

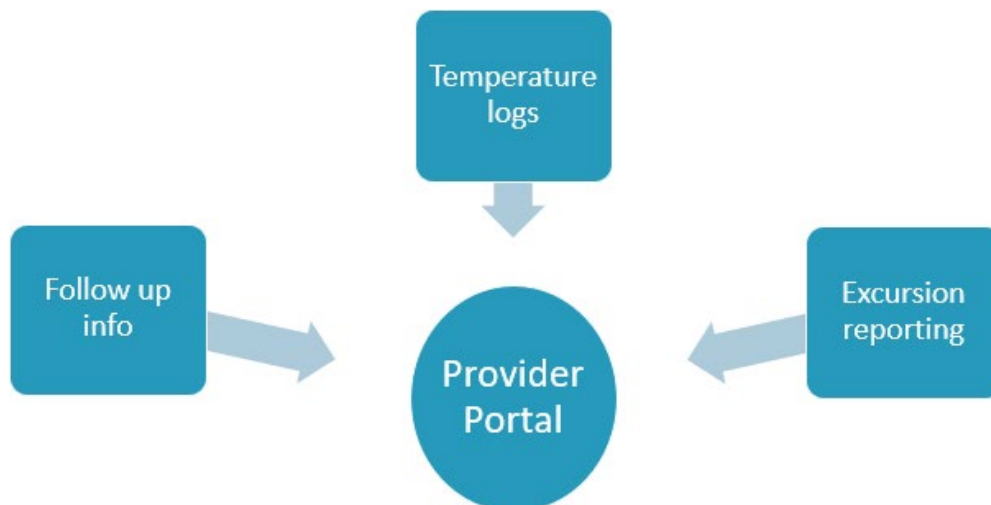
# Guide to Using the Provider Portal in REDCap

**Purpose:** Help providers understand the new guidelines for submitting temperature logs to the Office of Immunization

Providers who are enrolled in the Adult Vaccine Program (AVP) and Childhood Vaccine Program (CVP) are required to submit temperature logs monthly for storage units that they store state supplied vaccines in. A link will be sent to the primary and backup vaccine coordinator(s) at each facility via an automated email on December 1<sup>st</sup>. The email will come from [WAAdultVaccines@doh.wa.gov](mailto:WAAdultVaccines@doh.wa.gov) or [WACHildhoodVaccines@doh.wa.gov](mailto:WACHildhoodVaccines@doh.wa.gov). This link will be the same every month, so it can be bookmarked and saved in the browser.

## What is the Provider portal?

The provider portal is a landing page that allows the submission of temperature logs, reporting excursions, and submitting follow up information requested by the programs in one place.



## How to submit Temperature Logs in the Portal:

1. Select the link to REDCap that is sent via email on the first of the month. (If it is bookmarked it in the browser, it will be the same link).

- The facility PIN (WAIS ID) will be requested on the landing page. The previous month's submissions can be viewed and there will be a link at the bottom titled ***Submit temperature monitoring survey.***

Survey Queue [Get link to my survey queue](#)

**Washington State Department of HEALTH**

Temperature Monitoring Portal

From here, you can:

- Submit temperature logs for the most recent month
- Upload temperature logs
- Complete follow-up from previous temperature monitoring submission
- Resubmit for missing days or data as requested
- Attach DDLs or temperature logs as requested
- Report Temperature Excursions and Vaccine Viability data

[Click for Manufacturer Contacts and Online Stability Tools](#)

**Reminder: Temperature logs are due the first week of the following month.**

For additional questions, reach out to [WAdultVaccines@doh.wa.gov](mailto:WAdultVaccines@doh.wa.gov) or [WAChildhoodVaccines@doh.wa.gov](mailto:WAChildhoodVaccines@doh.wa.gov)

Thank you for your continued participation in the Washington State Department of Health Vaccine Programs!

**Hello Fahey, Lehner and Kovacek Test!**

Click 'Submit Temperature Monitoring Survey' below to begin.

Status	Survey Title
Completed	Temperature Monitoring Survey -- #1: March 2023 Monthly Temperature Logs
Completed	Temperature Monitoring Survey -- #2: April 2023 Monthly Temperature Logs
Completed	Temperature Monitoring Survey -- #3: May 2023 Monthly Temperature Logs
	<a href="#">Submit Temperature Monitoring Survey</a>

- Select monthly temperature log and select the month and year. Additional notes can be added at the bottom. Click submit when complete.

Survey Queue [AAA](#)

**Washington State Department of HEALTH**

Temperature Monitoring Survey

Hello Fisher, Krajcik and Macejkovic Test!

Complete the survey below to submit temperature monitoring information for your facility.

For questions or guidance and support, reach out to:

Adult Vaccine Program- [WAdultVaccines@doh.wa.gov](mailto:WAdultVaccines@doh.wa.gov)

Childhood Vaccine Program- [WAChildhoodVaccines@doh.wa.gov](mailto:WAChildhoodVaccines@doh.wa.gov)

Please provide your email to receive testing feedback.

\* must provide value This is only required during testing.

What would you like to submit?

☒ Monthly Temperature Logs

☐ DDLs for Follow-up

☐ Temperature Logs for Follow-up

☐ Report Temperature Excursion and Vaccine Viability

What month are you submitting for?

\* must provide value

What year are you submitting for?

\* must provide value

Is there anything else you would like to share?

Expand

**select the correct month and year**

- The storage unit(s) associated with the provider agreement on file will appear. Make sure that the temperature log is uploaded under the correct storage unit.

What year are you submitting for?

**Cold Storage Unit 1 -#2ed**

What type of storage equipment is this?	Refrigerator	Type of Unit (select one):	Commercial Standalone
Manufacturer	Accusol's Med-Lab	Model No.	ARS6MLD2B

Have you used this unit during the past month to store vaccines?

☒ Yes  
☐ No  
☐ No, but storing vaccines in new storage unit noted in comments.

Did a temperature excursion occur over this month for this unit?

☒ Yes  
☐ No

Upload Temperature Logs for Storage Unit 1 -#2ed.

Upload DDLs for Storage Unit 1 -#2ed.

Add comments related to Storage Unit 1 -#2ed here.

**Cold Storage Unit 2 -Freezer 7**

What type of storage equipment is this?	Freezer	Type of Unit (select one):	Commercial Standalone
Manufacturer	Accusol's MED2	Model No.	FS24L7MED2

Have you used this unit during the past month to store vaccines?

☐ Yes

## How to report an excursion in the Portal:

- It will be a requirement that all temperature excursions be reported through the portal. Excursions can be submitted with temperature logs or entered when they occur. It is highly recommended that excursions are entered as soon as they happen since the documentation is available.
- Select **Report Temperature Excursion and Vaccine Viability**, the month and year, and the associated storage unit. Additional fields will populate to complete the submission.

Washington State Department of HEALTH

**Temperature Monitoring Survey**

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Childhood Vaccine Program- [ChildhoodVaccines@doh.wa.gov](mailto:ChildhoodVaccines@doh.wa.gov)

What would you like to submit?

☐ Monthly Temperature Logs  
☐ DDLs for Follow-up  
☐ Temperature Logs for Follow-up  
☒ Report Temperature Excursion and Vaccine Viability

Are you submitting this as follow-up for a recent monthly temperature log submission?

☐ Yes  
☒ No

What month are you submitting for?

What year are you submitting for?

For what units do you need to submit documentation? (Select all that apply.)

☒ Cold Storage Unit 1 -#2ed

What type of storage equipment is this?	Refrigerator	Type of Unit (select one):	Commercial Standalone
Manufacturer	Accusol's Med-Lab	Model No.	ARS6MLD2B

**Temperature Excursion**

**Instructions:** Please answer the following questions about your recent temperature excursion. If you have already reported this temperature excursion previously to this submission please indicate below to skip this section.

Have you already reported the temperature excursion(s) indicated prior to this submission?

☐ Yes  
☒ No

Have you contacted the manufacturer(s) and determined vaccine viability for all vaccines?

☒ Yes  
☐ No

Beginning Date of Excursion

Length of time the vaccine was out of range (in hours)

Height or lowest Temperature recorded for unit(s) during excursion

Height or Lowest Temperature Unit

What caused this temperature excursion?

What steps were taken once the excursion was identified?

Is the unit or unit(s) currently functioning correctly?

Was any COVID-19 vaccine involved in this temperature excursion?

What vaccine(s) the manufacturer(s) determination for the excursion?

☐ All vaccines were deemed viable  
☐ All vaccines were deemed viable except produced multivaccines  
☐ All vaccines were deemed non-viable  
☐ Some vaccines were deemed viable and some were deemed non-viable

## Submitting follow-up information in the portal:

1. If additional information is required for a temperature log, an email will be sent from the program with a request for information (including the specific storage unit).



2. Depending on the request, select one of the following options:
  - a. *Digital Data Log (DDLs) for Follow-up*
  - b. *Temperature Logs for follow-up*
  - c. *Report Temperature Excursion and Vaccine viability*
3. Respond to the remaining questions that appear.

The screenshot displays the 'Temperature Monitoring Survey' form. It includes contact information for the Adult and Childhood Vaccine Programs. A section for 'Provider feedback email' has a text input field containing 'angela.boyer@doh.wa.gov'. Below this, a question 'What would you like to submit?' has four radio button options: 'Monthly Temperature Logs' (selected), 'DDLs for Follow-up', 'Temperature Logs for Follow-up', and 'Report Temperature Excursion and Vaccine Viability'. The last option is highlighted with a red box. At the bottom, there are dropdown menus for 'What month are you submitting for?' (set to September) and 'What year are you submitting for?' (set to 2023).

Washington State Department of  
**HEALTH**

**Temperature Monitoring Survey**

Hello Fahey, Lehner and Kovacek Test!

Complete the survey below to submit temperature monitoring information for your facility.

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Adult Vaccine Program- [WAAdultVaccines@doh.wa.gov](mailto:WAAdultVaccines@doh.wa.gov)

Childhood Vaccine Program- [WACHildhoodVaccines@doh.wa.gov](mailto:WACHildhoodVaccines@doh.wa.gov)

Please provide your email to view Provider feedback email.

\* must provide value

What would you like to submit?

\* must provide value

☒ Monthly Temperature Logs

☐ DDLs for Follow-up

☐ Temperature Logs for Follow-up

☐ Report Temperature Excursion and Vaccine Viability

reset

What month are you submitting for?

\* must provide value

What year are you submitting for?

\* must provide value

If there are any questions or technical issues, please contact the program at [WAAAdultVaccine@doh.wa.gov](mailto:WAAAdultVaccine@doh.wa.gov) or [WACHildhoodVaccines@doh.wa.gov](mailto:WACHildhoodVaccines@doh.wa.gov)

**Links and Resources:**

- [Childhood Vaccine Program](#)
- [Adult Vaccine Program](#)
- [Childhood Vaccine Program Training](#)
- [Childhood Vaccine Program Storage and Handling](#)
- [Temperature Monitoring Logs](#)
- Ultra-Cold Freezer Temperature Monitoring Log (Pfizer COVID-19)  
[Fahrenheit \(PDF\)](#) | [Celsius \(PDF\)](#)