SLIV Toolkit: Implementation Checklist

**Preparation (January - April)**

* Determine recipients of program (e.g. students only; students and staff; students, staff and families; grades - preschool, K-5, K-8, high school) and what languages they speak
* Recruit school districts/schools for participation and secure buy-in from district leadership
* Determine planning partners - e.g. school district staff, local health department staff, state health department staff, school level staff, school nursing staff, community based organizations - and establish a regular meeting time
* Determine staff to administer vaccine (e.g. school nurses, local health department nurses, volunteer nurses, contract nurses, nursing students)
* Determine how supplies will get to and from vaccination events (e.g. staff/volunteers, contracted courier company)
* Determine vendors if applicable (e.g. courier, translation firm, contract nursing staff)
* Put in place any necessary contracts or agreements
* Determine timeline of program and timing of vaccine days (e.g. during school only, after hours) with school district staff
* Prepare all protocols, trainings, forms and surveys
* Determine data entry plan for vaccine records
* Prepare all databases for information tracking (e.g. school communication, vaccine inventory, supplies tracking)
* Create templates for communication/coordination with schools
* Recruit outside partners to assist with promotion and implementation (e.g. local healthcare providers, Medical Reserve Corps, nursing schools, college/university and high school programs, interns)
* Determine if/how staff and volunteers need to be cleared to be present at school sites, including what background checks and medical screening (e.g. TB tests) may be necessary
* Create estimates of supplies needed including vaccine, vaccine administration supplies, administrative supplies
* Prepare plans for possible events (e.g. vaccine shortage, vaccine recall)
* Determine evaluation goals
* Create tentative schedule of vaccine days
* Begin conducting school and community level outreach

**Implementation (May - November)**

* Advertise program and conduct outreach
* Inform local providers and clinics
* Secure buy-in from principals and school staff
* Identify staff member(s) at schools to coordinate the program and be school champions
* Provide consistent school communication including tools for outreach to school communities
* Confirm schedule with individual schools
* Order and prepare your administrative and clinical supplies
* Distribute consent forms
* Receive and store vaccine
* Train all staff and volunteers
* Schedule staff and volunteers for vaccine days
* Final check in with all vendors
* Recruit school level volunteers to help with day of operations
* Document - take pictures and capture narrative at school sites
* Daily supply and vaccine packing
* Monitor vaccine supply

**Evaluation and wrap up (November - February)**

* Redistribute leftover vaccine
* Distribute feedback surveys (staff/volunteers, school staff, parents, etc.)
* Send summary reports to each participating school
* Hold debrief meetings with core planning partners
* Summarize and consolidate feedback and make programmatic changes as needed
* Create summary reports and participation reports
* Conduct inventory of administrative and medical supplies
* Reconcile budget