

COVID-19 Vaccine Book Incentives Program for Children

Onboarding Form and Partner Guidelines

November 2023

Thank you for your interest in the LACDPH COVID-19 Vaccine Book Incentives Program for Children. To participate in the incentives program, partners must:

- Administer the COVID-19 vaccine to children (0-18 years) in their practice OR directly support mobile vaccine clinic events where children are receiving COVID-19 vaccines AND
- Must agree to regularly report the number of books distributed



Reporting is submitted via a simple webform that can be filled out periodically, ideally on a weekly basis. Once onboarded, our incentive team will share the link to the reporting webform and will follow-up with you as needed to answer any questions and help you stay up to date with your reporting.

Please return the completed form to csepulveda@ph.lacounty.gov and adiazmar@ph.lacounty.gov. By submitting this form and agreeing to participate in this incentive program and agree to adhere to the program distribution and reporting guidelines outlined on the next page.

INCENTIVE PARTNER INFORMATION

Name of your Organization	
Delivery Address	
Hours of Operation <i>Include Hours and Days of the Week when you can accept the book deliveries (Example: Mon-Fri 8am-5pm)</i>	
Name of POC responsible for reporting and coordinating deliveries	
Contact Email	
Contact Phone Number	
Type of vaccination setting (fixed clinic, mobile clinic, both)	
Total Number of Clinics where you plan to distribute book incentives	

Incentives Partner Program Guidelines

Updated November 2023

Thank you for participating in our COVID-19 Vaccine Book Incentives for Children Program. We value your partnership in protecting our communities by providing COVID-19 vaccine access across Los Angeles County. Please review the book incentives program guidelines described in this document. By participating in this incentive program and agreeing to distribute the children's COVID-19 vaccine book incentives and you attest that you will adhere to the following program guidelines. Failure to comply with these guidelines may result in the incentive partner no longer being eligible to request book incentives.

Eligibility to Become an Incentive Partner

Incentive Partner must work directly with children receiving the COVID-19 vaccine.

This may include the following groups:

1. Vaccine Providers: Vaccine providers who are administering the vaccines to children may distribute book vaccine incentives at any of their clinic locations in Los Angeles County, including mobile clinics, school clinics, pharmacies, etc.
2. Community Based Organizations: CBOs which either host their own vaccine clinics or directly support vaccine clinic efforts in person may assist with distributing book incentives.
3. Schools: Districts or schools that host vaccine clinics may distribute book vaccine incentives to their school community members.

Eligibility to Receive Incentives

The eligibility requirements for individuals to receive this book incentives are the following:

1. Must have received their COVID-19 Vaccine to receive their book incentive. This may be any COVID vaccine dose administered (first, second, booster, etc.)
2. Book incentives can only be distributed at Los Angeles County sites and locations where vaccines are administered, such as: primary care clinics, school clinics, pharmacies, etc.
3. Must be aged 18 years or younger

Reporting Guidelines

LACDPH must track the distribution of these vaccine incentives to report back to the state. We ask for the following reporting information from Incentive Partners:

1. Confirmation of all book deliveries. Incentive partner will confirm via email that their book boxes have been delivered and will confirm the total number of boxes received for every delivery.
2. Incentive Partner will promptly and regularly report total number of books distributed using our reporting webform.

Requesting Additional Books

If you run out of books, you may request another delivery. When more books are requested, our team must first reconcile your inventory records and confirm that you have no remaining inventory. If there are any reporting discrepancies for distribution of your previous inventory, we will ask you to review the distribution totals you have submitted until we can reconcile the inventory records. If you fail to report distribution of all books previously delivered, we will be unable to send additional books.

Thank you for your participation in this program.