



ALL FOR THEM PLANNER

Use this checklist to guide your actions as you complete all of the necessary steps for implementing the All for Them program in your community.




This is a recommended timeline — you may accomplish these tasks more quickly!

6 MONTHS - 1 YEAR BEFORE CLINIC

	SCHOOL / DISTRICT	HEALTH CARE PROVIDER	
<input type="checkbox"/>	Identify current resources you can leverage to successfully implement All for Them. (See Assess Organizational Capacity)	Identify current resources you can leverage to successfully implement All for Them. (See Assess Organizational Capacity & Expand Immunization Services to Nonprimary Care Settings)	<input type="checkbox"/>
<input type="checkbox"/>	Identify school(s) to implement All for Them (districts only).	Identify schools/districts to implement All for Them.	<input type="checkbox"/>
<input type="checkbox"/>	Appoint district- and campus-level champion(s) to lead the All for Them implementation. (See Identify Program Champions)	Appoint provider champion(s) to lead the All for Them implementation. (See Identify Program Champions)	<input type="checkbox"/>
<input type="checkbox"/>	COLLABORATE: Schedule a meeting to secure an implementation partner and secure clinic date(s). (See Build an Implementation Partnership)		<input type="checkbox"/>
<input type="checkbox"/>	Ask the school administrative team(s) to add the clinic event(s) to all calendars.	Ask the clinical administrative team to add the clinic event(s) to all calendars.	<input type="checkbox"/>





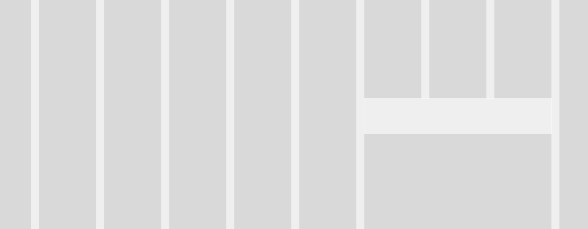
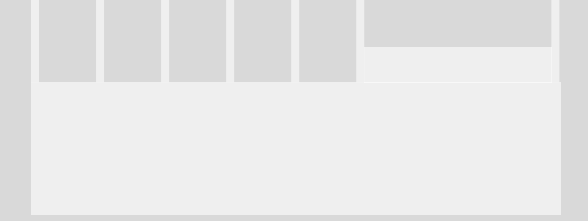
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2 MONTHS BEFORE CLINIC

	SCHOOL / DISTRICT	HEALTH CARE PROVIDER	
<input type="checkbox"/>	Schedule a program kick-off meeting with school champions. (See <u>Host a Kickoff Meeting</u>)	Schedule a program kick-off meeting with provider champions. (See <u>Host a Kickoff Meeting</u>)	<input type="checkbox"/>
<input type="checkbox"/>	COLLABORATE: Take the school nurse education course to refresh your HPV vaccine skills and encourage your implementation partner to have their relevant staff participate to ensure consistent communication with families. (See <u>HPV Vaccination Nurse Education Course & Tips for Talking with Parents about HPV Vaccine</u>)		<input type="checkbox"/>
<input type="checkbox"/>	Reserve a space for the clinic. (See <u>Prepare the Clinic Setup</u>)	Share clinic site expectations with school champion (See <u>Prepare the Clinic Setup</u>).	<input type="checkbox"/>
		Order vaccines and clinic supplies. Consider registering with the Texas Vaccines for Children program to offset vaccine cost.	<input type="checkbox"/>
<input type="checkbox"/>	Print* program cover letter and fact sheet to combine in the consent packet (See <u>Consent Packet Guide</u>). *If electronic forms are used, create a combined PDF with items referenced above.	Order consent forms* for each student at the participating school(s). (See <u>Consent Packet Guide</u>) *If electronic forms are used, share the link or electronic forms with the school champion.	<input type="checkbox"/>
<input type="checkbox"/>	COLLABORATE: Provider: Deliver consent forms to school/district champion, consider collaborating to collate consent packets.		<input type="checkbox"/>



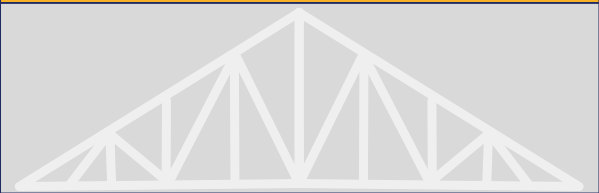
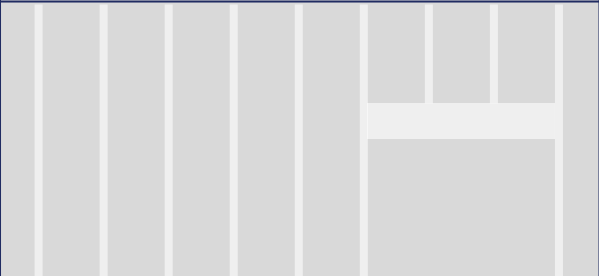
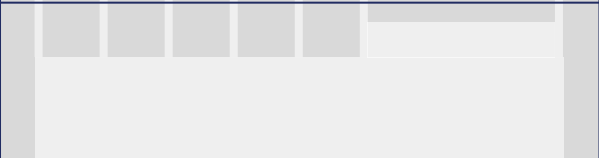
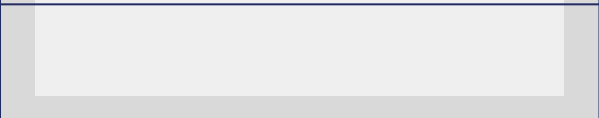


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1 MONTH BEFORE CLINIC

	SCHOOL / DISTRICT	HEALTH CARE PROVIDER	
<input type="checkbox"/>	Adapt the Parent Communication Templates and share with your school district's IT or communications department to promote the vaccine clinic through multiple parent communication channels. For teams implementing at the school level, share the templates with your school's IT staff member.	Encourage school champion(s) to utilize Parent Communication Templates to advertise the clinic to families.	<input type="checkbox"/>
<input type="checkbox"/>	Deliver consent packets to school nurse(s) or other champion(s) at selected school(s) to hand out to students. (See Consent Packet Guide) For teams implementing at the school level, distribute packets/consent forms to students.		
<input type="checkbox"/>	Promote the vaccine clinic at parent events at your school. (See Tips for Vaccination Clinic Planning and Management)	Attend parent events at participating school(s) to promote the vaccine clinic and provide vaccine education. (See Tips for Vaccination Clinic Planning and Management)	<input type="checkbox"/>
<input type="checkbox"/>	Advertise your clinic to parents through: call-out/text-blasts, school's social media, website, and marquee. (See Parent Communications Templates)		
<input type="checkbox"/>	Call parents of students with vaccine delinquency and/or encourage 6th grade families to be proactive. Send an additional packet home with students as needed. (See Letter to 6th Grade Parents)		
<input type="checkbox"/>	Remind teachers to return consent forms to school champion(s) and provide incentives to increase participation. (See Tips for Vaccination Clinic Planning and Management)		





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1 - 2 WEEKS BEFORE CLINIC

	SCHOOL / DISTRICT	HEALTH CARE PROVIDER	
<input type="checkbox"/>	Continue to advertise your clinic to parents through call-out/text-blasts, social media, website, and marquee. (See <u>Parent Communications Templates</u>)		
<input type="checkbox"/>	Remind teachers and students to return consent forms to nurse and encourage teachers to send clinic information to parents through parent communication apps. (See <u>Clinic Awareness Electronic Flyer</u>)		
<input type="checkbox"/>	Review returned consent forms and track completion status. (See <u>Consent Form Tracker</u>)		
<input type="checkbox"/>	Print school district vaccine records and attach to complete consent forms.		
<input type="checkbox"/>	COLLABORATE: Transfer complete consent forms to provider partner.		<input type="checkbox"/>
		Print ImmTrac2 immunization records for each child who returns completed forms and register patients into clinic's EHR system.	<input type="checkbox"/>

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WEEK OF CLINIC

	SCHOOL / DISTRICT	HEALTH CARE PROVIDER	
<input type="checkbox"/>	Print HPV vaccine next-dose reminder cards to provide to eligible students during vaccine clinic. (See <u>HPV Vaccine Next-Dose Reminder Cards</u>)		
<input type="checkbox"/>	Ensure reserved clinic space includes tables, chairs, large trash cans, power outlets, and Wi-Fi access. (See <u>Prepare the Clinic Setup</u>)	Secure privacy curtain or partition, if available, for privacy of students during the clinic. (See <u>Prepare the Clinic Setup</u>)	<input type="checkbox"/>
<input type="checkbox"/>	Keep track of completion status of returned forms and continue to print vaccine records and schedules. (See <u>Consent Form Tracker</u>)	Continue to accept incoming patient consent forms and print ImmTrac2 vaccine records for new patients.	<input type="checkbox"/>
<input type="checkbox"/>	Make daily morning announcements to remind staff and students of the upcoming clinic.		

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DAY OF CLINIC

	SCHOOL / DISTRICT	HEALTH CARE PROVIDER	
<input type="checkbox"/>	Reserve parking spots for mobile provider (if needed) and confirm set-up has been arranged for clinic. (See <u>Prepare the Clinic Setup</u>)	Transport vaccines and clinic supplies to school. (See <u>Prepare the Clinic Setup</u>)	<input type="checkbox"/>
<input type="checkbox"/>	Print school district vaccine records and class schedules for any last-minute consent packets returned on clinic day.	Print ImmTrac2 vaccine records for any last-minute consent packets returned on clinic day.	<input type="checkbox"/>
<input type="checkbox"/>	Print and set up sign-in sheet. (See <u>Clinic Sign-in Log</u>)		
<input type="checkbox"/>	COLLABORATE: Call students to the clinic site. (See <u>Tips for Vaccination Clinic Planning and Management</u>) Check with provider regarding how many students to call at a time.		<input type="checkbox"/>
<input type="checkbox"/>	Make copies of each vaccinated child's stamped record and document vaccine data. (See <u>Data Tracking and Analysis Log</u>)	Vaccinate students and track vaccines given to each patient. (See <u>Data Tracking and Analysis Log</u>)	<input type="checkbox"/>

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AFTER CLINIC

	SCHOOL / DISTRICT	HEALTH CARE PROVIDER	
<input type="checkbox"/>	Enter all vaccine data into school district immunization record for each student.	Enter all patient vaccine data into the clinic's EHR system (and ImmTrac2 if parent consents).	<input type="checkbox"/>
<input type="checkbox"/>	Send aggregate vaccine report to principal or district's health services director.	Report vaccine data to your leadership team.	<input type="checkbox"/>
<input type="checkbox"/>	COLLABORATE: Debrief with provider and school leadership to inform improvements (Schools/Districts/Health Care Providers).		<input type="checkbox"/>

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PLAN YOUR NEXT ALL FOR THEM EVENT!

We encourage you to take advantage of the notes section to document insights, challenges, recommendations, and any details relevant to your specific implementation plans. This feature will not only help track the current implementation cycle but also provide valuable guidance for future program implementers within your organization. Tracking your process systematically can aid you in creating a success report at the end of your implementation journey (see the [Maintain All for Them in your Organization](#) tool).

