYSDOH receives from CDC later that week and shipped to providers the following week. Only request the amount of vaccine you can store and administer to eligible populations seven days from receipt. At this time NYSDOH allocations remain very limited so not all requests are able to be filled. Please do NOT schedule appointments until you have received notification that an order has been placed on your behalf.

For your awareness, this is the general ordering timeline:

Monday	Active vaccine providers enter the Planning Request into NYSIIS by 5pm <ul style="list-style-type: none"><li>Providers should only enter the number of first doses that can administer within seven days of receipt</li></ul>
Tuesday	Federal Government releases weekly vaccine planning number to NYS

Wed-Thurs	<p>NYS allocation team determines amount of vaccine to distribute to each provider</p> <ul style="list-style-type: none"> <li>Criteria includes new supply, doses administered last week/inventory on hand as reported daily by providers to the Vaccine Tracker, geographic equity and currently eligible priority populations</li> </ul>
Thurs pm	Federal government opens Federal Ordering system (VTrckS)
Fri-Sat	<p>NYS ordering team places order in VTrckS</p> <ul style="list-style-type: none"> <li>Providers will receive an email from NYS with their confirmed order amount within 24 hours of the order being placed – could be Sunday. It is also visible in NYSIIS</li> <li>ONLY AT THIS POINT should appointments be offered based on this confirmed number.</li> </ul>
Sun-Mon	<p>Federal Government and Vaccine Manufacturers process orders</p> <ul style="list-style-type: none"> <li>Vaccine manufacturer sends email to provider with shipping info including tracking number</li> </ul>
Tue-Thurs	Shipments arrive. Ancillary kits usually arrive one day before vaccine and dry ice usually arrives one day after Pfizer vaccine.
Thurs-Thurs	<p>ALL vaccine is administered by providers <u>by appointment only</u>. Note this operational period starts 10 days after your planning request.</p>

**Read ALL the information in this note and in the attached instructions and guidance before entering a planning request in NYSIIS by 5:00 pm each and every Monday.** If you have not yet started to vaccinate, do not submit a planning request until you are ready to begin. If you have started to vaccinate you must submit a planning request EACH WEEK. The planning request you enter must reflect only the number of “first” doses that you are able to receive, store and administer to eligible populations within 7 days of receipt. Your new planning request may be submitted anytime between Thursday and Monday at 5PM for consideration for the corresponding week’s allocation.

Note: **The planning request is a requested amount. This does not guarantee an immediate allocation or allocation at the level requested.** Vaccine distribution will be prioritized in a way that promotes equity and social and economic wellbeing and protects individuals at greatest risk of exposure to and/or severe illness from COVID-19.

By submitting a planning request, you are confirming you have the **storage and administration capacity** to receive the requested doses to vaccinate populations defined by NYSDOH within seven days of receipt, which may include individuals from outside of your organization. If you are not yet prepared to administer vaccine, do not submit a planning request. Planning requests entered **by 5:00 pm on Mondays** will be considered for an allocation in NYSDOH's next distribution.

Planning requests are submitted in NYSIIS under a specific COVID-19 "campaign" (review attached instructions). Campaigns are used to group specific vaccines and product codes.

Current NYSIIS COVID-19 campaigns available to providers:

If you are a **pharmacy**, use **COVID\_pharmacy1**

All other providers, use **COVID1**

NYSIIS displays two campaigns for each provider – one for first dose and one for second dose. Only submit planning requests for **first doses**. Pharmacies should submit their planning requests under the **COVID\_pharmacy1** campaign. All other providers should submit their planning requests under the **COVID1** campaign. **Do not use** the COVID\_pharmacy2 or COVID2 campaigns since those are for second doses and will be managed by NYSDOH. You do **not** need to submit a planning request for second doses, they will automatically be allocated and shipped by NYSDOH at the appropriate interval for that product. If you enter any planning requests under the second dose campaign they will be canceled.

When entering your new planning request, you must also DELETE or CANCEL any prior unallocated prebook entries (see attached guidance).

**As stated earlier, the planning request does not guarantee immediate allocation or allocation at the level requested.** If you receive a vaccine allocation, NYSDOH will accept the allocation for you and submit the order to CDC. The CMO, CEO, primary and backup coordinators indicated on your enrollment application will receive an email notification for any orders placed, both first dose and second dose, for administration planning.

The NYSDOH appreciates your collaboration to ensure equitable access to the COVID-19 vaccine. For questions, please email [covid19vaccine@health.ny.gov](mailto:covid19vaccine@health.ny.gov)

[Requesting COVID-19 Vaccine in NYSIIS.pdf](#)

[INFORMATION FOR A HEALTHY NEW YORK](#)  
[ny.gov/vaccine](https://ny.gov/vaccine)



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