

# **Florida SHOTS™**

# **VFC TEMPERATURE LOGS**

# **QUICK TIPS**

## **Contact Information**

**[www.flshots.com](http://www.flshots.com)**

**Free help desk:**

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

## Quick Content Finder

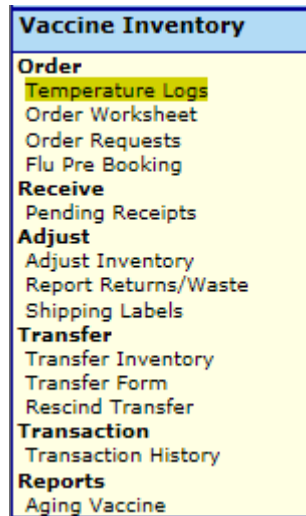
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# 1. ADDING INFORMATION ABOUT YOUR VFC VACCINE STORAGE UNITS INTO FLORIDA SHOTS

This guide helps Vaccines for Children (VFC) sites to enter and manage temperature logs within Florida SHOTS. Uploading VFC vaccine temperatures from a continuous temperature monitoring device is a requirement.

1. Log onto Florida SHOTS.
2. Navigate to the “VFC Inventory” menu.
3. Click “Temperature Logs” under “Order.” If you do not see this menu item and you need these permissions, please contact the primary or secondary VFC contact in your office to enable this function. If you are unsure who these individuals are, please contact the VFC Program office at 877-888-7468 and choose option 1.



## Adding Information about Your VFC Vaccine Storage Units into Florida SHOTS

Once you click “Temperature Logs,” the system will bring you to the “Refrigerators/Freezers List” where you will first need to add your VFC vaccine storage units. **Select your site’s “VFC Provider PIN” and “Identify Refrigerator and Freezers.”** All blue fields are required.

A screenshot of the 'Refrigerators / Freezers List' form in Florida SHOTS. The form is titled 'Refrigerators / Freezers List' and includes a 'Training Environment' button. The 'VFC Provider:' field is a dropdown menu with three options: 'Pin:501042 W BEACH', 'Pin:501043 BEACH PEDS', and 'Pin:501044 BEACH E'. Below this is a table with columns: 'PIN/EID', 'Identifier', 'R/F', 'Ended Date', and 'Show out-of-service units'. The table is currently empty, with a message: 'No records are on file for the selection criteria.' Below the table is a form for adding a new unit, titled 'Refrigerator/Freezer'. The form includes fields for: 'Pin/VFC EID:', 'Identifier: \*', 'Type: \*' (with radio buttons for 'Refrigerator' and 'Freezer'), 'Manufacturer: \*', 'Model: \*', 'Import Format: \*' (a dropdown menu with '-- Select --' and '(from currently in use Calibration record)'), 'Temperature Entry Blocked As of:', and 'Service Dates From: \*' and 'Thru:'. At the bottom of the form are 'Add' and 'Cancel' buttons.

# 1. ADDING INFORMATION ABOUT YOUR VFC VACCINE STORAGE UNITS INTO FLORIDA SHOTS (cont.)

- Identifier—This is a required field and needs very specific information, particularly for sites that have multiple refrigerators and/or freezers. For example, if your site has two refrigerators, you must differentiate between the two in Florida SHOTS before you can document your temperatures. To help distinguish between units, each “Identifier” should include the following: VFC PIN number, a dash, and the word “refrigerator or freezer.” In this example, if your site’s PIN number is 456789, for your site’s second refrigerator, you would use “456789–Refrigerator2” as the “Identifier.” You will need to make sure that the identifier you create on this page matches the identifier input into your logging device (such as the Log Tag TRED30-7R) which identifies the storage unit being measured.
- Type—Select the correct button to indicate whether the unit is the refrigerator or a freezer. Make sure you select accurately so that the system doesn’t incorrectly interpret temperature variances. (Allowable temperatures for a refrigerator are significantly higher than temperatures for a freezer.)
- Manufacturer—Fill in the refrigerator or freezer’s manufacturer.
- Model—Fill in the refrigerator or freezer’s model number.
- Import Format—This field must be set by the VFC Program office once they have validated your data logging device. Once this field is set by the VFC office, you are able to import your temperature file into Florida SHOTS.
- Service Dates—You must enter a “From” date to show the initial date of service for this unit within Florida SHOTS. Put in today’s date, as this might be the first date you will record a temperature for this unit within the registry. **You will not enter a “Thru” date** unless you determine that the refrigerator or freezer will no longer be used to store VFC vaccine. A reason for this could be the unit has stopped working altogether, you realize it is not consistently holding temperatures in range, or you have purchased a new unit. So when a current storage unit is no longer used to store VFC vaccine, you will go back to your “Refrigerators/Freezers List” and enter your “Thru” date to end the unit’s temperature reporting cycle. At that time you should add a new storage unit so that your PIN continues to submit temperatures for all units storing VFC vaccine.

Once you have all of the information filled in for your refrigerator or freezer, click “Add” to save this unit to the PIN selected at the top.

**Refrigerators / Freezers List** Training Environment

VFC Provider: \*

PIN/EID	Identifier	R/F	Ended Date	Show out-of-service units
No records are on file for the selection criteria.				

Refrigerator/Freezer

Pin/VFC EID:

Identifier: \*

Type: \*  Refrigerator  Freezer

Manufacturer: \*

Model: \*

Import Format:  (from currently in use Calibration record)

Temperature Entry Blocked As of:

Service Dates From: \*  Thru:

## 2. ADDING AND UPDATING CALIBRATION CERTIFICATES

After clicking “Add,” you will see a green alert at the top of the page stating that the unit was successfully added. You will see the PIN/EID along with the identifier, and you will see the menu on the right side where you can update temperature and information for the unit. You can click “Show Detail” to populate what was entered for the unit for the PIN and make changes or enter a “Thru” date when the unit has to be taken out of service.

**Refrigerators / Freezers List** Training Environment

The record was successfully added to Florida SHOTS.

VFC Provider: \* Pin:501042 W BEACH  
Pin:501043 BEACH PEDS  
Pin:501044 BEACH E

PIN/EID	Identifier	R/F	Ended Date	<input type="checkbox"/> Show out-of-service units
P:501043	501043-FREEZER1	F		

[Upload Temperatures File](#)  
[Add Missing Temp Reading](#)  
[Temperature Log](#)  
[Excursion Incident List](#)  
[Add Calibration](#)  
[Calibration Log](#)

[Show Detail](#)

[Go to Order List for Pin:501043](#)

Refrigerator/Freezer

Pin/VFC EID: \_\_\_\_\_

Identifier: \* \_\_\_\_\_

Type: \*  Refrigerator  
 Freezer

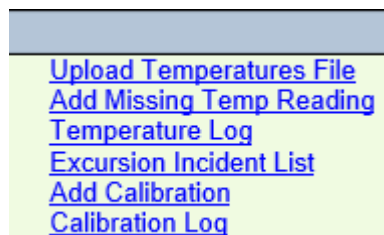
Manufacturer: \* \_\_\_\_\_

Model: \* \_\_\_\_\_

Import Format: -- Select -- (from currently in use Calibration record)

### Adding Calibration Certificates

The VFC Program and Florida SHOTS need to know that your VFC vaccine storage unit has a valid, calibrated thermometer, so it is required to enter calibration certificates for both your primary and backup continuous temperature monitoring devices.



1. To add the calibration information for your temperature monitoring device, click “Add Calibration.”

**NOTE:** You will need the calibration certificate to add the information into the system.

## 2. ADDING AND UPDATING CALIBRATION CERTIFICATES (cont.)

**Thermometer**

Manufacturer/Name:

Model Nbr: \*

Serial Nbr: \*

Import Format:

Expiration Date: \*

Is Current for the unit:

Certificate is from an accredited laboratory

Instrument Pass/Fail testing, or In Tolerance

Measurement results for the device: \*

Maximum characters permitted is: 8000. Character count: 0

Documented Uncertainty.  
Measurement results indicate unit passed test and the documented uncertainty is within suitable limits (recommended uncertainty = +/- 1F (0.5C).

Statement that calibration testing conforms to ISO 17025

Enter the following information from your thermometer's calibration certificate: "**Manufacturer/Name**," "**Model Nbr**" (number), "**Serial Nbr**" (number), and "**Expiration Date**."

To update the "**Import Format**," contact the VFC Helpdesk at (877) 888-7468 option 1.

If this calibration is for the thermometer that is currently being used for your storage unit, then check "**Is Current for the unit**." If it the calibration you are entering is for a backup thermometer, then leave it unchecked. When it comes time for thermometer (backup) to be used, simply go into your calibration log and check that thermometer is "**Current for the unit**."

### Adding a Certificate of Calibration from an Accredited Laboratory

If you have a certificate of calibration from an accredited laboratory, you will click the check box that says, "**Certificate is from an accredited laboratory**" and then select the lab from the drop-down menu. Click "**Calibration Report Examples**" at the top of the screen for extra help completing the form.

## 2. ADDING AND UPDATING CALIBRATION CERTIFICATES (cont.)

**Update Calibration Record**

Provider Pin: 291006 Site: OSBORNE CENTER in TAMPA FAMILY HEALTH CENTERS  
Freezer: 291006FREEZER3

Help with completing this form: [Calibration Report Examples](#)

**Thermometer**

Manufacturer/Name: LOG TAG  
Model Nbr: \* TRED-30  
Serial Nbr: \* SKJDHFKSDJHF  
Import Format: -- Select --

Expiration Date: \* 09/12/2020

Is Current for the unit:    
 Certificate is from an accredited laboratory

Laboratory: \* PJLA  
 Documented Uncertainty.  
Measurement results indicate unit passed test and the documented uncertainty is within suitable limits (recommended uncertainty = +/- 1F (0.5C).

[Go to Order List for Pin.291006](#)

[Add](#) [Return to Refrigerators/Freezers List](#)

Click **“Add.”** A green message will appear at the top of the page to indicate that you have successfully added the calibration. You will need to add a new calibration any time the current calibration certificate for your thermometer expires.

### Adding a Certificate of Calibration that Is Not from an Accredited Laboratory

If your calibration is not from an accredited laboratory, you must enter the measurement results in the box labeled **“Measurement results for the device,”** and check the boxes for the following items:

- **“Instrument Pass/Fail testing, or In Tolerance”**
- **“Documented Uncertainty”**
- **“Statement that Calibration Testing Conforms to ISO 17025”**

**NOTE:** All of the information you need to complete these items is shown on your thermometer’s certificate.

## 2. ADDING AND UPDATING CALIBRATION CERTIFICATES (cont.)

**Thermometer**

Manufacturer/Name: LOG TAG

Model Nbr: \* TRED-30

Serial Nbr: \* SKJDHFKSDJHF

Import Format: -- Select --

Expiration Date: \* 09/12/2020

Is Current for the unit:

Certificate is from an accredited laboratory

Instrument Pass/Fail testing, or In Tolerance

Measurement results for the device: \*

Maximum characters permitted is: 8000. Character count: 0

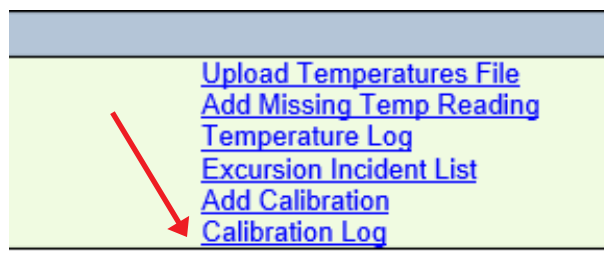
Documented Uncertainty.  
Measurement results indicate unit passed test and the documented uncertainty is within suitable limits (recommended uncertainty = +/- 1F (0.5C).

Statement that calibration testing conforms to ISO 17025

Click “Add.” A green message will appear at the top of the page to indicate that you have successfully added the calibration. You will need to add a new calibration any time the current calibration certificate for your thermometer expires.

If your primary continuous temperature monitoring device is malfunctioning or is being recalibrated, you will need to use your backup device. It is required to enter calibration certificates for both thermometers, and setting up the import file format for your backup thermometer will enable you to upload temperature files without any disruptions or calls to the VFC program. You will simply switch devices within Florida SHOTS.

1. To the right of your unit, click “**Calibration Log**” to see the details for your current and backup thermometers.





## 2. ADDING AND UPDATING CALIBRATION CERTIFICATES (cont.)

- To change the status of your backup to the current thermometer of the unit, check the box “Current for Unit.”

**Calibration Certificate Log** Training Environment

Provider Pin: 299017 Site: MAIN IMMUNIZATIONS in HILLSBOROUGH CHD  
Refrigerator: 299017- REFRIGERATOR

Selection criteria  
Expiration Date From:  Thru:

Current For Unit	Expiration Date	Manufacturer	Model Nbr	Serial Nbr	Import Format	Pass/Fail	Non-accredited Lab Only
<input checked="" type="checkbox"/>	01/01/2021	TEST	PRIMARY	1800564587			n/a
<input type="checkbox"/>	01/01/2021	TEST	BACKUP	1800564586			n/a

[Go to Order List for Pin 299017](#)

**NOTE:** A pop-up will appear to confirm you want to change the current thermometer in the system, click “OK,” and the unit will be updated with the new or backup thermometer.

### 3. UPLOADING TEMPERATURE FILES INTO FLORIDA SHOTS

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#### Uploading Temperature Files into Florida SHOTS


At least once every seven days, temperature files must be uploaded into Florida SHOTS.

If you do not add temperatures in seven business days for any unit your site has placed within Florida SHOTS as storing VFC vaccine, you will see a red “(Readings Overdue)” when you click “**Temperature Logs**” under “**Vaccine Inventory**.”

PIN/EID	Identifier
P:291069	291069-REFRIGERATOR (Readings Overdue)

If your Order Request is suspended because of missing temperatures, please click on the blue “I” button to view a list of the missing temperatures. If these temperatures are older than 180 days, please contact the VFC office at 1-877-888-7468 and select option 1.

**NOTE:** When you log into Florida SHOTS, you will also be notified with a note under “**User Task List**” that says “**Missing Temperature Reading**.” You will be brought to the temp logs screen if you do not have any other tasks pending.

User Task List 		
Item #	Group Desc	Item Description
1		To-be Certified Form 680s
2	Temperature Logging	Missing Temperature Reading

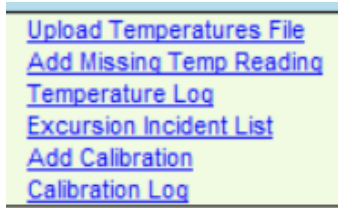
### 3. UPLOADING TEMPERATURE FILES INTO FLORIDA SHOTS (cont.)

#### Uploading a Temperature File Through a Data Logger

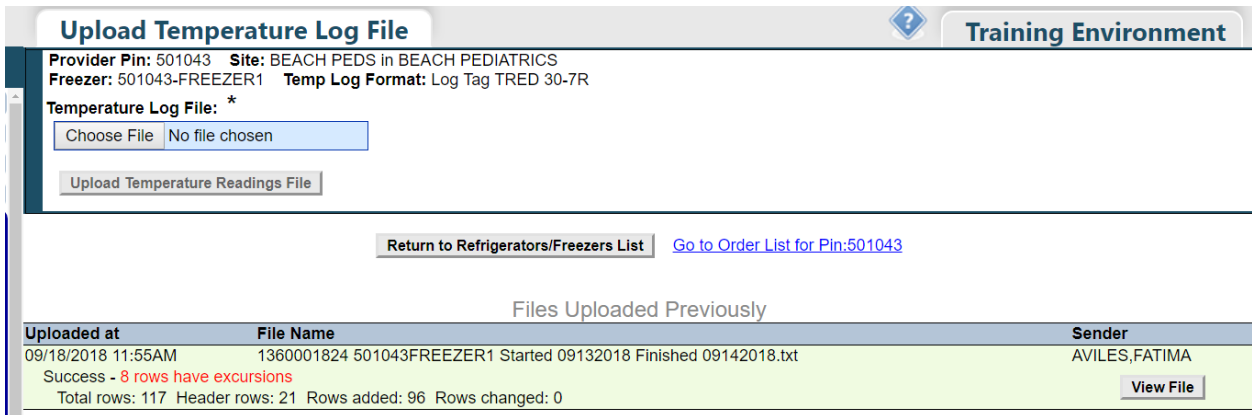
In order to be able to upload your temperature file via a data logger, the device must be validated by the VFC program. The “**Import Format**” field for the storage unit will be set by the VFC Program office. Once this field is set by the VFC office, you will be able to import your data logger file into Florida SHOTS.



Click “**Upload Temperatures File.**”



This will bring you to the “**Upload Temperature Log File**” page. Click “**Browse**” to find the folder on your computer where you store your data files. Select the most current data file you want to upload, and it will appear in the box under “**Temperature Log File.**” Click the “**Upload Temperature Readings File**” button on the page. It will then upload your temperature file into Florida SHOTS.



**Upload Temperature Log File** Training Environment

Provider Pin: 501043 Site: BEACH PEDS in BEACH PEDIATRICS  
Freezer: 501043-FREEZER1 Temp Log Format: Log Tag TRED 30-7R

Temperature Log File: \*

Choose File No file chosen

Upload Temperature Readings File

[Return to Refrigerators/Freezers List](#) [Go to Order List for Pin:501043](#)

Files Uploaded Previously

Uploaded at	File Name	Sender
09/18/2018 11:55AM	1360001824 501043FREEZER1 Started 09132018 Finished 09142018.txt	AVILES,FATIMA

Success - 8 rows have excursions  
Total rows: 117 Header rows: 21 Rows added: 96 Rows changed: 0 [View File](#)

**NOTE:** At the top of the screen, a green message will show you that the data was successfully added. (You will get a red message if it was not successfully uploaded.) It will also show you the “**Total Number of Rows**” within the file and how many rows of data were added and skipped. Click “**View File**” to see when this file started recording temperatures, when it stopped recording temperatures, which times and temperatures were added to the unit within Florida SHOTS, and which were skipped. For more details regarding errors and uploading temperature files into Florida SHOTS, please visit the “**Recorded Webinars**” section on [www.flshotsusers.com](http://www.flshotsusers.com).

### 3. UPLOADING TEMPERATURE FILES INTO FLORIDA SHOTS (cont.)

**Upload Temperature Log File**
Training Environment

The 1360001824 501043FREEZER1 Started 09132018 Finished 09142018.txt file was successfully uploaded to Florida SHOTS.

**Result:** Success  
**File Name:** 1360001824 501043FREEZER1 Started 09132018 Finished 09142018.txt  
**Records uploaded:** 117 **File Format:** Log Tag TRED 30-7R  
**Temperature Records Added:** 96 **Changed:** 0 **Header:** 21 **Duplicates:** 0 **Blocked:** 0 **Overlap:** 0 **Too Old:** 0 **Invalid Temp:** 0 **Skipped:** 0 **with Errors:** 0 Vi

**Provider Pin:** 501043 **Site:** BEACH PEDS in BEACH PEDIATRICS  
**Freezer:** 501043-FREEZER1 **Temp Log Format:** Log Tag TRED 30-7R

**Temperature Log File:** \*

Choose File No file chosen

Upload Temperature Readings File

Return to Refrigerators/Freezers List
[Go to Order List for Pin:501043](#)

If the file you uploaded contains temperature excursions, you will see the number of rows that contain excursions on the temperature file next to success. You must contact the VFC office to report all temperature excursions.

**Upload Temperature Log File**
Training Environment

**Provider Pin:** 501043 **Site:** BEACH PEDS in BEACH PEDIATRICS  
**Freezer:** 501043-FREEZER1 **Temp Log Format:** Log Tag TRED 30-7R

**Temperature Log File:** \*

Choose File No file chosen

Upload Temperature Readings File

Return to Refrigerators/Freezers List
[Go to Order List for Pin:501043](#)

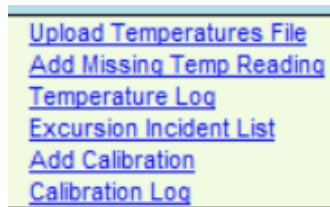
Files Uploaded Previously

Uploaded at	File Name	Sender
09/18/2018 11:55AM	1360001824 501043FREEZER1 Started 09132018 Finished 09142018.txt	AVILES,FATIMA
Success - 8 rows have excursions Total rows: 117 Header rows: 21 Rows added: 96 Rows changed: 0		
<span>View File</span>		

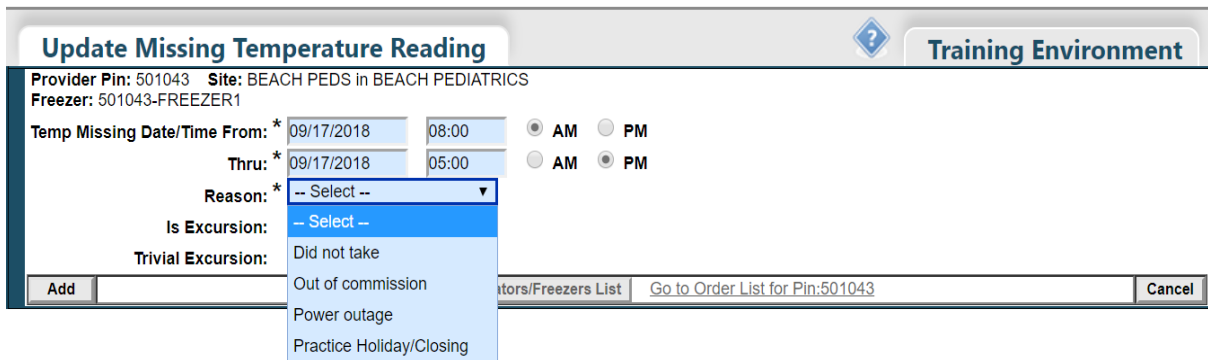
### 3. UPLOADING TEMPERATURE FILES INTO FLORIDA SHOTS (cont.)

#### Adding a Missing Temperature Reading

From time to time, you may have days when a temperature reading would be expected to be taken but was not. Filling out “**Add Missing Temp Reading**” allows you to provide the VFC Program with an explanation regarding that period of time.



**NOTE:** Contact the VFC Program if you are unable to enter any missing readings.



**Update Missing Temperature Reading** Training Environment

Provider Pin: 501043 Site: BEACH PEDS in BEACH PEDIATRICS  
Freezer: 501043-FREEZER1

Temp Missing Date/Time From: \* 09/17/2018 08:00  AM  PM  
Thru: \* 09/17/2018 05:00  AM  PM  
Reason: \* -- Select --  
Is Excursion: -- Select --  
Trivial Excursion:  Did not take  
 Out of commission  
 Power outage  
 Practice Holiday/Closing

Add

### 3. UPLOADING TEMPERATURE FILES INTO FLORIDA SHOTS (cont.)

To record a missing reading, you will need to enter the start date and time as well as the end date and time that covers the time period where readings were not taken or recorded. Be sure to set the AM/PM correctly for the time entered. The time may be entered without a colon as long as at least three digits are used.

Next, select the reason for the missing readings from the list. Your options are:

- Did not take
- Out of commission
- Power outage
- Practice holiday/closing

Last click the “**Add**” button so that Florida SHOTS documents the missing temperature reading for your unit. You will get a green message at the top of the page letting you know it was successfully added.

The screenshot shows a web form titled "Update Missing Temperature Reading" in a "Training Environment". A green message box at the top states "The record was successfully added to Florida SHOTS." Below this, the form displays the following information:

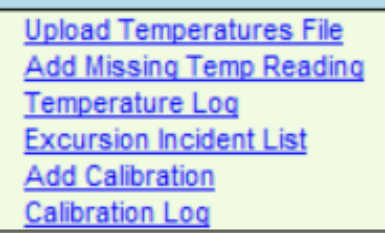
- Provider Pin: 501043 Site: BEACH PEDS in BEACH PEDIATRICS
- Freezer: 501043-FREEZER1
- Temp Missing Date/Time From: \* 09/17/2018 08:00 (AM selected)
- Thru: \* 09/17/2018 05:00 (PM selected)
- Reason: \* Did not take (dropdown menu)
- Is Excursion:
- Trivial Excursion:

At the bottom of the form, there are four buttons: "Change", "Return to Refrigerators/Freezers List", "Go to Order List for Pin:501043", and "Cancel".

# 4. TEMPERATURE LOG

## Temperature Log

You can view your uploaded temperatures in your Temperature Log. You will be able to see a list of all of the temperatures within the system, organized by date. Click on the date within the log to see the specific temperatures you uploaded for that unit on that date. Florida SHOTS will default to a seven-day range. You are able to change the dates by inputting different dates and clicking “**Get Matching Readings.**” You also can click the option to “**Show only readings with excursions.**”



In the “**Temperature Log**” list you can see when the reading was taken, the current temperature, the minimum and maximum temperature ranges, the average temperature for that day, as well as whether there were any excursions outside of an appropriate temperature range.

Provider Pin: 520073 Site: ST PETE PEDS SOUTHSIDE in ST PETERSBURG PEDIATRICS  
 Refrigerator: 520073-REFRIGERATOR

Selection criteria

Reading Taken Date From:  Thru:

Show only readings with Excursions

Date	Readings		Curr Temp		Max Temp		Min Temp		Missing	
	Taken	w/Exc.	High	Low	High	Low	High	Low	Rptd.	w/Exc.
03/23/2016	96	2	46.9°F	35.4°F					0	0
03/24/2016	96	0	43.7°F	36.9°F					0	0
03/25/2016	96	0	42.3°F	35.1°F					0	0
03/26/2016	96	0	39.4°F	35.8°F					0	0
03/27/2016	96	0	38.1°F	34.9°F					0	0
03/28/2016	96	0	37.2°F	34.5°F					0	0
03/29/2016	96	0	37.9°F	34.2°F					0	0
03/30/2016	53	3	39.2°F	33.6°F					0	0

You also have a link from a temperature line within the “**Temperature Log**” to see if the VFC office has determined that an excursion is part of an “**Excursion Incident.**” A link that says “**See Excursion Incident**” will be on each line of the “**Temperature Log**” where the VFC office has tied that excursion to an incident.

**NOTE:** You must contact the VFC office to report all temperature excursions.

# 5. EXCURSION INCIDENT LIST

## Excursion Incident List

The VFC Program office will contact your office when an incident is created and ask you to provide information related to the incident. When you click “**Excursion Incident List**,” you will select the one you are currently addressing if there is more than one incident. This action will bring you to the “**Update Incident Record**” page.

### UPDATE INCIDENT RECORD

Provider Pin: 481046 Site: 1MTL - MAITLAND CENTER in PHYSICIAN ASSOCIATES OF FL  
Refrigerator: [481046-REF](#)  
Most Recent Readings  
Taken: 03/01/2016 01:11PM U Current: 39.2°F Min: n/a Max: n/a Room: n/a

Excursion(s): Current, Missing  
From: 02/07/2016 04:56AM  
Thru: 04/21/2016 05:00PM  
Range From: 02/07/2016 04:41AM  
Range Thru: 04/21/2016 05:00PM  
Resolution Date:  
Latest Update: 04/25/2016 08:40AM

Accum Excursion Time  
In Days: 75  
In Hrs: 1264.57  
In Mins: 75,874

Cause:  
  
Maximum characters permitted is: 8000. Character count: 0

Action Taken:  
  
Maximum characters permitted is: 8000. Character count: 0

Result:  
  
Maximum characters permitted is: 8000. Character count: 0

[Excursions \(In this Incident: 31\)](#)



## 5. EXCURSION INCIDENT LIST (cont.)

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You will see the following details about the incident:

- Provider PIN, site, and unit information
- “Most Recent Readings” recorded for the unit
- (Excursion) From (date and time)
- (Excursion) Thru (date and time)
- Range From (date and time)
- Range Thru (date and time)
- Resolution Date (if there is one): This field should be blank if it is an open incident.
- Latest Update: This shows the date and time that the last update to the incident was documented within Florida SHOTS.
- Accumulated Excursion Time: This adds up the timeframes of all out-of-range temperatures. It removes those timeframes where the temperatures were within range. This information is extremely valuable when communicating with manufacturers regarding vaccine viability. As you know, some vaccines are still viable up to a certain number of hours in which the vaccines were exposed to out-of-range temperatures. Having this data in this specific detail that can be provided to manufacturers will assist the VFC Program office in determining if the vaccines are still viable.

The other fields on this page will be documented by your office. You would be responsible for:

- Cause (of the incident)
- Action Taken
- Result (of the action taken)

Please remember that the VFC Program will work closely with your office in the event of an incident.