

# NYC Vaccines For Children (VFC) Program Policy Reminders and 2020 Re-enrollment

Bureau of Immunization  
New York City Department of Health and Mental Hygiene  
November 2019

# Overview

- New York City (NYC) Vaccines for Children (VFC) Program Policy Reminders
  - Center for Disease Control and Prevention (CDC) storage unit and digital data logger (DDL) thermometer requirements
  - DDL thermometer summary report upload requirement in Online Registry
  - Temperature excursion reporting requirements
  - VFC Vaccine administration fees and billing
  - Secure access to the Citywide Immunization Registry (CIR)
  - Immunization Quality Improvement Project (IQIP)
- 2020 VFC Re-enrollment
- Frequently Asked Questions

# NYC VFC Program Policy Reminders: Storage and Thermometer

# CDC Storage Unit Requirements (I)

- Effective January, 1 2018
- Required the use of stand alone or pharmaceutical grade storage units
- When using household combination storage units:
  - Do not store vaccines in the freezer section. A separate external stand-alone freezer must be used
  - Only store vaccines in the refrigerator section if a DDL thermometer shows that it can hold in range temperatures
- Dorm style and bar style units are not allowed and should never be used for vaccine storage

# CDC Storage Unit Requirements (II)

- Units used to store VFC vaccines must be large enough to store the largest inventory at the busiest point of the year without overcrowding
- Units should be protected against power loss from the designated power source
  - Do not use extension cords, power strips, or outlets controlled by wall switches
  - Do not plug more than one unit into an outlet
  - Secure unit plug with a guard or cover
  - Post 'Do not Unplug' warning signs near the unit outlet
  - Label the circuit breaker

# CDC Thermometer Requirements (I)

- Effective January 1, 2018
- Mandated the use of continuous DDL thermometers with the following features
  - Detachable probe (buffered with glycol, glass beads, sand or Teflon)
  - Current, minimum and maximum temperature display
  - Alarm for out of range temperatures
  - Programmable logging interval at least every 30 minutes
  - Certificate of calibration testing (done every one to two years)
- Back-up thermometer must also be a DDL
- Calibration expiration for primary and back-up DDL should be staggered

# CDC Thermometer Requirements (II)

- Min/Max temperature logging required **once per day**, ideally at the beginning of each clinic day when using a DDL thermometer
  - NYC VFC refrigerator and freezer temperature log template can be found:
    - Online Registry → Vaccine Inventory Management (VIM) → Other VFC forms
    - Bureau of Immunization's Webpage → <https://www1.nyc.gov/ite/doh/providers/nyc-med-cir/vaccines-for-children-forms.page>

[illegible]

# NYC VFC DDL Summary Report Upload Requirement

- Effective January 12, 2018
- DDL summary report upload required when ordering VFC vaccines for each storage unit
- Must be in accordance with vaccine ordering tier (monthly, bi-monthly or quarterly) or should cover the time period since the last order
  - Example:
    - Site is on a bi-monthly ordering tier
    - The site's last order was placed on August 1<sup>st</sup>
    - Next order date is October 1<sup>st</sup>
    - Uploaded DDL report must contain readings from August 1<sup>st</sup> to October 1<sup>st</sup>

# CIR DDL Summary Report Upload Screen

## Refrigerator/Freezer Information

### Storage Capacity and Modifying Storage Units

- Please enter the storage capacity used for VFC vaccine for each unit in your practice.
- To add or remove storage units, or to edit unit information, click on the 'Modify Storage' button.

**Please note: Effective January 1, 2018, Continuous Digital Data Logger (DDL) thermometers are required.**

### Uploading a Thermometer Summary Report

- DDL thermometer summary reports should be uploaded for each storage unit at your practice.
- Summary report dates should be in accordance with your vaccine ordering tier (monthly, bi-monthly or quarterly) or should cover the time period since your last order
  - For example, if you have two (2) storage units and order vaccines quarterly, you must upload a DDL report for each of the units covering the previous three (3) months or the dates since your last order.
  - Temperature logs are not acceptable, only upload DDL summary reports.**
- To attach your temperature summary report, click on the '**Choose File**' button and select the file.

**Acceptable formats:** .pdf, .jpeg, .png, .txt, .xls, .xlsx, .ltd, .csv, .html, .htm, .mht, .xps, .tiff

**DDL summary reports are required from: 09/17/19 to 09/24/19**

**\*\* If you have more than one file, you must combine the files into one document before uploading \*\***

**NEW!**

Unit Name	Estimated Storage	Storage Used for VFC Vaccine	DDL Summary Report Upload
Stand_alone 1	9.7 ft <sup>3</sup>	* 95% ▼	Choose File No file chosen
Continuous DDL: Y Calibration Exp. Date: 10/27/2020			
Stand alone Freezer	15.0 ft <sup>3</sup>	* 100% ▼	Choose File No file chosen
Continuous DDL: Y Calibration Exp. Date: 11/27/2020			

\* Required

# NYC VFC Program Policy Reminders: Temperature Excursion

# Temperature Excursion Reporting Requirement

- According to the CDC, an excursion refers to temperature readings outside of the recommended range
  - Refrigerator must be between 36°F to 46°F or 2°C to 8°C
  - Freezer must be between -58°F to 5°F or -50°C to -15°C
- Vaccine manufacturers must be contacted to determine vaccine viability for all excursions
- All excursions must be reported to NYC VFC by filling out the Temperature Excursion Incident Report (TEIR)
  - Order ID (*if associated with an order*)
  - Excursion temperature
  - Length of excursion
  - Only include spoiled vaccines (*as per manufacturer*)
  - Remember to sign and date report

# Temperature Excursion Reporting Requirement (II)

## TEMPERATURE EXCURSION INCIDENT REPORT

NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE: VACCINES FOR CHILDREN (VFC) PROGRAM

347-396-2404 (Phone) • 347-396-2559 (Fax) • nycimmunize@health.nyc.gov

In the event of any VFC temperature excursions, please complete this form and file it with the relevant temperature logs. Make sure to file any documents from the manufacturer as well. This report must be readily available if requested by the VFC Program.

VFC Provider Site: ABC Pediatrics VFC PIN #: 15999

Name: John Doe Phone #: 718-888-8888 Email: johndoe@health.nyc.gov

Date of Occurrence: July 1 to July 5 Time of Occurrence: 10 AM Order ID: 131313

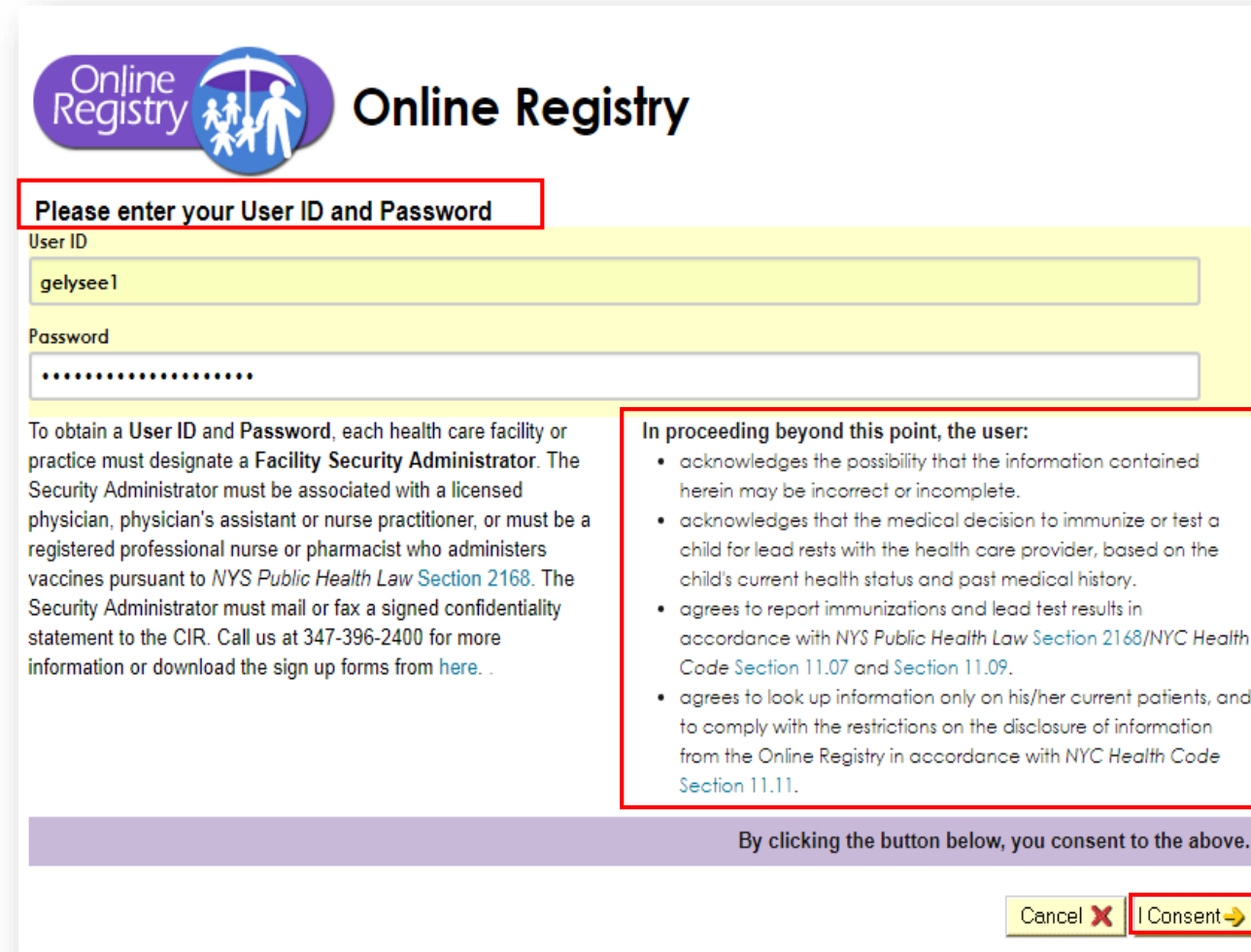
### IMMEDIATE ACTION TAKEN

1.	Was the Physician In-Charge, Vaccine Coordinator or Back-up Vaccine Coordinator notified of excursion? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	What was the temperature inside the affected storage unit(s) at the time the problem was discovered (Include Min & Max temperatures as well)? *Please note that any temperature reading outside the recommended ranges (Refrigerator – between 36°F [2°C] & 46°F [8°C]; Freezer – between -58°F [-50°C] & +5°F [-15°C]) is considered a temperature excursion.  <input checked="" type="checkbox"/> Refrigerator Excursion Temperature <u>24°F</u> Min Temperature <u>38°F</u> Max Temperature <u>42°F</u> <input checked="" type="checkbox"/> Freezer Excursion Temperature <u>74°F</u> Min Temperature <u>2°F</u> Max Temperature <u>5°F</u>
3.	How long were the vaccines exposed to inappropriate storage temperatures? Please record the <b>total amount of time or cumulative time</b> outside of range. <u>5 days for both Freezer and Fridge</u>
4.	What was the room temperature surrounding the affected unit at the time of the excursion? <u>64°F</u>
5.	Were water bottles in refrigerator & frozen coolant packs in freezer at the time of the event? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
6.	Was an inventory of the vaccines within the affected storage unit conducted? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

# NYC VFC Program Policy Reminders: Online Registry Access, Vaccine Administration fee, and IQIP

# Securing Access to the Online Registry

- Immunization information in the CIR are legal health records and comply with NYS Public Health law 2168 and NYC Health Code section 11.11(d)
- Staff accessing the registry must:
  - Have unique user IDs and passwords
  - Sign a confidentiality statement
  - Agree to the acceptable use protocol when reporting immunization, adding or looking up patients and all other registry activities



The screenshot shows the 'Online Registry' login interface. At the top, there is a logo with the text 'Online Registry' and an icon of a family under an umbrella. Below the logo, the text 'Please enter your User ID and Password' is enclosed in a red box. Underneath, there are two input fields: 'User ID' with the text 'gelysee1' and 'Password' with masked characters. Below the password field, there is a paragraph of text explaining the requirements for a Facility Security Administrator. To the right of this text, a red box contains the heading 'In proceeding beyond this point, the user:' followed by a bulleted list of four consent items. At the bottom of the page, there is a purple bar with the text 'By clicking the button below, you consent to the above.' and two buttons: 'Cancel' with a red 'X' icon and 'I Consent' with a yellow arrow icon. The 'I Consent' button is highlighted with a red box.

Online Registry

Please enter your User ID and Password

User ID  
gelysee1

Password  
.....

To obtain a User ID and Password, each health care facility or practice must designate a **Facility Security Administrator**. The Security Administrator must be associated with a licensed physician, physician's assistant or nurse practitioner, or must be a registered professional nurse or pharmacist who administers vaccines pursuant to *NYS Public Health Law Section 2168*. The Security Administrator must mail or fax a signed confidentiality statement to the CIR. Call us at 347-396-2400 for more information or download the sign up forms from [here](#).

**In proceeding beyond this point, the user:**

- acknowledges the possibility that the information contained herein may be incorrect or incomplete.
- acknowledges that the medical decision to immunize or test a child for lead rests with the health care provider, based on the child's current health status and past medical history.
- agrees to report immunizations and lead test results in accordance with *NYS Public Health Law Section 2168*/NYC Health Code *Section 11.07* and *Section 11.09*.
- agrees to look up information only on his/her current patients, and to comply with the restrictions on the disclosure of information from the Online Registry in accordance with NYC Health Code *Section 11.11*.

By clicking the button below, you consent to the above.

Cancel X I Consent →

# Secure Access to the Online Registry (II)

- All facilities/clinics are assigned a Site Security Administrator (SSA)
- The SSA must promptly deactivate online registry accounts of staff no longer employed at facility/clinic

The screenshot displays the 'Online Registry' interface. The top navigation bar includes links for Search, MyList, Reports, Add/Edit, Tools, Recall, Adv. Event, VIM, Set Up, Adult, and Help. The 'Set Up' icon is highlighted with a red box. Below this, a secondary navigation bar contains links for Default Settings, Change Password, Manage Users, Change My Contact Info, and Create SSA. The 'Manage Users' link is highlighted with a red box. The main content area shows a message about registered users and a list of links for managing user accounts. Below this, there are sections for 'Add New User' and 'View/Modify Users'. The 'View/Modify Users' section contains a table of registered users. The 'User ID' and 'Deactivated Date' columns in this table are highlighted with red boxes.

Facility: Citywide Immunization Registry  
Security Administrator: Doe, John

User ID	User Name	Security Group	Deactivated Date	Authorizing Provider
<a href="#">Jdoe1</a>	<a href="#">Doe, John</a>	Read-only	06/04/2012	Read Only, CIR

# VFC Vaccine Administration Fees and Billing

- Effective January 1, 2020
- Providers who choose to bill the fee of a non-Medicaid, VFC-eligible child after the date of service may issue only a single bill to the patients **within 90 days** of administration
- Not applicable to fees billed to Medicaid for children who meet the VFC program Medicaid eligibility
- Unpaid fees **may not** be sent to collections
- Providers **may not** refuse to vaccinate an eligible child whose parents have unpaid fees

# Immunization Quality Improvement Project (IQIP)


- CDC project implemented nationally
  - Replaces the previous quality improvement project Assessment Feedback Initiative eXchange (AFIX)
  - Promotes and supports the implementation of provider-level quality improvement strategies designed to increase vaccine uptake among childhood and adolescent patients
  - VFC compliance visits are now separate
    - VFC providers may received an IQIP visit the year their VFC compliance visit is not due

# 2020 VFC Re-enrollment

# VFC Re-enrollment

- Providers are required to re-enroll in the VFC program **annually**
- 2020 Re-enrollment
  - Opened on October 18, 2019
  - Deadline for completion is **November 30, 2019**
  - Vaccine ordering privileges will be suspended for providers who do not re-enroll by the deadline

# Required Trainings/Courses

- The CDC trainings/courses must be completed by:
  - Physician-in-Charge (PIC)
  - Vaccine Coordinator (VC)
  - Back-up Vaccine Coordinator (BVC)
- Only certificates with a 2019 date will be accepted
  - Vaccines for Children- 2019 (WB4098)
  - Keys to storage and Handling your Vaccine Supply-2018 (WD2886) 
- Instructions on how to complete the training can be found on the Online Registry or Bureau of Immunization Website
  - <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/you-call-inst.pdf>

# Accessing the CDC Training Modules

## Accessing the Center for Disease Control and Prevention Training Modules NYC DOHMH Vaccines For Children Program: Annual Training Requirement

The Physician In-Charge, Vaccine Coordinator, & Backup Vaccine Coordinator Must Complete This Training Annually

### A. Steps to Taking The Course

- Go to the first course link below (#1a) and then follow #2-4 and then go to the second course link (#1b) and follow #2-4.
  - 'NEW COURSE-'** Keys to Storing and Handling your Vaccine Supply- 2018(Course #WD2886)  
Can be found here: <https://www2.cdc.gov/vaccines/imz/ed/shvideol/>
  - You Call the Shots: Vaccines for Children (VFC)-2019 (Course #WB4098)**  
Can be found here: <https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>
- Click 'Continue to CE information and view video' to proceed for Course WD2886  
Click 'Continue' to proceed for Course WB4098
- Take the course (if you have to stop and come back note where you left off and forward to that section when you come back)
- Repeat steps 1-3 for second course (link #1b)
- Once you are done with both courses, proceed to section B. If you have already set up a CDC training account, proceed to section C.

### B. Setting Up an Account \*Please note that the Physician In-Charge, Vaccine Coordinator & Vaccine Coordinator Backup will all have to create their own individual accounts

- Go to: <https://tceols.cdc.gov/>  
Please note that this webpage has been updated as of January 2018. If you are a RETURNING participant, sign-in by entering your email and password. You will need to verify your account information and update your password in order to access the new system. Please follow all instructions on the Training and Continuing Education Online (TCEO) webpage.
- Click on the 'Create Account' link if you are NEW to CDC's webpage.
- Enter your email and create your password (make sure to write this down; you will need to know your Username if you ever forget your password).  
  
Please note that your password must be 8 characters long and contain an uppercase letter (A-Z), a number character (0-9), and a special character ( \ / ' " ; , . | \_ ) { } < ~ + = ? ! & \$ % ^ \* - ) (e.g., Mike1234#)
- Complete the Your profile section and click the 'Create Account' button on the bottom of the page
- A verification email titled New TCEO Account Verification will then be sent to the email you provided while completing Your Profile. It may take up to 10 minutes for the verification email to arrive.
- Go to your email and locate the email from [TCEOnoreply@cdc.gov](mailto:TCEOnoreply@cdc.gov). This email will contain your user name (which is your email) and you must click on the link and enter the password you created to verify your account information (if you do not see it in your inbox after 10 minutes, check your spam folder.)
- Once you have successfully created your new account, write down your username Name and Permanent Password for your records.
- Enter your Login Name and password to 'Sign-in'. You will need to answer 2 security questions each time you sign in to the TCEO System (make sure to save this information also).
- To register for the course, go to step #3 in section C.

### C. Registering for the Course

- Go to: <https://tceols.cdc.gov/> and log into your TCEO account
- Enter your email or username and password and click on the 'Sign in' button to login
- Click on the 'Search Courses' icon on the left side of the page
- Type the course # (WD2886/WB4098) as indicated in the blank white box
- Click (only one time) on the 'Search' button

## Accessing the Center for Disease Control and Prevention Training Modules NYC DOHMH Vaccines For Children Program: Annual Training Requirement

- Click on the course titled: 'Keys to storing and Handling.....' Or 'Immunization: You Call the Shots Module.....', read the course description and then click 'Continue'
- Scroll to the bottom of the page and click the CE credit option that applies to you and click 'Save and Continue':
  - 1.250 CME (for physicians)/(attendance for non-physicians)
  - 1.100 CNE (for nurses)
  - 0.100 CEU (for other professionals)
  - 2.000 CPH (for public health professionals)
  - 1.000 CHES (for certified health education specialists)
  - 0.113 CPE (for pharmacists)
- In the My Activities page, under Pending CE, your registered courses will be displayed
  - Keys to storing and Handling Your Vaccine Supply- 2018 (web-based) (WD2886) OR
  - Immunization: You Call the Shots Module Sixteen: Vaccines For Children (VFC) - 2019 (web-based) (WB4098)

### D. Taking the Evaluation & Posttest for Each Course

- Go to <https://tceols.cdc.gov/> and login to your TCEO account
- Select the 'My Activities' icon
- Click on 'Evaluation' link. Please note that the evaluation must be completed before taking the Posttest
- Complete the Evaluation and click on the Submit Evaluation button at the bottom of the page.
- You will then be redirected to the My Activities page. A green check (✓) mark will appear next to Evaluation indicating that it is complete
- Click on the 'Posttest' Link. Make sure to note which course you selected. A minimum passing score of 80% is required. Click on 'Submit' to complete the posttest
- The next page will congratulate you on passing the test, give you a score and your certificate will be generated.
- Repeat steps 1-7 for the second course
- TCEO allows 2 attempts to take the posttest. The 2<sup>nd</sup> attempt must be completed within 30 days of the first trial. If you fail both attempts, you will not be able to take it a 3<sup>rd</sup> time and you will not earn a continuing education credit or certificate.

### E. Retrieving Your Certificate

- You can retrieve your certificate immediately by clicking on the link 'Congratulations! You've passed. Click here to download your certificate' at the top of the page directly after completing the posttest OR to retrieve your certificate at a later date
- Go to <https://tceols.cdc.gov/> and login to your TCEO account
- Click on the 'Transcripts & Certificates' icon
- Use any of the search fields (i.e. keyword, requested dates, or a specific date range) displayed to locate your completed courses and certificates. Click on the 'View' button to display Transcript results
- A table will appear with your completed courses.
  - Keys to storing and Handling Your Vaccine Supply- 2018 (web-based) (WD2886) OR
  - Immunization: You Call the Shots Module Sixteen: Vaccines For Children (VFC) - 2019 (web-based) (WB4098)
- Locate the appropriate course and click on the 'Download Certificate' link found in the seventh column titled Certificate
- Your certificate will load as a PDF document in Adobe Acrobat
- Make sure to print AND save an electronic copy of each of your certificates for at least 3 years. For instructions on how to do so refer to #8 and #9
- To print:
  - Click the "File" tab in Adobe Acrobat. Select "Print". A print box should come up OR
  - Press down on the "Ctrl" and "P" buttons on your keyboard at the same time. A print box should come up

# Log-in or Create Account



Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives. Protecting People.™

[CDC A-Z INDEX](#) ▼

## Training and Continuing Education Online (TCEO)



TRAINING AND CONTINUING  
EDUCATION ONLINE

TCEO QUICK SEARCH



gelysee@health.nyc.gov

••••••••

Sign In

[Create Account](#) | [Forgot Password?](#) | [Forgot Username](#)

TCEO Home

Search Courses

Create Account

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

### New to TCEO?

Visit [Create Account](#). Once your account has been created, you will be able to search for courses and complete requirements to receive CE.

### Already have a TCEO account from the previous system?

To move your account to the new system please sign in above using your existing TCEO username and password. Once signed in, follow the prompts to verify and update your account. After your account has been updated you will sign in using the email and password you provide during this update. Going forward you will use this email address and password to sign in.

### Not sure how to get started?

Follow these [9 Simple Steps](#) to earn continuing education for the courses you have taken or conferences you have attended!

# Verify Account



## Government Warning

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
  - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.



I Agree

I Do Not Agree

CDC A-Z INDEX ▾

CEO QUICK SEARCH



Sign In

password? | Forgot Username?

# Registering for the Courses (I)

## Training and Continuing Education Online (TCEO)



[gelysee@health.nyc.gov](#) [Sign Out](#)

TCEO QUICK SEARCH



TCEO Home

Search Courses

My Activities

Manage Account

Transcripts & Certificates

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

### Search Courses

Search

Browse

Use at least one of the following search options. **Scroll down for search results.**

Topic/keyword/course number:

WB4098

CE type:

-Any-

Date of conference/live event:

-Any-

☐ Meets CDC Quality Training Standards

Search

Results present the newest courses at the top (in order by start date). Click on the column headers in the table to sort results by course type, course title, or course number.



= Requires course access code



= Meets CDC Quality Training Standards

Total results: 1

results per page [50](#) [20](#) [10](#) [5](#)

Course Type

Course Title and Description

Course Number

Web Based



[Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 \(Web-based\)](#)

WB4098

Health

# Registering for the Courses (II)

## Training and Continuing Education Online (TCEO)



[gelysee@health.nyc.gov](mailto:gelysee@health.nyc.gov) [Sign Out](#)

TCEO QUICK SEARCH



[< Go Back to Search Results](#)



### Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

#### Course Summary

Course: WB4098

UAN #: 0387-0000-19-049-H06-P

CE Expiration: 12/31/2019, 11:59 PM ( ET )

Available CE: CME, CNE, CEU, CPH, CHES, CPE

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination providers, or seasoned health care providers seeking a review.

You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary.

This module is the 16th in the series and focuses on the Vaccines for Children program.

#### Course Link

Note: Clicking Course Link will take you to course content or to a landing page for the course outside of the TCEO system. After taking the course you will need to return to this page and click Continue to complete steps to receive continuing education for the course.

[+ More Information](#)

[+ Continuing Education Accreditation Statements](#)

Continue



# Registering for the Courses (III)

## Training and Continuing Education Online (TCEO)



[gelysee@health.nyc.gov](mailto:gelysee@health.nyc.gov) [Sign Out](#)

TCEO QUICK SEARCH

TCEO Home

Search Courses

My Activities

Manage Account

Transcripts & Certificates

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

Georgia Elysee

WB4098 - Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

### Select CE for Your Course

Select your continuing education type. You may select more than one. Depending on the type of CE you select, you may be prompted to provide additional information.

- ☐ **1 CME** (physicians)
- ☐ **1 CNE** (nurses)
- ☒ **0.1 CEU** (other professionals) ←
- ☐ **1 CPH** (public health professionals)
- ☐ **1 CHES** (certified health education specialists)
- ☐ **0.1 CPE** (pharmacists)

↓

Save and Continue

# Steps for Taking the Courses (I)

## Training and Continuing Education Online (TCEO)



[gelysee@health.nyc.gov](mailto:gelysee@health.nyc.gov) [Sign Out](#)

TCEO QUICK SEARCH

[< Go Back to Search Results](#)



### Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

[TCEO Home](#)

[Search Courses](#)

[My Activities](#)

[Manage Account](#)

[Transcripts & Certificates](#)

[9 Simple Steps to Earn CE](#)

[Frequently Asked Questions](#)

[Contact TCEO](#)

#### Course Summary

Course: WB4098

UAN #: 0387-0000-19-049-H06-P

CE Expiration: 12/31/2019, 11:59 PM ( ET )

Available CE: CME, CNE, CEU, CPH, CHES, CPE

You Call the Shots is a series of interactive, web-based, immunization training courses that present practice-oriented immunization content in a step-by-step, self-study format. These courses are ideal for medical or nursing students, new vaccination providers, or seasoned health care providers seeking a review.

You Call the Shots consists of a series of modules that discuss vaccine-preventable diseases and the latest recommendations for vaccine storage, administration, and use. Each module provides learning opportunities, self-test knowledge checks, reference and resource materials, and an extensive glossary.

This module is the 16th in the series and focuses on the Vaccines for Children program.

[Course Link](#)

Note: Clicking Course Link will take you to course content or to a landing page for the course outside of the TCEO system. After taking the course you will need to return to this page and click Continue to complete steps to receive continuing education for the course.

[+ More Information](#)

[+ Continuing Education Accreditation Statements](#)

[Continue](#)

# Step for Taking the Courses (II)



Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

Vaccines site

SEARCH



CDC A-Z INDEX

## Immunization Education & Training

### Education and Training Home

#### You Call The Shots

Current Issues in Immunization  
NetConferences (CIINC)

Immunization Courses



Continuing Education

Pink Book Webinars

Patient Education

Quality Improvement Projects

[CDC](#) > [Education and Training Home](#)

### You Call The Shots



#### Web-based Training Course

**Note:** You Call the Shots is updated regularly to include the latest guidelines and recommendations in vaccine practice. The latest modules are below.

Come back every month for the latest training to stay up to date on the immunization practice.

#### At a Glance

*You Call the Shots* is an interactive, web-based immunization training course. It consists of a series of modules that discuss vaccine-preventable diseases and explain the latest recommendations for vaccine use. Each module provides learning opportunities, self-test practice questions, reference and resource materials, and an extensive glossary.



#### Get Email Updates

To receive email updates about this page, enter your email address:

What's this?

Submit

#### Follow on Twitter



DrNancyM\_CDC

#### Related Link

Vaccines & Immunizations

VIS

ACIP Recommendations

Schedules

### Need Continuing Education or a Certificate?

To receive continuing education (CE) or print a certificate, please visit [TCEO](#) and follow these [9 Simple Steps](#).

If you do not need CE, but require a certificate for training requirements, please select CEU as the type of continuing education you'd like to earn.

### Now Available

- [Diphtheria, Tetanus, and Pertussis \(DTaP\)](#) Mar 2016
- [Haemophilus influenzae type b \(Hib\)](#) Jul 2019
- [Hepatitis A](#) May 2017
- [Hepatitis B](#) Mar 2016
- [Human Papillomavirus](#) (updated to reflect October 2016 ACIP vote) Feb 2017
- [Influenza](#) Sept 2019
- [Meningococcal](#) Jun 2018
- [MMR](#) Jan 2019
- [Pneumococcal](#) Feb 2016
- [Polio](#) 2016

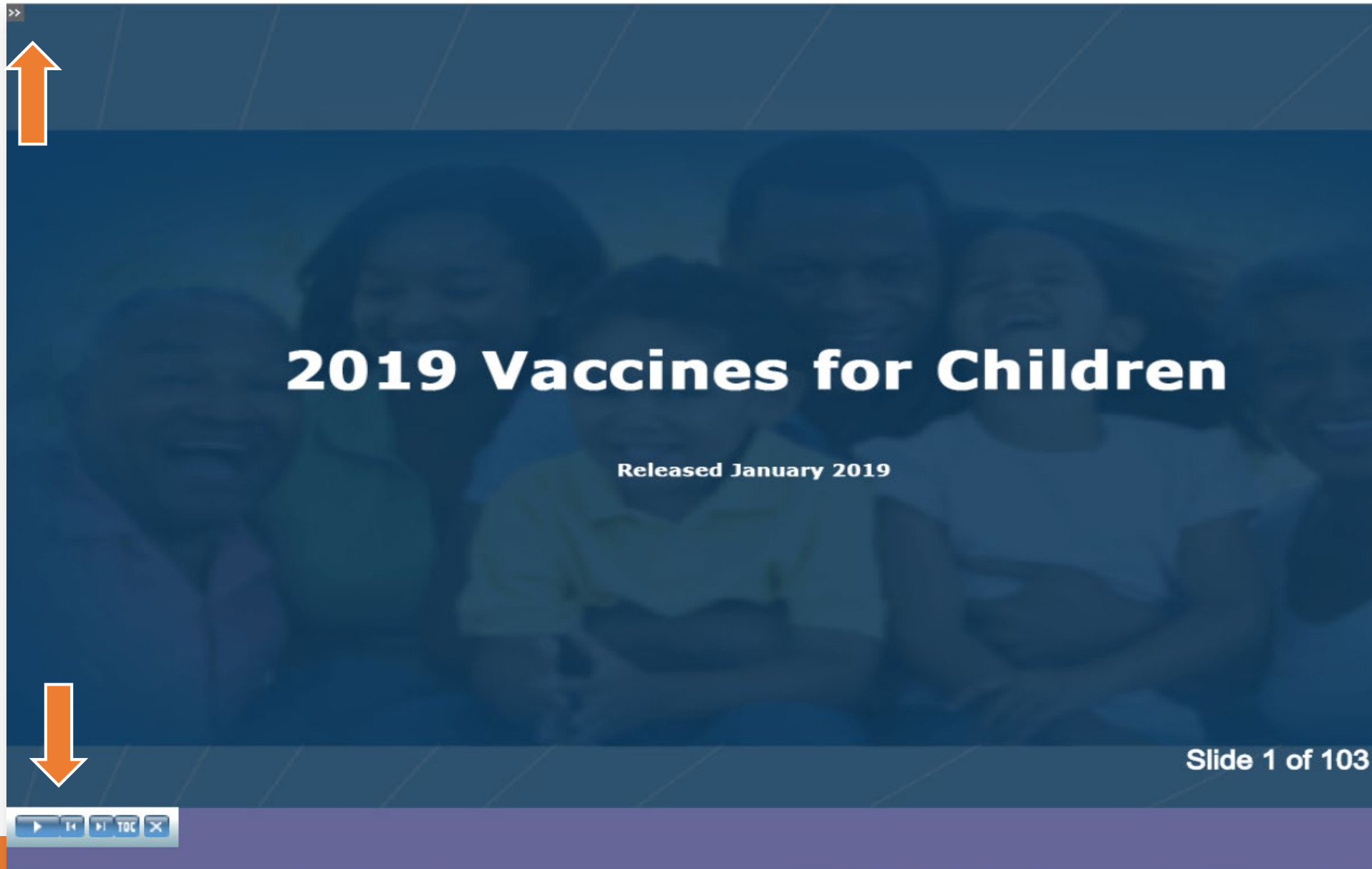
- [Vaccines For Children \(VFC\)](#) Jan 2019

- [Zoster](#) Mar 2018
- [Varicella](#) Sep 2016

19

[the Storage and Handling website.](#)

# Steps for Taking the Courses (III)



>>

**2019 Vaccines for Children**

Released January 2019

Slide 1 of 103

**NYC**  
Health

▶ ◀ ▶ ▶ TOC ✕

The image is a screenshot of a presentation slide. The slide has a dark blue background with a faint image of a diverse group of smiling children. The title '2019 Vaccines for Children' is centered in large white font. Below the title, it says 'Released January 2019' in a smaller white font. In the bottom right corner, it says 'Slide 1 of 103'. At the bottom of the slide, there is a navigation bar with icons for back, forward, and table of contents, along with a close button. An orange arrow points up to the top-left corner of the slide, and another orange arrow points down to the bottom-left corner of the slide.

# Step for Taking the Courses (IV)



Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

☒ TOPIC ONLY

SEARCH



CDC A-Z INDEX ▾

## Storage and Handling Video

Education and Training  
Home

You Call The Shots

Current Issues in  
Immunization  
NetConferences (CIINC)

Immunization Courses



CE Credit

Pink Book Webinars

Patient Education

Quality Improvement  
Projects

[CDC](#)

### Keys to Storing and Handling Your Vaccine Supply

Keys to Storing and Handling Your Vaccine Supply is presented as a **web-on-demand video**

**Description:** This video is designed to decrease vaccine storage and handling errors by demonstrating recommended best practices and addressing frequently asked questions (FAQs)

**Audience:** Immunization providers (physicians, nurses, nurse practitioners, pharmacists, physician assistants, DoD paraprofessionals, medical assistants, medical and nursing students)

**Speakers:** Sean Trimble, MPH, MT(ASC) public health advisor, NCIRD/CDC, and JoEllen Wolicki, BSN, RN, nurse educator, NCIRD/CDC

[Continue to CE information and view the video](#)

# Steps for Taking the Courses (V)



# Evaluation and Post-Test (I)



TCEO Home

Search Courses

My Activities

Manage Account

Transcripts & Certificates

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

## My Activities

Welcome Georgia Elysee,

This page is where you can track your CE activities in progress, under Pending CE, and review those that are completed, under Completed CE.

To earn CE for courses:

- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
- Return to the Completed CE section of the My Activities page to download your certificate.

To earn CE for conferences:

- Complete the evaluation for each session you attended and the Entire Conference evaluation.
- Return to the Completed CE section of the My Activities page to download your certificate.

If you completed all requirements to earn CE, you can select the course again to change your enrollment.

### Pending CE

Adjust Enrollment

Cancel CE

(WB4098)

Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

0.1 CEU

Evaluation

Required by 12/31/2019

Posttest

Required. Available after evaluation is complete.

# Evaluation and Post-Test (II)

## Training and Continuing Education Online (TCEO)



[gelysee@health.nyc.gov](mailto:gelysee@health.nyc.gov) [Sign Out](#)

TCEO Home

Search Courses

My Activities

Manage Account


Transcripts & Certificates

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

WB4098 - Evaluation - Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019 (Web-based)

 Minimum passing score: 80%

You must complete the test in a single session.



# Evaluation and Post-Test (III)

- CDC's Training and Continuing Education Online System only allows 2 attempts to take the posttest
  - The 2<sup>nd</sup> attempt must be completed within 30 days of the first trial
  - If you fail both attempts, you **will not** earn a continuing education credit or a certificate
  - CDC is not able to reopen the post-tests

# Retrieving Your Certificates (I)

TCEO Home

Search Courses

My Activities

Manage Account

Transcripts & Certificates

9 Simple Steps to Earn CE

Frequently Asked Questions

Contact TCEO

## My Activities

Welcome Georgia Elysee,

This page is where you can track your CE activities in progress, under Pending CE, and review those that are completed, under Completed CE.

To earn CE for courses:

- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
- Return to the Completed CE section of the My Activities page to download your certificate.

To earn CE for conferences:

- Complete the evaluation for each session you attended and the Entire Conference evaluation.
- Return to the Completed CE section of the My Activities page to download your certificate.

If you completed all requirements to earn CE, you can select the course again to change your enrollment.

## Completed CE

Within the past: 1 Year ▼

(WD2886)

3/5/2019

1

CME

Keys to Storing and Handling Your Vaccine Supply-2018 (Web on Demand)

0.1

CEU

Download Certificate

(WB4098)

10/22/2019

0.1

CEU

Immunization: You Call the Shots-Module Sixteen-Vaccines for Children Program-2019  
(Web-based)

Download Certificate

# Retrieving Your Certificates (II)

The Centers for Disease Control and Prevention (CDC)

certifies that

**Georgia Elysee**

has participated in the following educational activity

**Keys to Storing and Handling Your Vaccine Supply-2018 (Web on Demand)**

**WD2886**

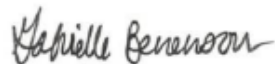
**on 03/05/2019**

and is awarded **1 AMA PRA Category 1 Credits™**.

*(CME for Physician Only)*

The Centers for Disease Control and Prevention is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The Centers for Disease Control and Prevention designates this **Enduring material** activity for a maximum of **1 AMA PRA Category 1 Credits™**.



Gabrielle Benenson  
Chief, Education and Training Services Branch  
Continuing Education  
Centers for Disease Control and Prevention  
1600 Clifton Road NE, MS E-92  
Atlanta, GA 30333



The Centers for Disease Control and Prevention (CDC)

certifies that

**Georgia Elysee**

has participated in the educational activity

**Immunization: You Call the Shots-Module Sixteen-  
Vaccines for Children Program-2019 (Web-based)**

**WB4098**

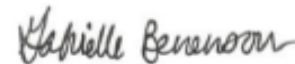
and is awarded

**0.1 ANSI/IACET Continuing Education Units (CEUs)**

*(Ten 60 minute contact hours equal one CEU)*

**10/22/2019**

The Centers for Disease Control and Prevention is authorized by IACET to offer 0.1 CEU's for this program.



Gabrielle Benenson  
Chief, Education and Training Services Branch  
Continuing Education  
Centers for Disease Control and Prevention  
1600 Clifton Road NE, MS E-92  
Atlanta, GA 30333




# Retrieving Your Certificates (IV)

Please note that each certificate file must have a unique name.

For example:

- **For the Physician In Charge**
  - PIC\_Storage\_2019
  - PIC\_VFC\_2019
- **For the Vaccine Coordinator**
  - VC\_Storage\_2019
  - VC\_VFC\_2019
- **For the Back-up Vaccine Coordinator**
  - BVC\_Storage\_2019
  - BVC\_VFC\_2019

# Accessing the 2020 Re-enrollment Form

- To access the Re-enrollment Form, log onto the CIR Online Registry:  
<https://immunize.nyc/provider-client/servlet/PC>
- Be sure to use Google Chrome  Web browser for optimal functionality when logged into the registry.

# Accessing the 2020 Re-enrollment Form



Please enter your User ID and Password

User ID

gelysee1

Password

.....

To obtain a User ID and Password, each health care facility or practice must designate a **Facility Security Administrator**. The Security Administrator must be associated with a licensed physician, physician's assistant or nurse practitioner, or must be a registered professional nurse or pharmacist who administers vaccines pursuant to *NYS Public Health Law Section 2168*. The Security Administrator must mail or fax a signed confidentiality statement to the CIR. Call us at 347-396-2400 for more information or download the sign up forms from [here](#).

In proceeding beyond this point, the user:

- acknowledges the possibility that the information contained herein may be incorrect or incomplete.
- acknowledges that the medical decision to immunize or test a child for lead rests with the health care provider, based on the child's current health status and past medical history.
- agrees to report immunizations and lead test results in accordance with *NYS Public Health Law Section 2168/ NYC Health Code Section 11.07* and *Section 11.09*.
- agrees to look up information only on his/her current patients, and to comply with the restrictions on the disclosure of information from the Online Registry in accordance with *NYC Health Code Section 11.11*.

By clicking the button below, you consent to the above.

Cancel X

I Consent →

## Online Registry Resources

- Recall patients with text messaging via the Online Registry:
  - Choose custom parameters [New!](#)

## News and Highlights

- VFC Program update, June 2017
  - VIM - Provider FAQs



# Accessing the 2019 Re-enrollment Form

The screenshot shows the top navigation bar of the 'Online Registry' system. The bar is divided into two main sections: 'PATIENTS' and 'PRACTICE'. The 'PATIENTS' section includes links for Search, MyList, Reports, and Add/Edit. The 'PRACTICE' section includes links for Tools, Recall, Adv. Event, and VIM. The VIM link is highlighted with a red box. Below the navigation bar, there is a row of buttons: Vaccine Inventory Management, Reports, Other VFC Forms, 2020 VFC Re-enrollment, and Standing Orders Aggregate Form. An orange arrow points to the '2020 VFC Re-enrollment' button.

The VFC Reenrollment process is now open until **November 30, 2019**. If not completed by this date, vaccine ordering privileges will be suspended. Please read the [notice](#) that was sent out to providers.

Your re-enrollment form was last amended by **Georgia Elysee** on **10/18/2019 at 11:07am**. A copy of your most recent re-enrollment form is below. Your VFC Re-enrollment Id number is 11483.

If you have any questions about VFC re-enrollment please e-mail [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov) or call 347-396-2404.

- To complete this form, please update and enter information below. You may use the tab button to proceed through the fields. For further guidance on how to complete the 2020 VFC Re-enrollment form, please click [here](#).

## Provider Annual VFC Re-enrollment

\* - Required Fields

Practice/Group Practice/Clinic/Facility

VFC PIN: VFCCIR Facility Name:

### Shipping Address

Shipping Address refers to the address where vaccines are shipped. **Please note that the Shipping Address and the address of the shipping contact must be the same.**

Vaccine Delivery Address 1:

Vaccine Delivery Address 2:

City:  State: NY Zip Code:  -

Telephone #:  Ext:  Fax #:

# Shipping Hours

← → ↻ ⓘ <https://immunize.nyc/uat/servlet/PC?PCFunction=VfcReenrollment>

## Shipping Hours\*

Shipping hours refer to the days/times when your facility can receive vaccine shipments. If the days/times below are incorrect, please update. Every day (Monday-Friday) must be accounted for (if there are no shipping hours for a day, please indicate the office is closed). Providers must be on site with appropriate staff to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours on that day.

		First Open Interval			Second Open Interval		
		From	To		From	To	
Monday:	<input type="checkbox"/> Office is closed/no deliveries	09 : 00 am ▼	05 : 00 pm ▼				
Tuesday:	<input checked="" type="checkbox"/> Office is closed/no deliveries						
Wednesday:	<input type="checkbox"/> Office is closed/no deliveries	09 : 15 am ▼	12 : 00 pm ▼	01 : 00 pm ▼	03 : 45 pm ▼		
Thursday:	<input type="checkbox"/> Office is closed/no deliveries	08 : 00 am ▼	12 : 00 pm ▼	02 : 00 pm ▼	06 : 00 pm ▼		
Friday:	<input type="checkbox"/> Office is closed/no deliveries	09 : 00 am ▼	05 : 00 pm ▼				

Delivery Instructions (if applicable):

## Vaccines Offered (select only one box)\*

- ☐ Offers all ACIP Recommended Vaccines for children 0 through 18 years of age.
- ☐ Offers Select Vaccines (This option is only available for facilities designated as Specialty Providers by the VFC Program)

A "Specialty Provider" is defined as a provider that only serves (1) a defined population due to the practice specialty (e.g., OB/GYN; STD clinic; family planning) or (2) a specific age group within the general population of children ages 0-18. Local health departments and pediatricians are not considered specialty providers. The VFC Program has the authority to designate VFC providers as specialty providers. At the discretion of the VFC Program, enrolled providers such as pharmacies and mass vaccinators may offer only influenza vaccine.

If you offer only select vaccines, please indicate below which vaccines you offer:

- |                                      |  |                                    |
|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> DTaP        | <input type="checkbox"/> Meningococcal B             | <input type="checkbox"/> Rotavirus |
| <input type="checkbox"/> Hepatitis A | <input type="checkbox"/> Meningococcal Conjugate     | <input type="checkbox"/> Td        |
| <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> MMR                         | <input type="checkbox"/> Tdap      |
| <input type="checkbox"/> Hib         | <input type="checkbox"/> Pneumococcal Conjugate      | <input type="checkbox"/> Varicella |
| <input type="checkbox"/> HPV         | <input type="checkbox"/> Pneumococcal Polysaccharide |                                    |
| <input type="checkbox"/> Influenza   | <input type="checkbox"/> Polio                       |                                    |

# VFC Site Personnel

## Physician-in-Charge

This title refers to the main physician involved with VFC vaccines. The Physician in Charge can also be the Vaccine Coordinator OR Back-up Vaccine Coordinator. To indicate this, select the 'Same as Physician-in-Charge' option in either the "Vaccine Coordinator" OR "Back-up Vaccine Coordinator" sections. Please note that the Physician in Charge cannot be both the Vaccine Coordinator and Back-up Vaccine coordinator.

☐ Shipping Contact

Type:

First Name:  Last Name:

Job Title:

Address 1:

Address 2:

City:  State: NY Zip Code:  -

Telephone #:  Ext:  Fax #:

Email Address:  Cell Phone #:

## Vaccine Coordinator

This title refers to the person who is primarily responsible for VFC vaccine management. Please note that the Vaccine Coordinator and Back-up Vaccine Coordinator cannot be the same person.

☐ Same as Physician-in-Charge ☒ Shipping Contact

Type:

First Name:  Last Name:

Job Title:

Address 1:

Address 2:

City:  State: NY Zip Code:  -

Telephone #:  Ext:  Fax #:

Email Address:  Cell Phone #:

## Back-up Vaccine Coordinator

This title refers to the person who backs up the vaccine coordinator when he/she is not available. Please note that the Vaccine Coordinator and Back-up Vaccine Coordinator cannot be the same person.

☒ Same as Physician-in-Charge ☐ Shipping Contact

Type:

First Name:  Last Name:

Job Title:

Address 1:

Address 2:

City:  State: NY Zip Code:  -

Telephone #:  Ext:  Fax #:

Email Address:  Cell Phone #:

# Training Requirement

## Training Requirement\*

All persons holding the titles of Physician in Charge, Vaccine Coordinator, and Back-up Vaccine Coordinator must take the following two trainings: "Keys to Storing and Handling your Vaccine Supply-2018" (Course #WD2886) and "You Call the Shots: Vaccines for Children (VFC) Training Module 16" (Course #WB4098). Only certificates for trainings completed in 2019 will be accepted for 2020 re-enrollment. **Please note that each certificate file uploaded must have a unique name. If any of the files have the same name, you will not be able to proceed.** For further guidance on how to take these training courses, retrieve your certificates, and/or upload them to this section, click [here](#).

### Physician-in-Charge

Storage and handling: File: PC\_Storage\_Certificate.pdf  No file chosen

VFC: File: PC\_VFC\_Certificate.pdf  No file chosen

### Vaccine Coordinator

Storage and handling: File: VC\_Storage\_Certificate.pdf  No file chosen

VFC: File: VC\_VFC\_Certificate.pdf  No file chosen

# VFC Provider Agreement

## Consent\*

Please read the Vaccine Recipient Agreement form carefully. By clicking "I agree" below you confirm that you will comply with VFC requirements. Failure to comply with the agreement will prevent you from ordering VFC vaccine. The agreement can also be downloaded or printed [here](#).

### VACCINE RECIPIENT AGREEMENT

In order to participate in the New York City (NYC) Vaccines for Children (VFC) Program and/or receive Federally/State/City procured vaccines provided to me at no cost, I and all practitioners employed by this medical office, group practice, HMO, health department, community/migrant/rural clinic, or other entity of which I am the physician-in-charge or equivalent, agree to the following:

☒ I Agree 

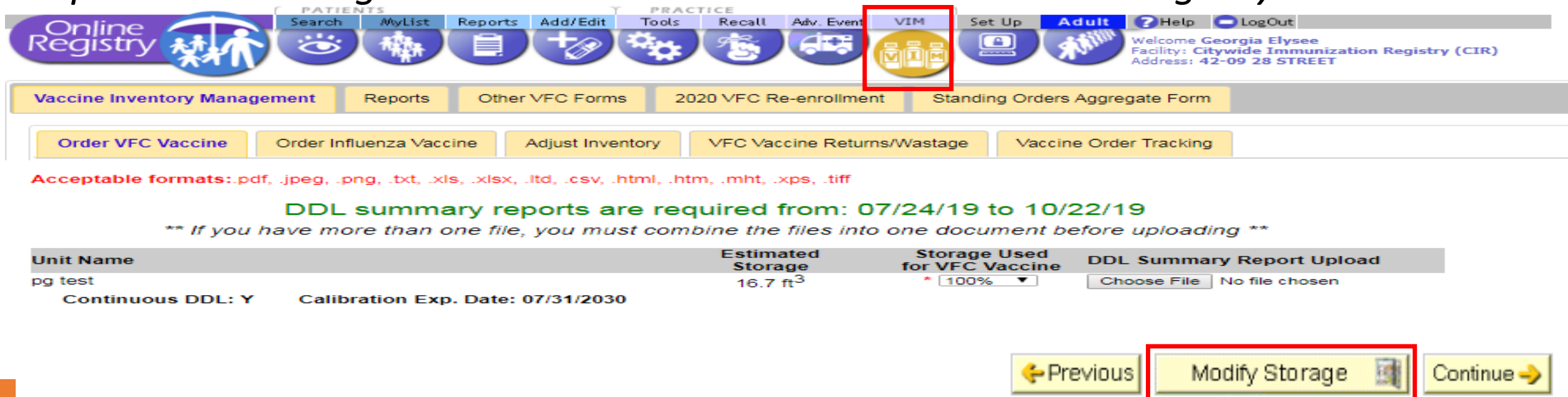
 [Continue](#) 

# Frequently Asked Questions

# New Storage Unit

Clinic ABC would like to replace their fridge unit containing VFC vaccines. They ordered a new storage unit and it was delivered today. What should be their next step?

- *Contact NYC VFC staff to schedule a site visit to approve unit.*
- *Plug unit for 24-48 hours and monitor temperature with DDL thermometer until temperature stabilizes to CDC recommended range (36°F -46°F or 2°C-8°C).*
- *Transfer VFC vaccines from old unit to new unit.*
- *Update the storage unit details in VIM section in the online registry.*



The screenshot shows the 'Online Registry' interface. The top navigation bar includes 'PATIENTS' (Search, MyList, Reports, Add/Edit) and 'PRACTICE' (Tools, Recall, Adv. Event, VIM, Set Up, Adult). The 'VIM' button is highlighted with a red box. Below the navigation bar, the 'Vaccine Inventory Management' section is active, showing buttons for 'Order VFC Vaccine', 'Order Influenza Vaccine', 'Adjust Inventory', 'VFC Vaccine Returns/Wastage', and 'Vaccine Order Tracking'. A message states: 'Acceptable formats: .pdf, .jpeg, .png, .txt, .xls, .xlsx, .ltd, .csv, .html, .htm, .mht, .xps, .tiff'. Below this, a green banner reads: 'DDL summary reports are required from: 07/24/19 to 10/22/19'. A note says: '\*\* If you have more than one file, you must combine the files into one document before uploading \*\*'. A table displays unit information:

Unit Name	Estimated Storage	Storage Used for VFC Vaccine	DDL Summary Report Upload
pg test	16.7 ft <sup>3</sup>	* 100% ▼	Choose File No file chosen

Below the table, it says 'Continuous DDL: Y' and 'Calibration Exp. Date: 07/31/2030'. At the bottom, there are three buttons: 'Previous', 'Modify Storage' (highlighted with a red box), and 'Continue'.

# Back-up thermometer

Clinic ABC received a compliance visit from a VFC epidemiologist. There is a primary Digital Data Logger (DDL) thermometer monitoring the freezer and refrigerator units but they do not have a back-up thermometer. The primary thermometer's calibration certificate indicates that it expires on December 1, 2019. Is Clinic ABC fully compliant?

- *No, they are not fully compliant and must purchase a back-up DDL thermometer*
- *As per the CDC guidelines, they have one month from date of visit to comply*
- *Back-up thermometer must have a different calibration expiration date than the primary, ideally 1-6 months*

# Temperature Excursion

Clinic ABC ordered VFC vaccines and uploaded a DDL summary report with a temperature excursion in the fridge. The temperature was 31°F for 7 days. What is the best course of action for this provider?

- *Quarantine vaccines and contact manufacturers to determine viability*
- *Submit **Temperature Excursion Incident Report** within **14 days***
- *Report spoiled vaccines in the Vaccine Inventory Management (VIM) Return/Wastage section of the Online Registry*

## TEMPERATURE EXCURSION INCIDENT REPORT

NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE: VACCINES FOR CHILDREN (VFC) PROGRAM  
347-396-2404 (Phone) • 347-396-2559 (Fax) • nycimmunize@health.nyc.gov

In the event of any VFC temperature excursions, please complete this form and file it with the relevant temperature logs. Make sure to file any documents from the manufacturer as well. This report must be readily available if requested by the VFC Program.

VFC Provider Site: \_\_\_\_\_ VFC PIN #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_ Order ID: \_\_\_\_\_

### IMMEDIATE ACTION TAKEN

- |    |  |
|----|--|
| 1. | Was the Physician In-Charge, Vaccine Coordinator or Back-up Vaccine Coordinator notified of excursion?<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |
| 2. | What was the temperature inside the affected storage unit(s) at the time the problem was discovered (Include Min & Max temperatures as well)? *Please note that any temperature reading outside the recommended ranges (Refrigerator – between 36°F [2°C] & 46°F [8°C]; Freezer – between -58°F [-50°C] & +5°F [-15°C]) is considered a temperature excursion. |

The screenshot shows the Online Registry interface. The top navigation bar includes tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Recall, Adv. Event, VIM, Set). The VIM tab is highlighted with a red box. Below the navigation bar, the main content area displays 'Vaccine Inventory Management' as the selected option. Other options include Reports, Other VFC Forms, 2020 VFC Re-enrollment, and Standing. At the bottom, there are buttons for 'Order VFC Vaccine', 'Order Influenza Vaccine', 'Adjust Inventory', and 'VFC Vaccine Returns/Wastage', with the latter highlighted by a red box.

# Temperature Excursion

Clinic ABC conducted inventory in their fridge unit and defrosted their freezer unit which resulted in an excursion. They would like to order vaccines but they are not sure if it will be processed due to the excursion temperature displayed on the DDL report. What should they do?

- *Acknowledge the excursion temperature on the DDL report*
- *Annotate the DDL Report*

P1	Time	Date	Notes
37	11:30	7/11/2018	
40.1	11:15	7/11/2018	
42.3	11:00	7/11/2018	
47.6	10:45	7/11/2018	Conducting Inventory
44.2	10:30	7/11/2018	Conducting Inventory
55.2	10:15	7/11/2018	Conducting Inventory
47.6	10:00	7/11/2018	Conducting Inventory
42.2	9:45	7/11/2018	
40.2	9:30	7/11/2018	

Temperature CH:1 Is Above 5.0°F			
Triggered	07/13/2018 11:21:26 AM EDT		
Duration	2 hrs, 30 mins		
Comments	Jamel Washington	Alarm acknowledged	07/13/2018 11:26:03 AM EDT
	Jamel Washington	Defrosting freezer	07/13/2018 11:27:50 AM EDT
Medications are in the hospital pharmacy and will be stored there until proper temperatures are achieved			

# Vaccine Ordering

Clinic ABC would like to place a VFC vaccine order today (10/21/19). Their last order date was 7/24/19. What should be the timeframe on the DDL reports submitted with their order?

- Clinic ABC should submit DDL reports from 7/24/19 to 10/21/19
- Clinic ABC can refer to the ordering screen in VIM for specific DDL report timeframe required

**DDL summary reports are required from: 07/24/19 to 10/21/19**

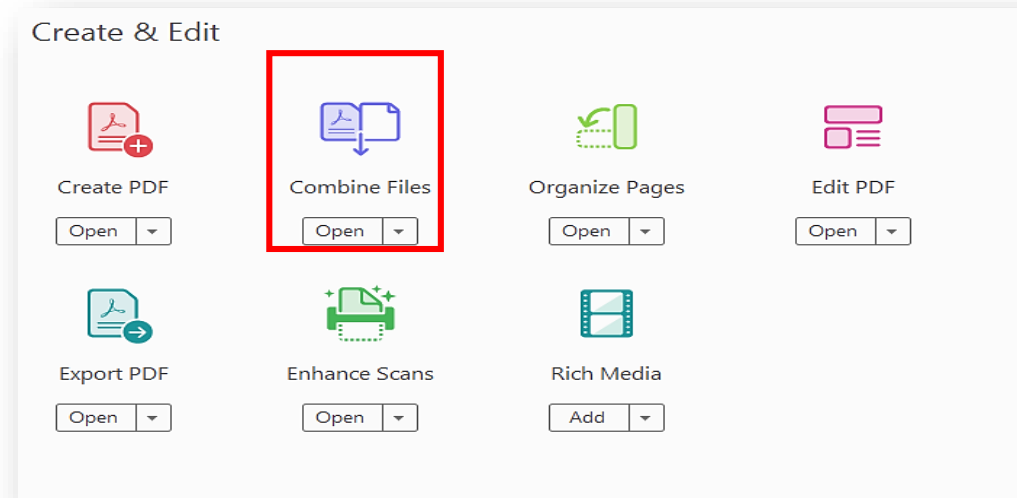
**\*\* If you have more than one file, you must combine the files into one document before uploading \*\***

Unit Name	Estimated Storage	Storage Used for VFC Vaccine	DDL Summary Report Upload
pg test Continuous DDL: Y    Calibration Exp. Date: 07/31/2030	16.7 ft <sup>3</sup>	* 100% ▼	<input type="button" value="Choose File"/> No file chosen
Regular Stand-Alone Chest Freezer 1 Continuous DDL: Y    Calibration Exp. Date: 12/16/2019	15.0 ft <sup>3</sup>	* 100% ▼	<input type="button" value="Choose File"/> No file chosen

# Vaccine Ordering

Clinic ABC would like to place a vaccine order and has three (3) separate DDL summary report files but can only upload one file to the registry. What should they do?

- *Clinic ABC should combine the three (3) files into one document by using Adobe Acrobat Reader's "combine files" tool or by printing and scanning the pages into an electronic file*



# Vaccine Ordering

Clinic ABC does not have the DDL reports from their last vaccine order due to a DDL thermometer glitch/malfunction, file corruption, data not retrievable from DDL. What should Clinic ABC do?

- *Clinic ABC should reach out to the DDL thermometer manufacturer for guidance.*
- *If data is completely erased and is not retrievable after contacting the DDL manufacturer, Clinic ABC can reach out to VFC since these issues are handled on a case by case basis.*



Thank you!

For Re-enrollment help, please contact the  
Bureau of Immunization, Provider Quality Assurance  
(PQA) unit

Phone: 347-396-2404

Email: [nycimmunize@health.nyc.gov](mailto:nycimmunize@health.nyc.gov)