

# Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | [doh.wa.gov/cvp](https://doh.wa.gov/cvp) | [wachildhoodvaccines@doh.wa.gov](mailto:wachildhoodvaccines@doh.wa.gov)

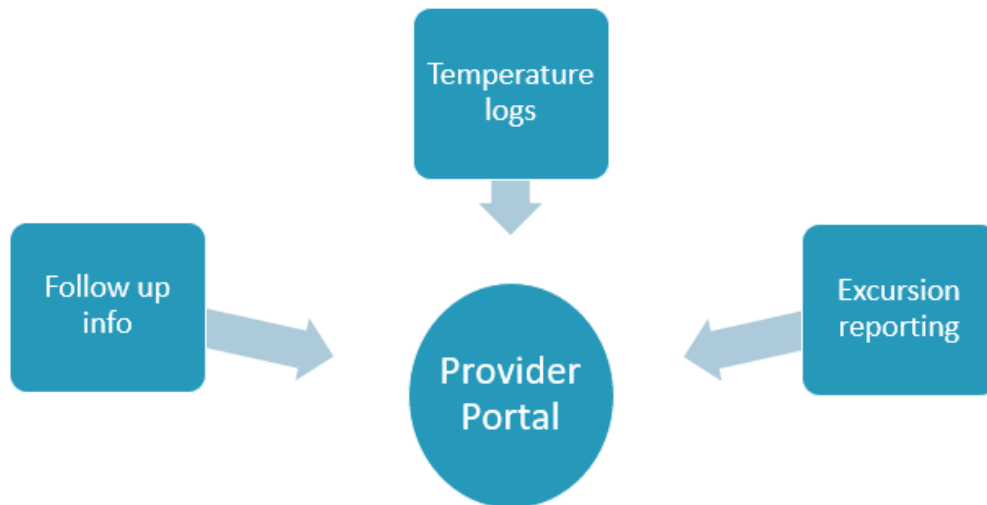
## Guide to Using the Provider Portal in REDCap

**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 [WChildhoodVaccines@doh.wa.gov](mailto:WChildhoodVaccines@doh.wa.gov) or [WAdultVaccines@doh.wa.gov](mailto:WAdultVaccines@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?

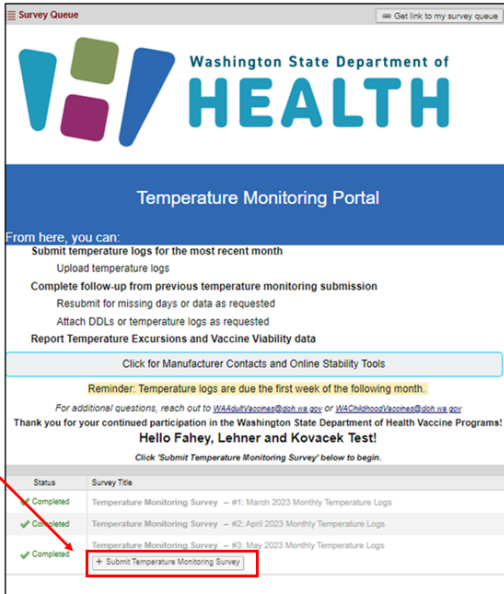
The provider portal is a landing page that allows the submission of temperature logs, reporting excursions, and submitting follow up information requested by the programs in one place.



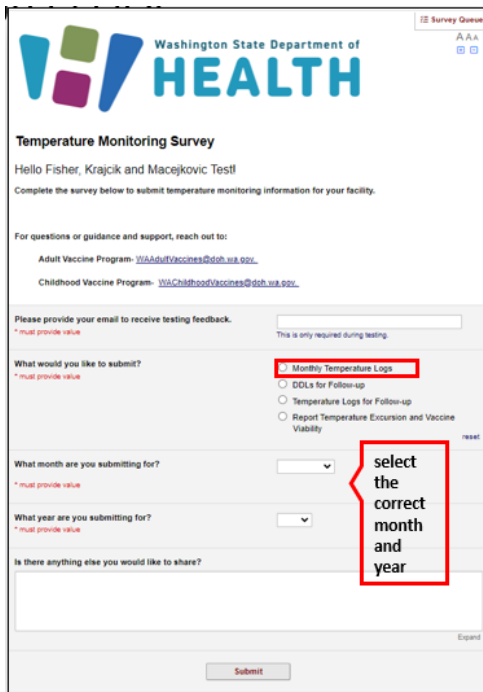
### How to submit Temperature Logs in the Portal:

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 months submissions can be viewed and there will be a link at the bottom titled *submit temperature monitoring survey*.



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



- 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:	Accucold's Med-Lab	Model No.:	ARS6MLDL2B

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. reset

Did a temperature excursion occur over this month for this unit?  
 Yes  
 No reset

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

Upload DDLs for Storage Unit 1 #2ed. Upload file

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?  
 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**  
 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- [VasAdultVaccines@oh.wa.gov](mailto:VasAdultVaccines@oh.wa.gov)  
 Childhood Vaccine Program- [VasChildhoodVaccines@oh.wa.gov](mailto:VasChildhoodVaccines@oh.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 reset

Are you submitting this as follow-up for a recent monthly temperature log submission?  
 Yes  
 No reset

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:	Accucold's Med-Lab	Model No.:	ARS6MLDL2B

**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 include below to skip this section.

Have you already reported the temperature excursion(s) indicated prior to this submission?  
 Yes  No reset

Have you contacted the manufacturer(s) and determined vaccine viability for all vaccines?  
 Yes  No reset

Beginning Date of Excursion  reset

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

Highest or lowest Temperature recorded for unit(s) during temperature excursion.  
 If multiple units, please specify for each unit.

Highest or Lowest Temperature Unit

What caused this temperature excursion?  
 (Select all that apply.)  
 Unit door open for cleaning/misting  
 Mechanical failure  
 Manual temperature override  
 Storage unit too tight or too loose  
 Vaccine delivery not placed in storage unit  
 Vaccine left on counter  
 Vaccine out in the wrong storage unit  
 Vaccine spoiled in transit  
 Other

What steps were taken once the excursion was identified?

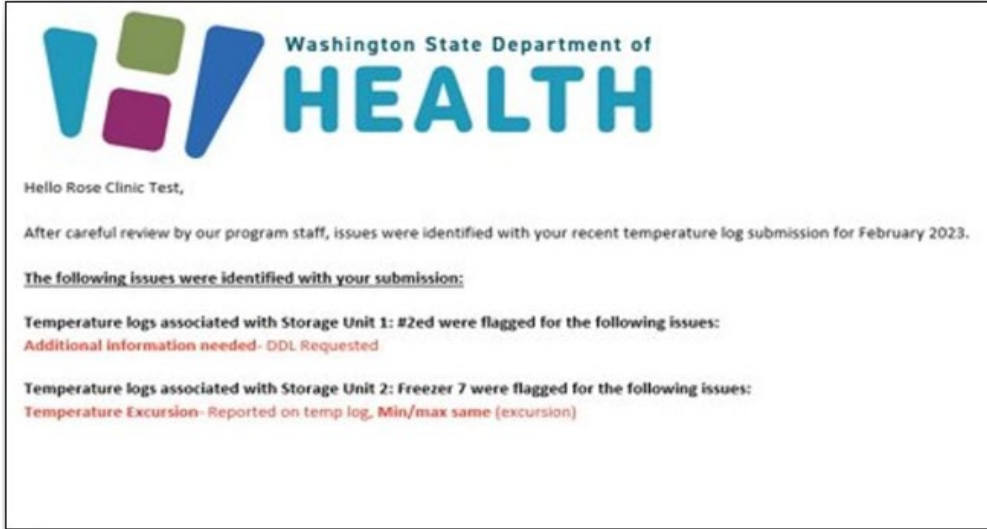
Is the unit (or units) currently functioning normally?  
 Yes  No reset

Was any COVID-19 vaccine involved in this temperature excursion?  
 Yes  No reset

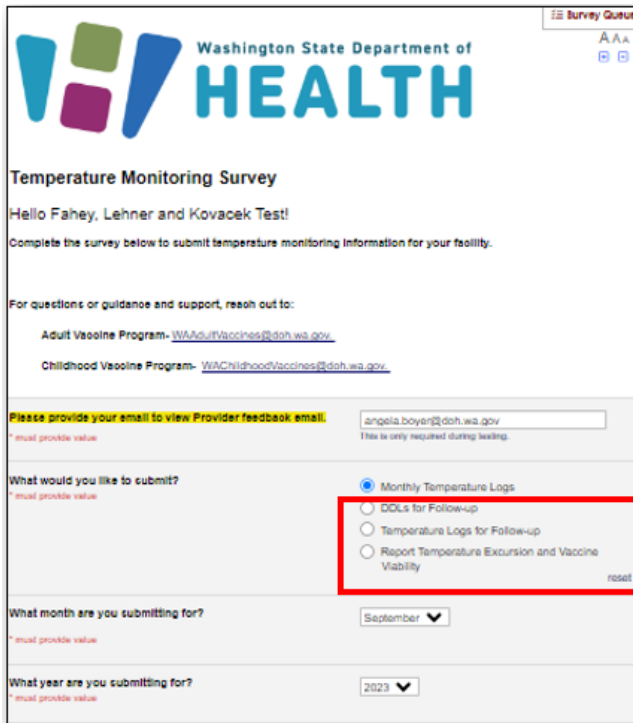
What was/were the manufacturer(s) determination for the reported?  
 All vaccines were deemed viable  
 All vaccines were deemed viable except produced/multidose vials  
 All vaccines were deemed non-viable  
 Some vaccine were deemed viable and some were deemed non-viable reset

**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.



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 \(PDF\)](#)