

BEST PRACTICES CHECKLIST FOR LTC PROVIDERS



*Federal guidance for the 2026–2027 respiratory virus season is forthcoming.
Resources will be updated as new recommendations become available.*

There are four core vaccines recommended for respiratory viruses that impact long term care (LTC) residents and staff: **Influenza, Pneumococcal, COVID-19, and Respiratory Syncytial Virus (RSV)**. These vaccines can significantly decrease the risk of serious illness, hospitalization, or death from these common respiratory viruses. All residents should also be vaccinated against pneumonia.

This checklist covers best practices to make sure long term care providers are prepared for vaccination season and achieve high vaccination rates.

- ☐ Determine which residents are eligible for the pneumococcal vaccine.
 - Refer to the Centers for Disease Prevention and Control (CDC) resource on [Pneumococcal Vaccine Timing for Adults](#).
- ☐ Pre-order or verify access to an adequate **supply of vaccine**:
 - Contact your LTC pharmacy or supplier of vaccines to make sure you will have enough vaccine.
 - Ask your pharmacy or supplier whether you can order more vaccine later in the year if the initial supply is not adequate.
 - Refer to the Centers for Disease Prevention and Control (CDC) for [selection of vaccine](#) that is most effective in the population that you serve.
- ☐ Ensure appropriate **storage** of vaccine in your facility.
 - Check with the pharmacy or supplier on vaccine storage requirements and shelf-life.
- ☐ **Obtain orders** for vaccines
 - Talk to your medical director if standing orders are not in place for Flu or Pneumonia vaccines
 - Covid-19 and RSV vaccines require a patient-specific clinician order.
- ☐ **Promote** the vaccines in your facility.
 - Some promotional ideas include:
 - Posters
 - Letter to residents / family members / representatives
 - Resident council meetings
 - All staff meetings or morning huddles

Refer to <https://getvaccinated.us/> for promotional materials.

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- **Offer** the vaccine to residents.
 - Determine the process you will use to offer staff and residents vaccines.
 - Review tips on how to have vaccine discussions with residents and staff.
 - Use CDC Vaccine Information Sheets (VIS) for
 - Influenza: [CDC VIS for influenza](#)
 - COVID-19: [CDC VIS for COVID-19](#)
 - RSV: [CDC VIS for RSV](#)
 - Pneumonia: [CDC VIS for pneumococcal vaccine](#)
 - **NOTE:** Providing a VIS or discussing risk and benefits of the vaccine suffice for informed consent and signed consent is not required but it is often used by providers.
- **Document** vaccine information in the medical record or EMR.
 - **NOTE:** CMS regulations require that you document offering the vaccine and specific information about the vaccine when administered.
 - Determine whether your EMR has a vaccine record module and make sure you complete all the fields so you have information needed to report vaccine information to NHSN or State registries.
- **Report** vaccine administration.
 - CMS has requirements related to the reporting of influenza and COVID-19 vaccine through the CDC's National Health and Safety Network (NHSN).
 - Some states require reporting of an individual who receive the vaccine. If you are not sure whether your state requires reporting, check with your [state public health department](#).