



## Recording Vaccine for Children (VFC) Program Vaccine Storage Unit Temperatures in the New York State Immunization Information System (NYSIIS)

Effective January 1<sup>st</sup>, 2015, the New York State Department of Health (NYSDOH) Vaccine Program will require providers enrolled in the VFC Program to use the NYSIIS Temperature Log (Temp Log) to record twice daily temperatures for their storage units (refrigerators and freezers) containing VFC vaccines. Reporting storage unit temperatures that hold “private” vaccine is not required. Temperature monitoring of publicly purchased vaccine for other programs, e.g., STD clinic or Hepatitis B Program, may continue to be recorded on paper Temp Logs if those vaccines are kept in a storage unit that does not contain VFC vaccine. Temperature readings need to be taken at the start and at the end of each clinic day, and recorded along with the date, time of the temperature reading and the initials of the person taking the temperature. **Temperatures need to be recorded manually twice daily regardless of whether there is a temperature alarm, a chart recorder thermometer, or a digital data logger.** NYSDOH VFC Program recommends using the Immunization Action Coalition paper temperature log located <http://www.immunize.org/clinic/storage-handling.asp>. The information recorded on the paper Temp Log, including days closed, will need to be entered in NYSIIS at a minimum of every two weeks; data entry may be done as frequently as daily.

### Important Information to Remember

- **Temp Log readings must be entered within a 15 day window.** Temp Logs can only be entered in NYSIIS within 15 days following the date the temperature was observed (e.g., a June 1 temperature cannot be entered after June 15). If a temperature is not entered into NYSIIS within the 15 day window, a paper copy of that month’s Temp Log will need to be maintained in the provider’s office for a minimum of 3 years in order to comply with federal VFC requirements. If all Temp Log information has been entered for the month in NYSIIS, you do not need to keep the paper log for that month.
- **Users may only make edits in the NYSIIS Temp Log within 48 hours of data entry.**

### Log In

1. Log into HCS [https://hcsv4.health.state.ny.us/public/hcs\\_login.html](https://hcsv4.health.state.ny.us/public/hcs_login.html).
2. Select the application **NYSIIS – Production** (New York State Immunization Information System). *Note: If you have access to more than one organization, be sure to select the correct organization associated with your VFC PIN before entering Temp Log information.*

### Manage Temp Log – Adding New Storage Units in NYSIIS

*Note: Follow these steps before you enter your first Temp Log and if you purchase a new unit.*

1. In the menu panel on the left side of the NYSIIS homepage under the Maintenance section, select **Manage Temp Log**. The Temp Log Management page will display.
2. Select the **Add Unit** button in the upper right screen. **Add/Edit Refrigerator or Freezer** will display.
3. In the **Unit Name** field, enter a name for the storage unit. Be as descriptive as possible e.g., 1<sup>st</sup> Floor VFC Fridge and 1<sup>st</sup> Floor VFC Freezer, and use the same name on paper logs. If entering non-VFC storage unit Temp Logs, label as “Private.”
4. Select either **Refrigerator or Freezer** by clicking in the radio button in front of the unit type.
5. **Active** is the default selection when entering new units, but be sure the radio button is selected.
6. Select either **Fahrenheit or Celsius** as the temperature scale for the unit by clicking in the radio button in front of the scale type.
7. Select the **Save** button in the upper right screen to save the information you have entered. If more units need to be added, go back and follow steps [2] to [7].



### Entering NYSIIS Temp Logs

*Note: You must enter twice daily temperatures within 15 days of the date it was observed. No edits may be made after 48 hours of entry.*

1. Select **Record Temp Log** under Inventory in the menu panel on the left side of the screen.
2. Select the appropriate **storage unit name** from the Unit dropdown list.
3. Select the **dates** to enter. By default, the log will display the past 7 days. To enter information about the previous 7 days, click on the calendar icon next to the field, select the date, click OK, then click the **View** button to refresh the screen and show the new date range. If a date is beyond the 15 day window, you will not be able to enter data for those days.
4. In the appropriate **date row** and **for both AM and PM rows**, enter the following:

A	B	C	D	E
Select <b>time</b> temperature was taken from the dropdown list. Both AM and PM times range from 12 AM to 11:45 PM in 15 minute intervals. You may round the time to the nearest interval.	If office was closed all day, check <b>both</b> AM and PM <b>Office Closed</b> boxes. If office was open, leave blank.	Select <b>Out of Range or In Range temp</b> from dropdown list. If Out of Range selected, go to 4D and 4E. If temp was not out of range, go to step 5.	Enter <b>actual Out of Range temperature</b> in the Out of Range field.	Enter a <b>Comment</b> as to why the temp was Out of Range (if known) and what steps were taken. <i>Contact the NYSDOH VFC Program within 24 hours.*</i>

\* Contact the NYSDOH VFC Program at 1-800- KID-SHOT or 1-800-543-7468 when an out of range temperature has been observed. For more information on steps to take for an out of range temperature, see the NYSDOH 2014 Vaccine Storage and Handling Plan, Emergency Action in your VFC packet or the [CDC's Storage and Handling Toolkit](http://www.cdc.gov/vaccines/recs/storage/toolkit/default.htm) (www.cdc.gov/vaccines/recs/storage/toolkit/default.htm)

5. Select the **Save** button when all information has been entered on that page. The **NYSIIS user's name** will then automatically display in the **Reported By** column.

### Manage Temp Log - Modify Existing Storage Units

*Note: Follow these steps if you need to modify a storage unit's name, stop using a unit, or change the temperature scale.*

1. On the NYSIIS home page, in the menu panel on the left side of the screen, under the **Maintenance** section, select **Manage Temp Log**. The Temp Log Management page will display.
2. Select the **unit name hyperlink** under the Select a Refrigerator/Freezer to Edit column. The Add/Edit Refrigerator or Freezer screen will display.
3. **Edit appropriate field(s)**: Unit Name, Appliance Type, Status, or Temperature scale.
4. Select the **Save** button in the upper right screen to save the information you have entered, or select the **Cancel** button if you do not wish to save the edits made. Both selections will take the user to the Temp Log Management page.