



**Questions and Answers from the August 6, 2014 Webinar  
New York State Immunization Information System (NYSIIS)  
Temperature Log Training**

**Access to NYSIIS**

Q1: How do I get a Health Commerce System (HCS) and New York State Immunization Information System (NYSIIS) account?

A1: To use NYSIIS you must first have an individual HCS account, and then access to your organization (practice) in NYSIIS. For more information, please see the *Checklist to Go Live with NYSIIS* located at [http://www.health.ny.gov/prevention/immunization/information\\_system/docs/go\\_live\\_with\\_nysiis\\_checklist.pdf](http://www.health.ny.gov/prevention/immunization/information_system/docs/go_live_with_nysiis_checklist.pdf)

**Keeping Temperature Logs**

Q2: How long do we need to record both on paper and through the NYSIIS program?

A2: Unless you are logging into NYSIIS twice a day to enter your Vaccine for Children (VFC) vaccine storage unit temperatures, you will want to document the temperatures on a paper temperature log (Temp Log) UNTIL the information is entered in NYSIIS; then the paper log may be discarded. Providers are required to keep three (3) years of VFC vaccine storage unit Temp Log documentation, so you will have a combination of paper and electronic logs for at least a few years. For example, today is August 7, 2014 and Dr. ABC is having a VFC site visit by New York State Department of Health (NYSDOH) staff. Dr. ABC has entered his VFC vaccine refrigerator and freezer storage unit temperatures into NYSIIS for July 1, 2014 through today. NYSDOH staff checked the NYSIIS Standard Temp Log Report for the time period August 7, 2011 – August 7, 2014 and found the electronic logs for the time period July 1, 2014 through today. Staff requested Dr. ABC produce copies of VFC Temp Logs from August 7, 2011 to June 30, 2014, which he had in a binder.

Q3: We are required to keep Temp Log records for 3 years. Do we need to print the Standard Temp Log report from NYSIIS each month or can they be stored (and saved) electronically?

A3: You do not need to print the NYSIIS Temp Log each month. They will be stored and saved electronically in NYSIIS.

**Faxing Paper Temperature Logs to NYSDOH**

Q4: Are we still required to fax our paper Temp Logs to NYSDOH VFC Program every month?

A4: No, do not fax your Temp Logs to the NYSDOH VFC Program.



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**Multiple PINs/Multiple Organizations**

- Q5: I am at XXX Health Department and we have 2 refrigerators and 1 freezer for all our vaccines. We have four (4) separate PINs: XXX26 for our regular clinics, XXX26S for our vaccines given to us for STD, XXX26M for our migrant vaccines, and XXXX20 for MMRs for adults going back to school. I have been entering our Temp Logs under our main PIN XXX26. Am I supposed to be entering the Temp Logs under each PIN?
- A5: Effective January 1, 2015 providers enrolled in the NYSDOH VFC Program will be required to use the NYSIIS Temp Log to record twice daily temperatures for their vaccine storage unit refrigerator and freezer 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. You do not have to report Temp Logs for the other PINs. It sounds like you are reporting your Temp Logs exactly as you should be doing, under your VFC PIN XXX26.

**Who is required to Log Temperatures of Vaccine Storage Units?**

- Q6: Does the logging of temps for vaccine storage apply only to Physician offices and outpatient clinics, or does it apply to the acute hospital setting as well?
- A6: All health care providers enrolled in the NYSDOH VFC Program receiving publicly purchased vaccine to administer to children under the age of 19 years are required to monitor the temperature of the units (refrigerator and freezer) where the vaccine is stored twice every day the office is open and record on a Temp Log.

**Temperature Log Data Exchange/Uploads**

- Q7: We have central temperature recording capabilities that can be exported to an excel spreadsheet. Will you be able to receive our data electronically in NYSIIS as opposed to manual entry?
- A7: No, NYSIIS does not have the capability to upload Temp Logs. Temp Logs need to be entered manually.



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Q8: There was a "data exchange" on the left side of the NYSIIS page, is that something that may be applicable someday, rather than manual data entry?

A8: No, we do not have plans to exchange temperature data at this time.

**Standard Temp Log Report**

Q9: Will the Temp Log report show all units for the organization on the same report?

A9: If a provider has entered all VFC vaccine storage units in the NYSIIS Temp Log Management page and their corresponding Temp Logs on the NYSIIS Temp Log page, all of the information entered for those units will display in the organization's Standard Temp Log Report for the appropriate date range entered.

**Recording of Temperatures**

Q10: How do we record temperatures when working at another office? For example, we cover weekend sick visits for our sister practice but we only have access to our practice (organization) in NYSIIS.

A10: VFC vaccine storage unit temperatures must be checked twice every day the office is open and documented on a Temp Log. Staff covering the "weekend sick visits" can check the temperatures and document them on a paper log. NYSDOH recommends using the IAC Temp Log located at <http://www.immunize.org/>. The health care provider at the sister practice is responsible for assigning staff access to their NYSIIS organization so the Temp Logs can be entered in NYSIIS. Temperatures must be reported in NYSIIS within 15 days of the date they are taken so reporting in NYSIIS may wait until the following week.

**Reporting Office Closed**

Q11: Can you set up closed days that are routine, for example Sat & Sun, so they are all shown as closed?

A11: No, you will need to assign those days as closed each time.



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**Reporting Room Temperatures**

Q12: Why is room temperature no longer required to be reported?

A12: NYS VFC Program has never required room temperature. However, some states do and that is why it is on the paper IAC Temp Log.

**Frequency of Reporting Temperature Logs**

Q13: How often do we have to submit the Temp Log in NYSIIS?

A13: Temp Logs must be entered in NYSIIS within 15 days of the current date. For example, if you logged into NYSIIS on August 7, 2014 you would only be able to enter temperatures for August 1, 2014 to August 7, 2014 on the Temp Log page that is displayed and the week before (July 25, 2014 to July 31, 2014) by selecting that date range. It is up to you if you want to enter them daily, weekly or every 2 weeks.

**Digital Data Loggers**

Q14: Do we need to start using digital data loggers for our thermometers? If so, when?

A14: Digital data loggers are not required by NYSDOH VFC Program but are recommended by NYSDOH and the CDC.