





Dated: 16.05.2021

#### NHM STATE MISSION OFFICE

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DR.RATHAN U. KELKAR IAS
STATE MISSION DIRECTOR (NRHM)
GOVERNMENT OF KERALA

No. NHM/3821/ADMIN1/2020/SPMSU

To

The District Collectors, All Districts
District Medical Officers, All Districts

Sir / Madam

Sub:-	Vaccination	fot 18-44 a	age gr	oup - (	Guidelines	issued	reg

Ref:- \_\_\_\_\_

Citizens belonging to 18-44 years age group have become eligible for COVID vaccine from 1<sup>st</sup> May 2021 onwards. As the State procured vaccines are now available, vaccination for the 18-44 years group will start from 17<sup>th</sup> May 2021 onwards. In this regard, the following guidelines are being issued regarding the planning and conduct of COVID vaccination sessions.

#### I. Prioritisation in 18–44-year groups

- 1. As the vaccine supply is limited when compared to the demand, it has been decided to give priority to the beneficiaries with Comorbidities as listed in **Annexure I(A)**.
- All such beneficiaries, who are having comorbidities, needs to register in https://covid19.kerala.gov.in/vaccine/ and upload comorbidity certificate (Annexure I B) for getting priority for vaccination. Detailed Steps for registration are given in Annexure II
- 3. Only those beneficiaries who gets approval and session scheduling SMS from the Health department must report to the vaccination centres. At the centre, such beneficiaries must produce the appointment SMS, valid photo ID proof and Comorbidity certificate.

# $\hspace{1.5pt} \hspace{1.5pt} \hspace$

4. District RCHO/ person designated by RCHO will scrutinize each application received in the portal and approve the eligible beneficiaries for priority vaccination. Subsequently, vaccination centre and date for vaccination may be scheduled by the district team based on the availability of vaccine. Detailed Steps for approval and scheduling are given in **Annexure III**.

#### III. Conduct of session.

- 5. In CoWIN, in a session created for 45+, vaccination of citizens ≥ 45 years, Health Care Workers and Frontline workers as listed by GOI, can be marked. Similarly in case of session created for 18+, vaccination of citizens aged 18-44 years and FLW as decided by State government can be vaccinated.
- 6. In cases, where vaccination is conducted for the two groups (18+ & 45+) at the same CVC at the same time, it is preferable to have two separate lines and separate verification counters. Two separate sessions must be created in CoWIN also for the two groups. Net Utilisation/ Issue of vaccines for each category must be shown separately in eVIN based on the number of beneficiaries vaccinated in each group.
- 7. All vaccination must be properly documented in CoWIN. For 18-44 years priority groups in addition to this, vaccination needs to be marked in the **ehealth** portal as well.
- 8. It must be ensured that all sessions are conducted following the COVID protocol.

# IV. Maintenance of stock in eVIN and Stock register

- 9. As instructed by MOHFW, stock of GOI supply vaccine and State procured vaccine must be maintained separately in eVIN and Stock register. Provisions have been made in eVIN to differentiate the two channels of supply.
- $\lor$ . Vaccination of  $\ge 45$  years.
- 10. First dose vaccination for ≥ 45 years will be based on online booking only. Spot registration should not be entertained.

#### VI. Second dose scheduling

- 11. As per the latest guidelines from MOHFW (**Annexure IV**), the second dose of Covishield needs to be taken at an interval of 12-16 weeks after dose and in case of Covaxin the second dose must be taken after 4-6 weeks interval. Hence forth, online as well as onspot registration for second dose will be possible only after 84 days in case of Covishield and 28 days after Covaxin.
- 12. As the feature for reserving online slots for second dose beneficiaries is now available in CoWIN portal, all the second dose scheduling must be through online booking only. Recent updates made in CoWIN portal, attached as **Annexure V**

Yours faithfully

Dr.Rathan U. Kelkar IAS

State Mission Director

# **Approval Valid**

Digitally Approved By
Dr.Rathan W. Kelkar IAS
Date: 16,05,2021
Reason: Approved

Copy to

District Program Managers, All Districts RCH Officers, All Districts

The document is digitally approved. Hence signature is not needed.

# Annexure 1(A): List of specified Comorbidities for determination of eligibility of citizens in age group 18-44 years

SN	Criterion		
1	Heart Failure with hospital admission in past one year		
2	Post Cardiac Transplant/Left Ventricular Assist Device (LVAD)		
3	Significant Left ventricular systolic dysfunction (LVEF <40%)		
4	Moderate or Severe Valvular Heart Disease		
5	Congenital heart disease with severe PAH or Idiopathic PAH		
6	Coronary Artery Disease with past CABG/PTCA/MI		
	AND Hypertension/Diabetes on treatment		
7	AnginaAND Hypertension/Diabetes on treatment		
8	CT/MRI documented stroke <b>AND</b> Hypertension/Diabetes on treatment		
9	Pulmonary artery hypertension <b>AND</b> Hypertension/Diabetes on treatment		
10	Diabetes (> 10 years <b>OR</b> with complications) <b>AND</b> Hypertension on treatment		
11	Kidney/ Liver/ Hematopoietic stem cell transplant: Recipient/On wait-list		
12	End Stage Kidney Disease on haemodialysis/ CAPD		
13	Current prolonged use of oral corticosteroids/ immunosuppressant medications		
14	Decompensated cirrhosis		
15	Severe respiratory disease with hospitalizations in last two years/FEV1 <50%		
16	Lymphoma/ Leukaemia/ Myeloma		
17	Diagnosis of any solid cancer on or after 1st July 2020 <b>OR</b> currently on any cancer		
	therapy		
18	Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major		
19	Primary Immunodeficiency Diseases/ HIV infection		
	Persons with disabilities due to Intellectual disabilities/ Muscular Dystrophy/ Acid		
20	attack with involvement of respiratory system/ Persons with disabilities having high		
	support needs/ Multiple disabilities including deaf-blindness		

# Annexure 1(B): Certificate to identify individuals with co-morbidities that enhance the risk of mortality in COVID-19 disease for priority vaccination (To be filled by a Registered Medical Practitioner)

	Name of beneficiary:					
_	Age: Gender:					
_	Address:					
_	Mobile phone number:					
_	Identification document:	<del></del> ,				
_		<del></del> ,				
I	f, Dr, working as					
ŀ	f, Dr, working as have reviewed the above named individual and certify that he/she has the below men	ntioned				
	conditions based on the records presented to me. A copy of the records on which this cer					
i	s based is attached.					
	Presence of ANY ONE of the following criteria will prioritize the individual for vacci	nation				
SN	Criterion	Yes/No				
1.	Heart Failure with hospital admission in past one year					
2.	Post Cardiac Transplant/Left Ventricular Assist Device (LVAD)					
3.	Significant Left ventricular systolic dysfunction (LVEF <40%)					
4.	Moderate or Severe Valvular Heart Disease					
5.	Congenital heart disease with severe PAH or Idiopathic PAH					
6.	Coronary Artery Disease with past CABG/PTCA/MI					
	AND Hypertension/Diabetes on treatment					
7.	AnginaAND Hypertension/Diabetes on treatment					
8.	CT/MRI documented stroke AND Hypertension/Diabetes on treatment					
9.	Pulmonary artery hypertension AND Hypertension/Diabetes on treatment					
10.	Diabetes (> 10 yearsOR with complications) AND Hypertension on treatment					
11.	Kidney/ Liver/ Hematopoietic stem cell transplant: Recipient/On wait-list					
12.	End Stage Kidney Disease on haemodialysis/ CAPD					
13.	Current prolonged use of oral corticosteroids/ immunosuppressant medications					
14.	Decompensated cirrhosis					
15.	Severe respiratory disease with hospitalizations in last two years/FEV1 <50%					
16.	Lymphoma/ Leukaemia/ Myeloma					
17.	Diagnosis of any solid cancer on or after 1st July 2020 Orcurrently on any cancer					
	therapy					
18.	Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major					
19.	Primary Immunodeficiency Diseases/ HIV infection					
20.	Persons with disabilities due to Intellectual disabilities/ Muscular Dystrophy/ Acid					
	attack with involvement of respiratory system/ Persons with disabilities having high					
	support needs/ Multiple disabilities including deaf-blindness					
I am aware that providing false information is an offence.  Name of RMP:						
	Medical Council registration number of RMP:					
	Date of issuing the certificate:					
ŀ	Place of issue: (Signature of RMP)					





USER MANUAL FOR VACCINATION REQUEST





#### 1. Overview

Citizen between 18 to 44 age group having comorbid conditions is requested to submit vaccination request through this portal. COWIN registration is mandatory for submitting this request. COWIN reference number must be entered in this request.

District health authorities shall process the submitted request and on approval you will get an SMS regarding vaccination date and venue details.

# 2. Comorbidity Certificate

Comorbidity certificate format can be downloaded from the homepage by clicking the link. This shall be filled and certified by Medical Practitioner. The same shall be uploaded while doing vaccination request.

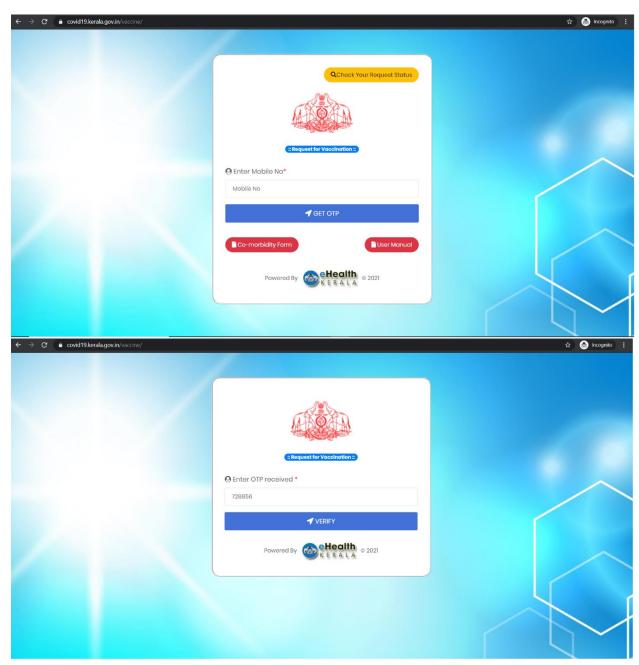
# 3. Login And Verification

- Type below URL in any browser in your computer or mobile. https://covid19.kerala.gov.in/vaccine/
- 2. Login page will be displayed.
- 3. Enter your mobile number and click "Get OTP".
- 4. You will be directed to the OTP verification screen.
- 5. Enter the OTP received in your mobile.
- 6. If the OTP is verified correctly, you will then be redirected to the vaccination request form



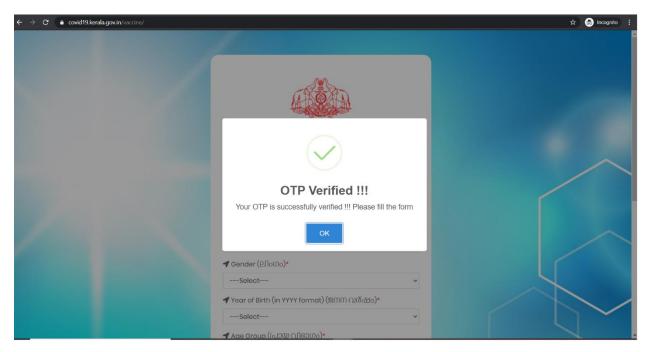










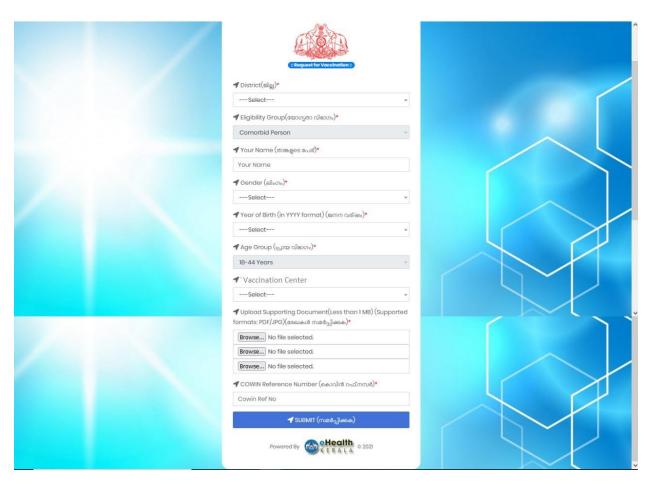


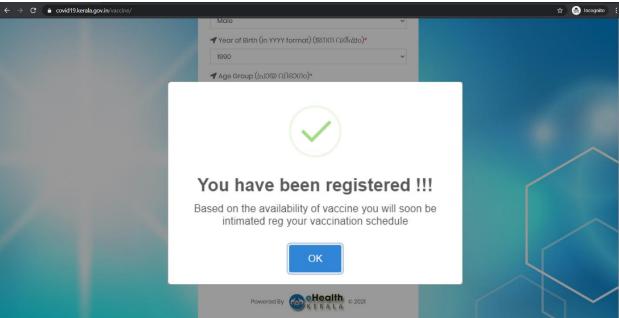
# 4. Request Submission

- In the request form, please provide following informations.
  - 1. Select your district.
  - 2. Eligibility Group Currently the vaccination request is only for persons with any comorbidities in the age group of 18 to 44 years.
  - 3. Your Name (as in ID Card)
  - 4. Your Gender
  - 5. Your Year of Birth It shall be such that your age is between 18 years and 44 years.
  - 6. Age Group
  - 7. Select preferred vaccination center → Based on vaccine availability the center might be changed and informed through SMS.
  - 8. Upload Documents: Form Annexure 1(B) Certificate to identify individuals with co-morbidities that enhance the risk of mortality in COVID-19 disease for priority vaccination. (To be filled by a registered medical practitioner)
  - 9. Enter your COWIN Reference Number You must register in COWIN Portal (cowin.gov.in) to apply for vaccination. The COWIN reference number has to be 14 digits.
- After filling up the form click SUBMIT button
- On successful submission alert will be shown.







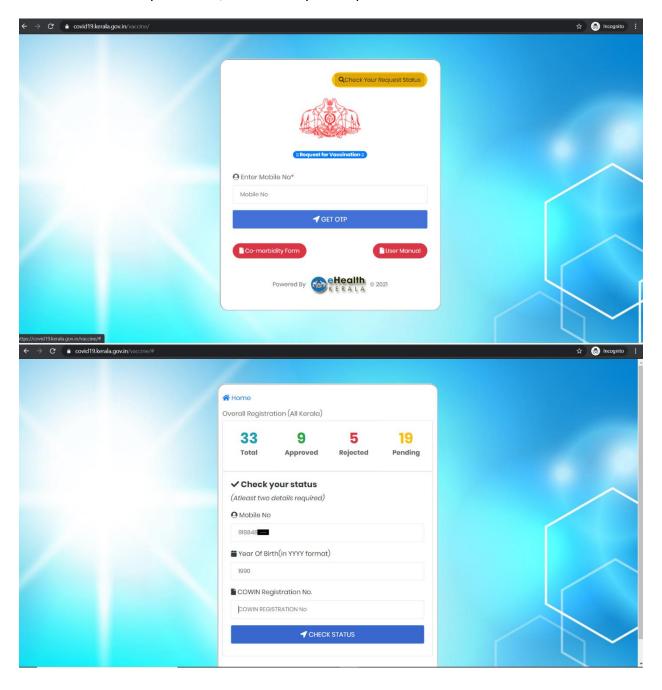






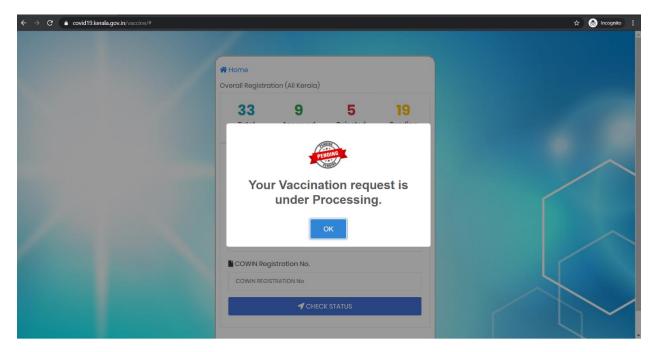
# 5. Request Status

- ➤ In login page click "Check Your Request Status".
- > Enter your registered mobile number, registered year of birth, COWIN Registration Number.
  - You have to enter any two of these values.
- If successfully validated, it will show your request status.













# 6. List Of Comorbidities

SN	Criterion			
1.	Heart Failure with hospital admission in past one year			
2.	Post Cardiac Transplant/Left Ventricular Assist Device (LVAD)			
3.	Significant Left ventricular systolic dysfunction (LVEF <40%)			
4.	Moderate or Severe Valvular Heart Disease			
5.	Congenital heart disease with severe PAH or Idiopathic PAH			
6.	Coronary Artery Disease with past CABG/PTCA/MI			
	AND Hypertension/Diabetes on treatment			
7.	Angina AND Hypertension/Diabetes on treatment			
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11.	Kidney/ Liver/ Hematopoietic stem cell transplant: Recipient/On wait-list			
12.	End Stage Kidney Disease on hemodialysis / CAPD			
13.	Current prolonged use of oral corticosteroids/ immunosuppressant medications			
14.	Decompensated cirrhosis			
15.	Severe respiratory disease with hospitalizations in last two years/FEV1 <50%			
16.	Lymphoma/ Leukaemia/ Myeloma			
17.	Diagnosis of any solid cancer on or after 1st July 2020 or currently on any cancer			
	therapy			
18.	Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major			
19.	Primary Immunodeficiency Diseases/ HIV infection			
20.	Persons with disabilities due to Intellectual disabilities/ Muscular Dystrophy/ Acid			
	attack with involvement of respiratory system/ Persons with disabilities having high			
	support needs/ Multiple disabilities including deaf-blindness.			





REQUEST PROCESSOR- USER MANUAL



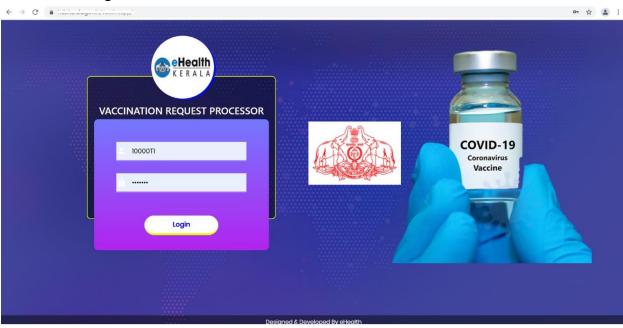


#### 1. Overview

Citizen between 18 to 44 age group having comorbid conditions will submit vaccination request through this portal. District health authorities shall process these requests. On approving/rejecting a request SMS will be sent to the requested person. Once scheduled, SMS will be sent mentioning the vaccination center and scheduled date.

# 2. Login

- Type below URL in any browser in your computer or mobile. https://covid19.kerala.gov.in/vaccineapp/
- 2. Login page will be displayed.
- 3. Enter your PEN number as username and password.
- 4. Click "Login"



#### 3. Home Screen

- Once user login home page will be displayed.
- ➤ Home page will have brief description about the available options.
- District wise request status count will be displayed.
- On the left side menu there are 4 options
  - Pending requests
  - My Pending List
  - Schedule Approval List
  - Generate Report

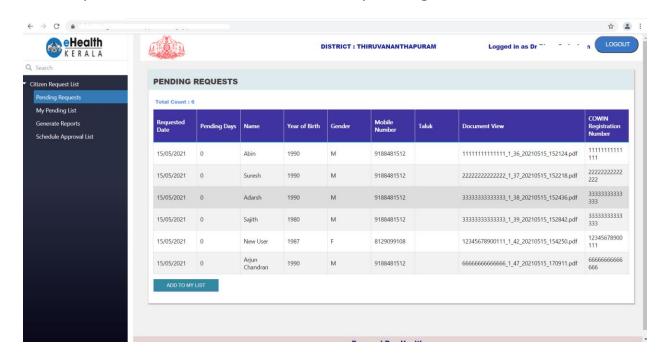






# 3.1 Pending Requests

- When user login they will get respective district's total pending requests.
- From the total pending list user can click "Add To My List" which will allocate first 25 requests to that user's "My Pending List".
- User can see the request details from the pending list.
- Uploaded documents can be viewed by clicking the file name.

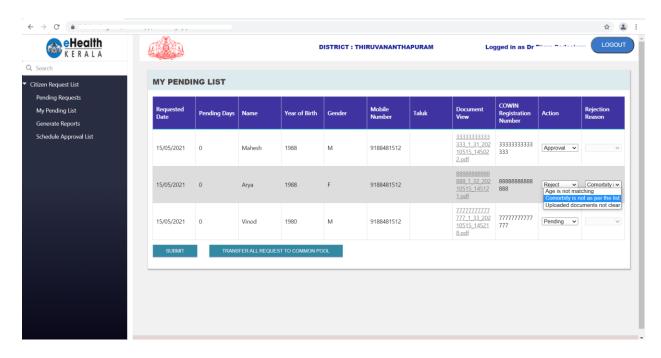






# 3.2 My Pending List

- Requests that is allocated to logged in user will be listed here.
- > Request date, pending days and other request details will be shown for verification.
- Uploaded documents can be viewed by clicking the file name.
- ➤ User can select the status in the action column dropdown. This will have option to "Approve", "Reject"," On-Hold", "Pending".
- After selecting the status against all requests, click submit button to save the status against each.
- ➤ If status is selected as "Rejected" rejection reason must be selected.
- ➤ All pending requests that is allocated for a user can be moved back to common pool by clicking "Transfer All Requests To Common Pool". You can either submit all applications with updated status or transfer all application back to main list.

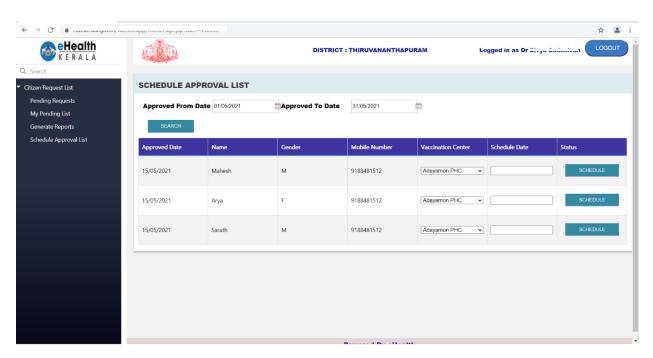






# 3.3 Schedule Request

- ➤ All approved request of the district will be listed in this screen.
- > The user can schedule by selecting vaccination center and schedule date.
- > Schedule can be updated one by one.
- Once schedule is updated SMS will be sent to citizen mentioning vaccination center and date.

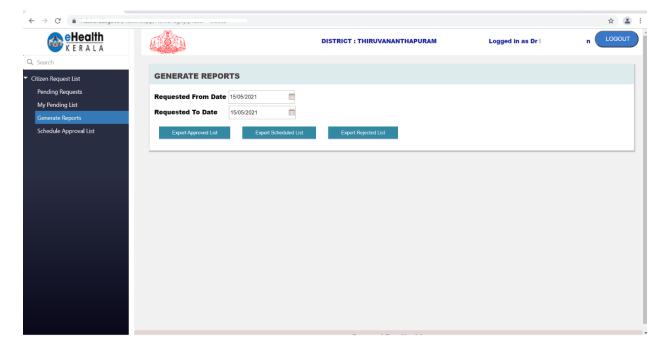


# 3.4 Generate Report

- ➤ On the left side menu, you can click on the "Generate Report" option to generate various reports based on requested date is will available.
- > Date selection is based on requested date.
- "Export Approved List" will provide approved request details.
- "Export Schedule List" will provide schedule request details.
- "Export Rejected List" will provide rejected request details.











राजेश भूषण, आईएएस सचिव RAJESH BHUSHAN, IAS SECRETARY भारत सरकार स्वास्थ्य एवं परिवार कल्याण विभाग स्वास्थ्य एवं परिवार कल्याण मंत्रालय Government of India Department of Health and Family Welfare Ministry of Health and Family Welfare

> D.O No. 1940407/2020/lmm 13<sup>th</sup> May 2021

Dear Clleague,

COVID-19 vaccination drive in India has completed 117 days during which we have been able to vaccinate 17.7 crore beneficiaries of which 3.9 crore beneficiaries have completed the two doses schedule of vaccination as per the recommended interval of 4 weeks for Covaxin and 6-8 weeks for Covishield. This has been possible due to the proactive involvement of all States and UTs.

- 2. In view of the emerging scientific evidences, the interval between two doses of a specified COVID-19 vaccine i.e. COVISHIELD, has been revisited by Covid Working Group of The National Technical Advisory Group on Immunization (NTAGI) and subsequently by National Expert Group on Vaccine Administration for COVID-19 (NEGVAC) in its meeting held on 12<sup>th</sup> May 2021. NEGVAC has recommended revision in schedule of Covishield to administer the 2<sup>nd</sup> dose at 12-16 weeks interval after 1<sup>st</sup> dose instead of earlier interval of 6-8 weeks.
- 3. MoHFW, Government of India has since accepted the recommendation of NTAGI and NEGVAC. Therefore, the States and UTs are advised to ensure 2nd dose of Covishield to beneficiaries within this stipulated time interval of 12-16 weeks after 1st dose.
- 4. I request you to kindly instruct the concerned officials to undertake necessary steps to widely disseminate the message of revised dosing interval amongst programme managers, vaccinators and recipients of COVISHIELD vaccine and ensure adherence of revised dosing interval. Requisite changes are being carried out in the Co-WIN platform and would be separately communicated to the States/UTs. You are also requested to note that this decision of revised time interval between two doses is applicable only to Covishield and not to Covaxin vaccine.

Yours sincerely

(Rajesh Bhushan)

Chief Secretary, All States & UTs,

Copy to:

Additional Chief Secretary/Principal Secretary/Secretary(Health)

All States & UTs

## Annexure V

### COWIN updates - 15th May 2021

- A. Following features are being deployed tonight on CoWIN -
- 1. **Minimum Age settings**: For 18-44 vaccination, the minimum age parameter can be set to any value from 18 to 44. For example, if in a state people in the age group of 35 to 44 years are to be prioritized, the minimum age can be set to 35 years. In such a case the sessions for people less than 45 years of age will be for 35-44 years, with validations in place, and will also be visible as sessions for 35-44 years in the appointments module.
- 2.  $2^{nd}$  dose reservation: The session creation module now provides the facility for reserving slots for  $2^{nd}$  dose, for both online and on-spot slots. The DIO/Site manager can fully or partly reserve slots for  $2^{nd}$  dose as per the plan and the number of beneficiaries in the due list. The due lists have been made available both at the state and the district level, as reports in the CoWIN system.
- 3. With the changes as mentioned in para 2, citizens will only be shown relevant slots for appointment, i.e. those who are seeking appointment for dose will be shown sites, sessions and slots for 1<sup>st</sup> dose and likewise for 2<sup>nd</sup> dose.
- 4. Validations have been put in place to **prevent over booking**
  - This would be applicable to both online slots and on-spot slots (for 45+).
  - This would also be applicable to 1st and 2nd dose slots.
  - The system will not permit overbooking.
  - Number of slots for any category cannot be reduced.
  - On-spot appointments will not be possible against online slots. Bookings through online appointments will have to be honoured.
  - However, in order to ensure that people are not returned if the vaccines are available, the DIO/Site manager can edit an ongoing session to increase the capacity.
  - For example if at the time of creation of a session the online slots were fixed as 50 and reserved slots as 100, with 50 each for 1<sup>st</sup> and 2<sup>nd</sup> dose; and if for any reason 70 people turn up for 2<sup>nd</sup> dose for on-spot appointment, then the DIO can edit the session to increase the 2<sup>nd</sup> dose onsite slots to 70 (or more, as the case may be).
- 5. Validations have been put in place to ensure that HCW/FLW and citizens aged 45 or more are vaccinated in sessions for 45+ only. It will not be possible to add HCWs/FLWs in the sessions for 18-44. However, in case of FLWs, this validation is only applicable for FLWs as defined by the GoI. The HCW/FLWs separately identified by the States/UTs will continue to be identified as citizens for the time being.

- 6. Validations have been put in place to ensure that people from 45+ are not added to sessions for 18-44 and vice versa.
- 7. COVISHIED **minimum period between the first and second dose has been set to 84 days**. Validations have been put in place to allow appointments (both online and on-spot) only after the requisite minimum period is over. Those who already have an online appointment for 2<sup>nd</sup> dose of COVISHIELD, may also be advised to book later. However, if they so choose, the CoWIN system will permit their vaccination.
- 8. The third vaccine SPUTNIK V has been added in the system. It may be noted that SPUTNIK V also has a regimen of 2 doses with a period of 21 days between the 2 doses. It may also be noted that the dose 1 and dose 2 vaccines of SPUTNIK V are different vaccines. The system will keep the different names of the 2 vaccines in the background. However, it may be ensured that while procuring doses, if at all, preferably the contract of full courses (both doses) may be done to ensure that the 2<sup>nd</sup> dose vaccines are also available in sufficient quantities for complete vaccination of beneficiaries.

# B. Upcoming features -

# 1. On-site registration and appointments for 18 to 44 years age group -

- This feature will be enabled next week with flexibility also to plan fully reserved sessions for facilitated cohorts of beneficiaries.
- In this age group, the states may decide the eligibility for prioritization
- The COWIN system will provide the feature for capturing of eligibility document as may be prescribed by the State.
- The eligibility may be examined on-site before registration just as was being done for 45+ with comorbidities or is done for on-site registration of HCWs/FLWs.
- The states will have to undertake their own IEC for such criteria and also about the vaccination schedule for the facilitated cohorts.
- Since, on-site registration is session specific, the states may plan for fully online or fully or partly reserved sessions as they may decide, for example on the alternate days or below a certain level of public health facilities etc.
- 2. Software interface for special sessions for Persons Without Identity Cards Will be rolled out by the mid of next week. Preparations such identification of social groups, key facilitators, vaccination sites and preparation of schedule etc. may be completed.
- 3. Error correction module -
  - Will be rolled out by the end of next week.

- Citizens/beneficiaries will be able to raise correction requests for correction in name, gender, year of birth, ID card number, date of vaccination, vaccine type, CVC name and vaccination status.
- Citizens will be able to do some changes themselves.
- The correction requests will have to be resolved by the DIOs.
- Corrected certificate will be generated on correction.
- Only one-time change will be permitted.
- Detailed guidance and SOPs will be issued separately.

# 4. Spacing of online appointment slots -

- The feature is under development and will be deployed next week.
- The online appointment slots will be distributed in 4 intervals during the session duration.
- In the meanwhile suitable IEC may be done.

# 5. CoWIN API policy -

- CoWIN already provides Public CoWIN APIs through API-Setu.
- The API policy for providing authorization keys for the restricted API will be released next week.