

MEMO

To: All EmployeesFrom: Maritza Vega, HR DirectorDate: January 22, 2021Re: Registering for Your Vaccine

Vaccine Distribution

Effective January 25th, vaccination locations will begin to administer the Covid-19 Vaccine to groups 1A and 1B. We recently received preliminary information for registering on the City of Chicago website and registration codes for group 1A. At this time, we are encouraging all employees to visit the registration website to create a login in preparation for new registration codes to be distributed via our new internal employee link that will provide up to date vaccination information.

Currently, the internal employee link has registration codes available through January 23, 2021, with very limited availability.

Casa Central is making every effort to communicate up to date information as fast as it's coming in. We appreciate your patience during this process. Employees will be required to regularly check back on the Casa Central vaccination link for new registration codes as they update regularly. Casa will make every effort to communicate to employees when codes are uploaded to the new employee link.

Pre-registering for your vaccination via the Internal Link

To schedule your vaccine appointment, you will be required to preregister on the City of Chicago's website. To facilitate the preregistration and scheduling process, Casa Central created an internal link consolidating the vaccine registration process. This link will include updated registration codes you will need to have at hand when



making an appointment for your vaccine. The link will take you directly to the City of Chicago's registration website and provide you with information on what to expect when registering. This link is not to be shared with any family and friends.

To learn more about pre-registering for the vaccine and to make an appointment go to our internal link at <u>http://www.casacentral.org/vaccine</u>

If you have any issues registering, you must contact HR directly at 773-645-2328 for assistance. DO NOT CALL YOUR MANAGER.

What to Expect when Registering on the City of Chicago website

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			Log in Access your account to view, cancel, or update a scheduled appointment and to view vaccination details after your appointment. E-mail address Password Log in Register Clinic staff click here to login		

When you reach the landing page for registration, you will need to click on REGISTER to enter all your personal information before making an appointment. Make sure to write down your username and password for future reference.

Other things to expect during registration:

- 1. You will be required to:
 - enter all your personal information
 - answer a series of medical questions
 - sign a few consent forms
- 2. Next, the system will ask you for a registration code that you will find on the landing page of the following link <u>http://www.casacentral.org/vaccine</u>.
- 3. You may enter more than 1 registration code to populate several dates and times to view.
- 4. Once your location of choice populates, you will need to select the date, location of choice and click on NEXT.
- 5. On the next page, you will see a series of times that are available for the day you selected.
- 6. Please keep in mind that you may encounter NO appointments available for the day and location you initially selected. This will require you to go back to the previous page by using the menu button on the screen. DO NOT HIT THE BACK ARROW ON YOUR BROWSER MENU OR YOU WILL LOSE ALL PROGRESS.
- 7. Once you have selected a date and time, you will confirm your appointment on the final page.
- 8. Notify your manager of your scheduled date and time of vaccination to coordinate department/program coverage.
- Lastly, remember to return within the designated time frame provided at the vaccination site so you can register for your 2nd dose of the vaccine on the same website.

*Please note, when exiting the registration website, the City of Chicago system does not record your previous answers to the medical questionnaire completed. Therefore, you will be required to start over after completing the login registration.

Identifying as a Casa Central Employee

When obtaining your vaccination, employees may need to provide proof of employment, photo identification and insurance. For this reason, employees should plan ahead and have the following items available when going to their future appointments:

- 1. Casa Central Photo ID
- 2. State or DL Identification
- 3. Proof of Insurance, if any.

Please note, the vaccine will continue to be available at no cost.

If you have misplaced your Casa Central Photo ID, please contact Human Resources for a replacement at <u>hr@casacentral.org</u> or by calling 773-645-2328.

Proof of Vaccination

Currently, obtaining your vaccination is voluntary. The agency will be requesting proof of vaccination for employees who receive it. The vaccination receipt will be saved in the employee's personnel file.

For any questions on the submission of proof of vaccine please contact HR directly at 773-645-2328.

Building Trust in the Covid-19 Vaccine

Building defenses against Covid-19 within the agency and with our participants we serve is a team effort and you are a key part of that defense. Getting the Covid-19 vaccine adds one more layer of protection for you, your coworkers, participants, and family.

Here is how you can help build people's confidence as you begin to receive the Covid-19 vaccine:

- 1. Get vaccinated and enroll in the v-safe text messaging program to help CDC monitor vaccine safety post vaccination. You will receive this information post vaccination.
- 2. Tell others why you are getting vaccinated and encourage them to get vaccinated.
- 3. Initiate conversations about Covid-19 vaccine with coworkers, family, and friends.
- 4. Visit the IDPH and CDC sites for more information

Follow Up Questions

If you have any direct questions regarding making an appointment for your vaccination contact HR at 773-645-2328 or at <u>hr@casacentral.org</u>.







MEMO

Para: Todos los Empleados De: Maritza Vega, Directora Recursos Humanos Fecha: 22 de enero, 2021 Re: Como Registrarse para la Vacuna

Distribución de la Vacuna

Empezando el 25 de enero, las ubicaciones de vacunación comenzaran a administrar la vacuna contra el COVID-19 a los grupos 1A y 1B. Hemos recibido la información preliminar para registrarse en el sitio web de la Ciudad de Chicago al igual que los códigos de registración para el grupo 1A. Estamos motivando a los empleados a que visiten el sitio web de registración para crear su cuenta personal en preparación para la distribución de los códigos de registración. Estos códigos se harán disponibles a través de nuestro nuevo sitio web interno para empleados, el cual también proporcionara información actualizada sobre el proceso de vacunación.

Actualmente, el sitio interno para los empleados contiene códigos de registración con disponibilidad hasta el 23 de enero, 2021, con cupo limitado.

Casa Central se está esforzando en comunicar toda información nueva lo más pronto posible. Agradecemos su paciencia durante este proceso. Los empleados deberán revisar el sitio web interno regularmente para obtener códigos de registración nuevos. Casa Central se esforzará en comunicarle a los empleados cuando haya códigos nuevos disponibles.

Como Pre-registrarse para su vacuna vía el Enlace Interno

Para crear su cita para vacunarse, deberá pre-registrarse en el sitio web de la Ciudad de Chicago. Casa Central ha creado un enlace interno para empleados para facilitar y consolidar el proceso de registración. Este enlace incluirá códigos de registración actualizados, los cuales necesitará tener disponibles al hacer su cita. El enlace le llevara



directamente al sitio web de registración de la Ciudad de Chicago y le proporcionara con información sobre que esperar al registrarse. Este enlace no puede ser compartido con familiares y amistades.

Para obtener más información sobre como pre-registrarse para la vacuna y para hacer una cita, utilice nuestro enlace interno: <u>http://www.casacentral.org/vaccine</u>

Si tiene cualquier problema al registrarse, contacte a Recursos Humanos directamente al 773-645-2328. NO LLAME A SU SUPERVISOR.

Que esperar al registrarse en el sitio web de la Ciudad de Chicago

🔲 ≭ CDPH	GETVAXCHI	English	Ŧ		1
			Log in Access your account to view, cancel, or update a scheduled appointment and to view vaccination details after your appointment. E-mail address Password Password Log In Register Clinic staff click here to login		

Cuando llegue a la página principal, necesitara hacer clic en REGISTER para ingresar su información personal antes de poder hacer una cita. Asegúrese de anotar su nombre de usuario y clave para usar en el futuro.

Otras cosas que esperar al registrarse:

- 1. Necesitara:
 - Ingresar su información personal
 - Contestar una serie de preguntas medicas
 - Firmar formularios de consentimiento
- 2. A continuación, el sistema le pedirá que proporcione el código de registración que obtuvo en nuestro enlace interno <u>http://www.casacentral.org/vaccine</u>.
- 3. Puede ingresar más de 1 código de registración para ver diferentes días y horas disponibles.
- 4. Una vez la ubicación de su preferencia aparezca, deberá seleccionar la fecha, ubicación y hacer clic en NEXT.
- 5. En la próxima página podrá ver las horas disponibles para la fecha que eligió.
- 6. Tome nota que puede que no encuentre ninguna cita disponible para el día y ubicación que eligió. Necesitará regresar a la página anterior utilizando el botón del menú en la pantalla. NO UTILICE EL BOTON DE LA FLECHA DE REGRESO DE SU NAVEGADOR DE INTERNET O PERDERA TODA SU INFORMACION.
- 7. Una vez que seleccione la fecha y hora, tendrá que confirmar su cita en la página final.
- 8. Notifique a su supervisor o gerente de la fecha y hora de su cita para coordinar con su departamento en caso que necesite una sustitución laboral.
- Por último, recuerde que debe regresar por su segunda dosis de la vacuna durante el tiempo designado que se le proporcionara durante su primera cita. Puede registrarse para la segunda dosis usando el mismo sitio web.

* Por favor note, al salir del sitio de registración, la Ciudad de Chicago no graba sus respuestas a las preguntas médicas que contesto al principio. Por esta razón, deberá completar este cuestionario al entrar al sitio web por segunda vez.

Como identificarse como empleado de Casa Central

Según la información más actual, es posible que un empleado necesite proporcionar prueba de empleo, identificación personal, y prueba de seguro médico para obtener la vacuna. Dada esta razón, los empleados deberán prepararse y tener consigo los siguientes artículos durante su cita:

- 1. Identificación con fotografía de Casa Central
- 2. Identificación del Estado/licencia de conducir
- 3. Prueba de seguranza, si la tiene.

Favor note que la vacuna continuará siendo gratuita.

Si usted ha perdido su identificación de Casa Central, por favor contacte al departamento de Recursos Humanos a <u>hr@casacentral.org</u> o por teléfono al 773-645-2328.

Prueba de Vacunación

Actualmente, vacunarse es una acción voluntaria. La agencia está pidiendo prueba de vacunación a cualquier empleado que la reciba. Para esto, necesitara proporcionar recibo de haber obtenido la vacuna. Se guardará recibo de la vacuna en el archive de personal del empleado.

Para cualquier pregunta sobre como presentar prueba de vacunación por favor contacte a Recursos Humanos al 773-645-2328.

Creando Confianza en la Vacuna contra el COVID-19

Crear defensas contra el COVID-19 en la agencia y con nuestros participantes es un esfuerzo de grupo. Usted es una parte clave de esa defensa. Recibir la vacuna contra el COVID-19 agrega una protección adicional para usted, sus colegas, participantes, y familiares.

Al vacunarse, usted puede ayudar a crear confianza en los demás de las siguientes maneras:

- 1. Vacúnese e inscríbase en el programa de mensajes de texto "v-safe" para ayudar a la CDC a monitorear los resultados y la seguridad de la vacuna.
- 2. Comparta con los demás que se ha vacunado y motívelos a hacer lo mismo.
- 3. Inicie conversaciones sobre la vacuna contra el COVID-19 con colegas, familiares, y amigos.
- 4. Visite los sitios web de la CDPH y la CDC para obtener más información.

Preguntas o Dudas

Si tiene preguntas directas sobre cuándo puede obtener su vacuna, por favor contacte a Maritza Vega a <u>mvega@casacentral.org</u>.







CHICAGO CETVAXCHI Scheduling An Appointment

Overview

On the Chicago Department of Public Health Patient Portal, Get Vaccinated, Chicago! (GetVaxChi.Chicago.gov) you will be able to: Schedule and confirm an appointment by choosing the location you desire; Reschedule an appointment and Cancel your appointment. As a quick reference, here are the easy steps to schedule your appointment.

Scheduling an Appointment

Now that you are logged into the system, you are ready to schedule an appointment. On the homepage, click on the "Schedule a Vaccination" link.

CDPH PATIENT PORTAL	Home Schedule a Vaccination
Schedule a vaccination	How does it work?
Use our online appointment application to locate a vaccination center and schedule an appointment.	View workplace wellness resources. LEARN MORE →





Vaccine Screening Questions

Now you will need to answer the vaccine screening questions. Just like before, you will need to answer each question and click "Next" on the lower right-hand side to continue through each section.

-					
Con	nplete the following application to sc ice	hedule your vaccination, you will be asked to choos	se a center based or	n the location of your	Canc
0.101					
1	Personal information				
2	Vaccine Screening Questions	Vaccine Screening Quest	ions		
3	Consent	* Has the patient had a serious allergic reacti	on to eggs?	* Has the patient had a serious reac	tion to influenza vaccine
4	Add a Family Member	None	•	None	•
1	Choose a Location				
6		* Doos the patient have a high fover or is the	patient moderate-	* Does the patient have a history of	Guillain-Barre Syndrome?

Consent

It is very important to ensure that you provide your consent by entering your full name and the date. After that, click "Next."

Schedule a Vaccination	
Complete the following application to sch choice.	edule your vaccination, you will be asked to choose a center based on the location of your Cance
1 Personal information	
2 Vaccine Screening Questions	Consent
3 Consent	Please provide your consent.
4 Add a Family Member	Consent to Use and Disclose Protected Health Information for Payment, Treatment and Health Care Operations
5 Choose a Location	I consent to the use or disclosure of my/my child's protected health information to carry out treatment, payment and health care operations, including disclosures to the Social Security Administration, its intermediaries, or any public or private insurance. I
6 Scheduling	understand I have the right to appeal an assessed fee and to have a fair hearing regarding said fee.
Confirmation	My signature indicates that I fully understand the above information. I certify that to the best of my knowledge and belief, the information I have provided is true, correct and complete.
	* Signature of Patient, Parent or Guardian Date Time
	Enter full name Sep 15, 2020 4:37 PM O





Patient Scheduling: Quick Reference Guide

Add a Family Member

It is likely that other family members may need to be added to an appointment. You will see a Question that reads "Would you like to add more family members to the appointment?" Make sure to answer "Yes" to this question and then click on the "Add a Family Member" button.

Scl Com choid	hedule a Vaccination	lule your vaccination, you will be asked to choose a center based on the location of your		Cancel
1	Personal information	Family Mombors		
2	Vaccine Screening Questions			
3	Consent	Use the fields below to add any members of the family that you would like to add to the appointment.		
4	Add a Family Member	Would you like to add family members to this appointment?		
5	Choose a Location	Ves No		
6	Scheduling		Back	Next

You will need to enter the new family member's information which will follow the same steps we discussed earlier in the training. This will need to be repeated for each family member you want to add to this appointment.

	Add Family Member	
Personal Information		
Please complete all of the fields below to continue		
* First Name	Middle Name	* Last Name
Mike		Poser
*Gender	Marital Status	* DOB
Gender	Marital Status 🔹	
AGE	Mother's Maiden Name	Ethnicity
		Select Ethnicity 💌
*Race		
Select Race	•	
* Primary Phone Number	* E-mail	Apt/Suite No
(718) 091-1199		
* Street Address		
814 little elm st		
City	State	Zip
	Select State 💌	





Patient Scheduling: Quick Reference Guide

Although you have already seen how to add the patient information for each section earlier, here is a valuable time-saving feature when you are adding the new family member's information. After entering the "Personal Information," you will notice a new question "Is the Insurance the same as the registered patient?"

	Add Family Member	
Health Insurance		
Is the insurance same as registered patient? Yes No 		
		Back Next

If you answer "Yes" to this question, the system will automatically populate the Group and Member ID, which will save you a few steps. If the insurance information is not the same, just simply answer "No" and enter the insurance information for the new family member.





Choose a Location

To begin scheduling your appointment, you will first locate a vaccination center when you are on the **Choose a location** section.

To find a location, enter the patient's zip code and click "search."

This will populate a map of the closest available locations. Simply select the desired location and click "Next."

mplete the following application to sc	hedule your vaccination, you will be asked to choose	a center based on the location of your	Canc
Personal information	Choose a Location		
Vaccine Screening Questions	choose a location		
Consent	Zip Code	* Appointment Date	
Add a Family Member		Sep 15, 2020	Search
Add a failing Member		Noarby Vaccinat	ion Evonts (9)
Choose a Location	Map Satellite	inearby vaccillat	ion Events (7)
Scheduling	Henry (17)	Karthik Site 3 street1, Chica	ago, IL
Confirmation	ake 🧊	Karthik Vac S	ite1
		Street9, Chic	ago, IL
	Arlington Heights	Karthik Vac S	ite2
	jin Schaumburg		350, TL
		9th Sep Acco 123 test stree	unt for Patient et, Chicago, IL
	ries		ough One
	Chicago	123 Adams S	treet, Chicago, IL
	Grove 55	Karthik Vac S	ite1
	a Naperville – Oak Lawn	1234, Chicag	o, IL
	Bolingbrook	👼 🖉 🥂 🕅 Humboldt Pa	rk East
	Orland Park 57 Calun	Corner of N. Corne	California Ave and Division Ave, Chicago, IL
	10 Inited Biological Contract of Contract	Malcolm X	
	Juliet	Mei 1900 W Jack:	son Bivd, ChicagoCC1, IL
		Long Elk Nurs	sing Home





Scheduling an Appointment

When you are selecting a window of time for the appointment, it will show a list of all the available time slots.

Select the desired appointment time and then click the "Select Appointment" button. Once you have the time slot, click "Next" to confirm the appointment.

Complete the following application to s	chedule your vaccination, you will be asked to ch	oose a center based on the locat	tion of your	Cancel
hoice.	chedule your vaccination, you will be asked to ch	bose a center based on the local		Cancer
1 Personal information				
2 Vaccine Screening Questions	Scheduling			
3 Consent	Select the Appointment Slots Below :			
4 Add a Family Member	> Morning (8AM - 11:59AM)			
5 Choose a Location	✓ <u>Afternoon (12PM - 2:59PM)</u>			
6 Scheduling	APPOINTMENT TIME	DATE	SLOTS AVAILABLE	
6.1 Self	0 1:30 PM	09/15/2020	2	
6.2 Family Member	1:45 PM	09/15/2020	2	
Confirmation	2:00 PM	09/15/2020	2	
Committation	2:15 PM	09/15/2020	2	
	2:30 PM	09/15/2020	2	
	2:45 PM	09/15/2020	2	
	> Evening (3PM - 5:59PM)			
			Back	Nevt

Confirmation

On the confirmation screen, verify the appointment details and click "Done." You will receive an "Appointment Confirmation" email which will include a QR code which the patient will need for the appointment check-in.

The following appointment has be	Choose a Location			
Imran Chowdhury	Zip Code	* Appointment Date		
,		Sep 15, 2020 🛗 Search		
LOCATION street1 Cancel Appointment	Plano Oswego Bolingbrook Ort- Coogle Joliet	and Park Calumet City Gary Portage	* + -	
	Nearby Vaccination Events (9)		020 Google Terms of Use Report a map error	





Patient Scheduling: Quick Reference Guide

If the appointment was booked more than 24 hours in advance, the patient will receive a "reminder email" the day before the scheduled appointment.

Upcoming appointr	nent	Map Satellite
The following appointment has been	scheduled.	Crystal Lake
NAME	CONFIRMATION NUMBER	
Imran Chowdhury	A-00415	Arlington Heights
LOCATION	STATUS	Elgin Schaumburg
street1	Checked in	St. Charles
		- Chicago
Cancel Appointment Res	chedule appointment	Downers Grove
		Google Palinghrack Oak Lawn

Rescheduling an Appointment

From time to time, you may need to either reschedule or cancel an appointment you had scheduled. It's easy to do. Let's go through these final two scenarios now.

Upcoming appoint	ment	map	Outenite		
The following appointment has be	Choose a Locatio	n		_	
Imran Chowdhury	Zip Code	* Appointment Date		_	
initian chowanary		Sep 15, 2020	i ii	Search	
LOCATION	Relin	abrook W N N N N N		MIGH	
street1	Plano Oswego				
		Orland Park 57 Calumet	City Gary	+	
		liet	Porta	ge /e:	
Cancel Appointment R	2		Merrillville		

To reschedule an appointment, you will simply need to navigate back to the home screen and click on "Reschedule an Appointment."

This screen should look familiar to you now as you will follow the same steps as before in the "Scheduling an Appointment" section.





Canceling an Appointment

As we discussed, you may also need to cancel an appointment. You will simply need to navigate back to the home screen and click "Cancel Appointment." You will be prompted with the confirmation guestion: "Do you want to cancel?"

e Cancel App	ointment
Are you sure you want to cancel your appointment?	
Click "Yes" to cancel and "No" to go back. Select the reason for cancelling the appointment	
None	
R	Yes No

If you select "Yes," choose the appropriate drop-down reason:

- Patient Canceled
- COVID Symptoms
- Patient has Contra-Indications

and click "Next."

You will be prompted with one final question: "Do you want to reschedule?" By answering "Yes," you will be taken back to the "Scheduling Screen" so you can choose another appointment.

If you answer "No," the appointment will be canceled, and a confirmation email will be sent.

This completes the Quick Reference Guide for Patient Scheduling. Thank you!

CDPH is partnering with the MTX Group, a global systems integrator on a robust Contact Tracing solution to identify, manage and support COVID-19 cases and contacts in order to flatten the curve of the pandemic throughout Chicago. Together, we can help slow the spread of COVID-19.

