



MONTHLY TRAINING SERIES

REDCAP REFRESHER: SUBMITTING TEMPERATURE LOGS AND REPORTING TEMPERATURE EXCURSIONS

Office of Immunization
January 18th, 2024

AGENDA

- Program Reminders
- Introduction to the REDCap Portal
- Submitting Temperature Logs
- Reporting Excursions
- Submitting Follow-up Information

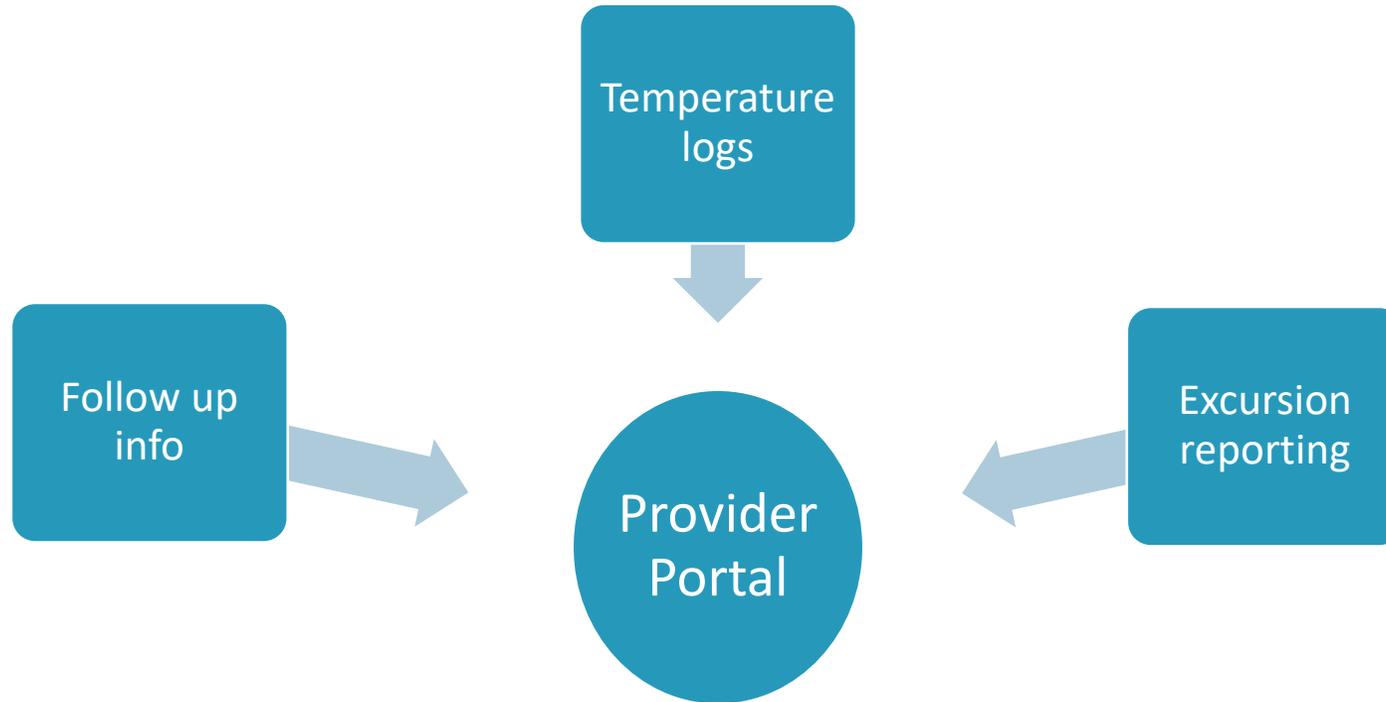
Program Reminders

Program Reminders

- **COVID Vaccine is on the Commercial Market**
 - Ensure best practices are being followed to reduce and eliminate COVID vaccine waste
 - Only order what you can store properly
 - Rotate stock
 - Do not dispose of vaccine
- **COVID Vaccine must be returned**
 - Follow instructions for [Online Vaccine Returns](#) in the IIS
- Email WAChildhoodVaccines@doh.wa.gov or WAAAdultVaccines@doh.wa.gov with any questions

Provider Portal in REDCap

What is the portal?



Submitting Temperature Logs

- Link will be sent 1st of the month
 - The primary and backup vaccine coordinator at each location will receive an automated email
 - Will come via WAChildhoodVaccines@doh.wa.gov or WAAAdultVaccines@doh.wa.gov
 - **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
 - [Temperature Reporting Guide](#)
 - Follow up information will be submitted through the same link
- Emails
 - Reminder links will be sent on the 8th of the month. **If you have already submitted temp logs, disregard the email**
 - Make sure contact information is up to date in provider agreement or email WAChildhoodvaccine@doh.wa.gov to update
 - Feel free to forward to staff in your organization may want access to the portal

Submitting Temperature Logs

- All previously completed months will show up for your reference

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 WAAdultVaccines@doh.wa.gov or WACHildhoodVaccines@doh.wa.gov

Thank you for 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.

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

For additional questions, reach out to WAAdultVaccines@doh.wa.gov or WACHildhoodVaccines@doh.wa.gov

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	+ Submit Temperature Monitoring Survey

Click 'Submit Temperature Monitoring Survey'

Submitting Temperature Logs

You will select:

- ✓ What you are submitting
- ✓ Month
- ✓ Year

- ✓ Add notes or additional info you want to make sure is reviewed

The screenshot shows the 'Temperature Monitoring Survey' form from the Washington State Department of Health. The form includes a header with the department's logo and name, a greeting, and instructions. It contains several sections: a contact information section with email addresses for Adult and Childhood Vaccine Programs; a feedback email field; a question 'What would you like to submit?' with radio button options for 'Monthly Temperature Logs', 'DDLs for Follow-up', 'Temperature Logs for Follow-up', and 'Report Temperature Excursion and Vaccine Viability'; two dropdown menus for 'What month are you submitting for?' and 'What year are you submitting for?'; and a text area for 'Is there anything else you would like to share?'. A red box highlights the 'What would you like to submit?' question and its options, and another red box highlights the month and year dropdowns with the text 'select the correct month and year'. A 'Submit' button is at the bottom.

Submitting Temperature Logs

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

What year are you submitting for? * must provide value

Cold Storage Unit 1 -#2ed

What type of storage equipment is this:	Refrigerator	Type of Unit (select one):	Commercial Standalone
Manufacturer	Accucold's Med-Lab	Model No.	ARS6MLDL2B

Have you used this unit during the past month to store vaccines?
* must provide value

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

Did a temperature excursion occur over this month for this unit?
* must provide value

Yes
 No reset

Upload Temperature Logs for Storage Unit 1 #2ed. [Upload file](#)
* must provide value

Upload DDLs for Storage Unit 1 #2ed. [Upload file](#)
* must provide value

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

Cold Storage Unit 2 -Freezer 7

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

Have you used this unit during the past month to store vaccines?
* must provide value

Yes



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

Temperature Excursion

Instructions: Please answer the following questions about your report temperature excursion. If you have already reported this report, skip this section.

Survey Queue

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.

For questions or guidance and support, reach out to:

Adult Vaccine Program- WAAdultVaccines@doh.wa.gov

Childhood Vaccine Program- WAChildhoodVaccines@doh.wa.gov

What would you like to submit? * must provide value

Monthly Temperature Logs

DDLs for Follow-up

Temperature Log for Follow-up

Report Temperature Excursion and Vaccine Viability

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

Yes

No

What month are you submitting for? * must provide value

February

What year are you submitting for? * must provide value

2023

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

Cold Storage Unit 1 -#2ed			
What type of storage equipment is this:	Refrigerator	Type of Unit (select one):	Commercial Standalone
Manufacturer	Accucold's Med-Lab	Model No.	ARS6MLDL2B



SUBMITTING FOLLOW UP INFORMATION

Links and Resources

- [Childhood Vaccine Program](#)
- [Adult Vaccine Program](#)
- [Online Vaccine Returns](#)
- [Guide Childhood Vaccine Program Training](#)
- [Childhood Vaccine Program Storage and Handling](#)
- [Temperature Monitoring Logs](#)
- [Guide to using the Provider Portal in REDCap](#)
- [Navigating Temperature Log Submission in REDCap](#)
- Ultra-Cold Freezer Temperature Monitoring Log (Pfizer COVID-19)
[Fahrenheit \(PDF\)](#) | [Celsius \(PDF\)](#)

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 doh.information@doh.wa.gov.

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