



#### CVP TRAINING SERIES:

NAVIGATING TEMPERATURE LOG SUBMISSION IN REDCAP Office of Immunization November 16, 2023

#### AGENDA

- Holiday Shipping Schedule
- Important Dates
- Introduction to the REDCap Portal
- Submitting Temperature Logs
- Reporting Excursions
- Submitting Follow-up Information



	1	NOVEMBER 2023	3	
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Normal Ordering Normal Deliveries	2	3
6 Normal Ordering Normal Deliveries	7	8	9	10 CLOSED <u>No Ordering</u> <u>No Deliveries</u>
13 Normal Ordering Normal Deliveries	14	15 Orders processed after this day may not ship until after 11/27/2023	16	17
<b>20</b> Normal Ordering Normal Deliveries	21 Normal Ordering Limited Deliveries	22 Normal Ordering <u>No Deliveries</u>	23 CLOSED <u>No Ordering</u> <u>No Deliveries</u>	24 CLOSED No Ordering No Deliveries
27 Normal Ordering Normal Deliveries	28	29	30	

#### Vaccine Order Processing and Delivery Days

#### Vaccine Order Processing and Delivery Days

		DECEMBER 2023	3	
Monday	Tuesday	Wednesday	Thursday	Friday
				1 Normal Ordering Normal Deliveries
4 Normal Ordering Normal Deliveries	5	6 Orders placed after this day may not deliver before January	7	8
11 Normal Ordering Normal Deliveries	12	13	14	15
18 Normal Ordering Normal Deliveries	19 Normal Ordering Normal Deliveries	20 Normal Ordering Limited Deliveries	21 Normal Ordering Limited Deliveries	22 Normal Ordering <u>No Deliveries</u>
25 CLOSED <u>No Ordering</u> <u>No Deliveries</u>	26 Normal Ordering Limited Deliveries	27 Normal Ordering Limited Deliveries	28 Normal Ordering Limited Deliveries	29 Normal Ordering <u>No Deliveries</u>

		JANUARY 2024	· ·	
Monday	Tuesday	Wednesday	Thursday	Friday
1 CLOSED <u>No Ordering</u> <u>No Deliveries</u>	2 Normal Ordering Normal Deliveries	3 Orders not delivered in December start shipping this week	<b>4</b> .	5
8 Normal Ordering Normal Deliveries	9	10	11	12
15 CLOSED	16	17	18	19
No Ordering No Deliveries	Normal Ordering Normal Deliveries			
22 Normal Ordering Normal Deliveries	23	24	25	26
29 Normal Ordering	30	31		
Normal Deliveries				

#### Vaccine Order Processing and Delivery Days

#### Noting Temporary Change in Shipment Date/Time

- Note temporary changes to shipment date/time or other notes to the distributor in the 'Instructions' field
- Do not make notes to the distributor in the 'Comments' field, they are not exported with your order

Greate Order											_
Organization						First Name:				_	
Encility:						Middle Name:					
Phone Number:						Last Name:					
Phone Extension:						Address:					
Email:						City:					
						State:					
						Zip:					
Monday:		09:00	<b>v</b>	15:00	~	Tuesday:		09:00	· ·	17:00	~
Wednesday:		09:00	•	17:00	~	Thursday:		09:00	~	17:00	~
Friday:		08:00	×	15:00	~						
PIN:						Instructions:					
Order Date: 10/23/20 Submitter: SHEYLA	)23 PAYNE (S	SPAYNE)				Order Status: In	Progree	SS			
Comments:		<									
Inventory Last Subm	itted: 10/0	02/2023									
Vaccine Administ	tered Re	eport La	st Submitte	d: 01/0	6/2021						
Planca Submit us	our Mon	thly Vac	cine Admin	istere	d Report I	before reconcili	na vo	ur vad	cines.		
Please Submit VC			onito / turnin	101010	anoporti	00101010000000					
Last Order Submitted:	10/11/202	23 10:54:4	2 AM								
Last Order Submitted: Order Set:	10/11/202 select	23 10:54:4	2 AM		~						
Last Order Submitted: Order Set: Inventory Transaction	10/11/202 select	23 10:54:4	2 AM ber Summary	Edit Te	✓	Doses Administere	ed Repo	ort			
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Corder Submitt yc Corder Set: Inventory Transaction Order Frequency: M Order Schedule: Order Details	10/11/202 select n Report lonthly	23 10:54:4 Lot Num Order Tin	2 AM ber Summary ning: 1st to 1	Edit To	✓	Doses Administere	ed Repo	ort			
Corder Set: Inventory Transaction Order Frequency: M Order Schedule: Order Details Vaccine Vaccine Nar	10/11/202 select n Report lonthly	23 10:54:4 Lot Num Order Tin	2 AM ber Summary ning: 1st to 1 Dose Used L	Edit To 5th	emperature	Doses Administere	ed Repo	ort y Urger	nt Priority F	teason C	omn

## Temperature Log Submission in REDCap

#### Important Dates

#### December 1<sup>st,</sup> 2023

- Submit temp logs in REDCap
  - AVP only providers **REQUIRED**
  - CVP only providers **OPTIONAL**
  - Dually enrolled providers **REQUIRED**

#### January 1<sup>st</sup>,2024

- Submit temp logs in REDCap
  - CVP and AVP providers **REQUIRED TO SUBMIT LOGS VIA REDCap**

## INTRODUCTION TO THE PORTAL

# What is the portal?



## SUBMITTING TEMPERATURE LOGS

- Link will be sent 1<sup>st</sup> of the month
  - The primary and backup vaccine coordinator at each location will receive an automated email
  - Will come via <u>WAchildhoodVaccines@doh.wa.gov</u> or <u>WAAdultVaccines@doh.wa.gov</u>
  - Same link every month (bookmark it)
    - It will ask for facility PIN
- Answer questions, attach temp log and submit
  - Only submit one log for both AVP & CVP
  - Will still need to meet the same qualifications for temp logs
    - <u>Temperature Reporting Guide</u>
  - Follow up information will be submitted through the same link

#### • All previously completed months will show up for your reference

urvey Quèue	Get link to my survey queue
	Washington State Department of HEALTH
m here, y Submit te	Temperature Monitoring Portal ou can: mperature logs for the most recent month
1	
Uplo	ad temperature logs
Uplo Complete	ad temperature logs follow-up from previous temperature monitoring submission built for mining dawn or date on convected
Uplo Complete Resu	ad temperature logs follow-up from previous temperature monitoring submission bmit for missing days or data as requested b DDI so temperature logs as requested
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Uplo Complete Resu Attac Report Te For a ank you for Status * Completed	ad temperature logs follow-up from previous temperature monitoring submission bmit for missing days or data as requested h DDLs or temperature logs as requested Click for Manufacturer Contacts and Online Stability Tools Reminder: Temperature logs are due the first week of the following month. Cdiftional questions, reach out to WAAdutVacones@doh.wa.gov or WAChidhoodVacones@doh.wa.gov your continued participation in the Washington State Department of Health Vaccine Programs Hello Fisher, Krajcik and Macejkovic Test! Click 'Submit Temperature Monitoring Survey' below to begin. Survey Title Temperature Monitoring Survey – #1. March 2023 Monthly Temperature Logs

	Hello Fisher, Krajcik and Macejkovic 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
Completed	+ Submit Temperature Monitoring Survey

Click 'Submit Temperature Monitoring Survey'

#### You will select:

- ✓ What you are submitting
- ✓ Month
- ✓ Year
- ✓ Add notes or additional info you want to make sure is reviewed

	∜≣ Survey Que
Washington Sta HEA	te Department of
Temperature Monitoring Survey	
Hello Fisher, Krajcik and Macejkovic Test!	
Complete the survey below to submit temperature monitoring	ng information for your facility.
For questions or quidence and support reach out to	
Adult Vaccine Program- WAAdultVaccines@dob.wa.gov	1
Childhood Vaccine Program- WAChildhoodVaccines@	
Please provide your email to receive testing feedback.	This is only required during testing.
What would you like to submit? * must provide value	Monthly Temperature Logs DDLs for Follow-up Gmperature Logs for Follow-up Report Temperature Excursion and Vaccine Viability res
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?	
Subr	Expa

- The storage unit(s) associated with your provider agreement will show up
  - upload the temp log to the corresponding storage unit

What type of storage equipment is this:			
Manufacture	Refrigerator	Type of Unit (select one):	Commercial Standalone
Manufacturer	Accucold's Med-Lab	Model No.	ARS6MLDL2B
Have you used this unit during must provide value 9 Yes 9 No 9 No, but storing vaccines in nev No, but storing vaccines in nev Nid a temperature excursion occ mit?	the past month to store v v storage unit noted in comm ur over this month for this	ents.	reset
must provide value			
must provide value			reset
must provide value	orage Unit 1 #2ed.		reset <u>1 Upload file</u>
Indus provide value Jpload Temperature Logs for St must provide value Jpload DDLs for Storage Unit 1 : must provide value	orage Unit 1 #2ed. #2ed.		reset <u> <u> </u> </u>
Jpload Temperature Logs for Str must provide value Jpload DDLs for Storage Unit 1 : must provide value	orage Unit 1 #2ed. #2ed. e Unit 1 #2ed here.		reset <u> <u> </u> </u>
Innus provide value International provide value Ipload DDLs for Storage Unit 1: must provide value Kidd comments related to Storag	orage Unit 1 #2ed. #2ed. e Unit 1 #2ed here.		reset <u>Lupicad file</u> <u>Lupicad file</u> Expand
Ipload Temperature Logs for St must provide value Ipload DDLs for Storage Unit 1 : must provide value udd comments related to Storag	orage Unit 1 #2ed. #2ed. e Unit 1 #2ed here. Cold Storage Un	nit 2 -Freezer 7	reset <u>Upload file</u> <u>Upload file</u> Expand
must provide Value Jpload Temperature Logs for Sti must provide value Jpload DDLs for Storage Unit 1 : must provide value Add comments related to Storag What type of storage equipment is this :	orage Unit 1 #2ed. #2ed. e Unit 1 #2ed here. Cold Storage Ur Freezer	nit 2 -Freezer 7 Type of Unit (select one):	reset  Lupicad file  Lupicad file  Expand  Commercial Standalone

## **REPORTING EXCURSIONS**

## Reporting Excursions

- All excursions will be reported through the portal
  - When they occur
  - With temp log submission
- Select Report Temperature Excursion and Vaccine viability
- Make sure you have the following:
  - Any viability information you received from the manufacturer
  - DDLs

	ALIH	Temperature	Excursion
Temperature Monitoring Survey Hello Fahey, Lehner and Kovacek Test		Instructions: Please answer the following questions about your rece temperature excursion previous to this submission please indicate be Have you stready reported the temperature exourcion(s) indi	If temperature excursion. If you have already reported this slow to skip this section.
omplete the survey below to submit temperature n	onitoring information for your facility.	Yes     No     Have you contacted the manufacturer(s) and determined	reset vaccine viability for all vaccines?
or questions or guidance and support, reach out to		Note: You must determine veoche viebility before continuing or s Click for Manufacturer Contacte 1 must provide value	aving this submission. and Online Stubility Tools
Childhood Vaccine Program- WAChildhoodVac	cines@doh.wa.gov.	Yes Beginning Date of Excursion	Di Tuday, MO-Y
That would you like to submit? must provide value	Monthly Temperature Logs DDI s for Follow-up	Length of time the vacoine was out of range (in hours).	
	Report Temperature Excursion and Vaccine Viability	Highest or lowest Temperature reached for unit(s) during emperature excursion. I multiple units, please specify for each unit. I must provide value	
re you submitting this as follow-up for a recent mo mperature log submission? must provide value	nthly OYes No	Higher E of L cover the Imperature Unit Multi protein read What is accessed this temperature expursion? (Select all that apply.) 16565 main protein relate	Celatius Fahrenheit reset Celatius Cel
That month are you submitting for?	February 🗸		Storage unit boxeam or too cold Vaccine delivery not placed in storage unit Vaccine left on counter Vaccine put in the wrong storage unit Vaccine spotte in transit Vaccine spotte in transit Other
/hat year are you submitting for? must provide value	2023 🗸	What clops were taken once the exourcion was identified?	
or what units do you need to submit documentatio Select all that apply.) must provide value	1?	is the unit (or units) currently functioning correctly?	Expand Ves No model
Cold Sto	rage Unit 1 -#2ed	Was any COVID-19 vacoine involved in this temperature exourcion? * must provide value	Vas No
What type of storage equipment is Refrigerator this: Manufacturer Accucold's Med-Lab	Type of Unit (select one): Commercial Standal Model No. ARS6MLDL2B	ORE What westwere) the manufacturer(s) determination for the resoluter(s) much provide wear	reset  All vaccines were dearned viable.  All vaccines were dearned viable except punctured multi-dear viable.  All vaccines were dearned non-viable.  Some vaccines were dearned viable and some were dearned non-viable.

## SUBMITTING FOLLOW UP INFORMATION

## Submitting Follow Up Information

- A request may be sent for additional information
- Storage unit and issue found will be included
- Submit information through the same link



## Submit Follow Up Information

- Select either DDLs for follow up or Temperature Logs for follow up
- If an excursion was not reported
- Respond to remaining questions



#### Next Steps

#### • Additional training

- Additional short trainings will be available for each component the end of the month. They will be recorded and, on our website,
  - These will include step-by-step instructions and a screen-by-screen walkthrough
- Office hours beginning of December
- Contact the program with additional questions or concerns

## Make sure to check the Vaccine Blurbs and AVP newsletter for additional trainings and up-to –date information!

#### Links and Resources

- <u>Childhood Vaccine Program</u>
- Adult Vaccine Program
- 2023-2024 Holiday Shipping Calendar
- <u>Childhood Vaccine Program Training</u>
- <u>Childhood Vaccine Program Storage and Handling</u>
- <u>Temperature Monitoring Logs</u>
- Ultra-Cold Freezer Temperature Monitoring Log (Pfizer COVID-19) <u>Fahrenheit (PDF)</u> I <u>Celsius (PDF)</u>

## Questions?



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov. DOH 348-1013 November 2023