GATHER NECESSARY INFORMATION

- Temperature Logs
- Information for your vaccine storage unit (including units for which VFC does not have information on file).
- Information for your temperature monitoring device (including devices for which VFC does not have information on file).

LOG IN TO YOUR MYVFCVACCINES ACCOUNT

Click the ‘Report/View Excursion’ button
Then, choose ‘Start New Report’

PROVIDE INFORMATION ABOUT THE EXCURSION

Report how and when the excursion was discovered
Choose the affected unit(s); if the affected unit is not listed select 'Other.' Confirm the primary temperature monitoring device associated with that unit.

The system will display the brand and location/unit ID of storage units, as well as the temperature monitoring device based on information submitted by the Provider during Recertification. If information has changed since you last Recertified, (e.g., you have a new digital data logger) select 'Other' and enter the new information.

Enter information about the temperatures, dates and times, and actions taken.

For date & time out of range temperature occurred:

- If you do not know the exact time that the out of range temperature occurred, enter the date and time the out of range temperature was recorded (e.g., the maximum temperature recorded in the morning was out of range, but the exact time that it went out of range overnight is unknown).
- If you know the exact time the out of range temperature occurred, enter the exact time that out of range temperature was discovered (e.g., from your data logger summary report).

If your minimum and maximum temperatures are both out of range, you only need to fill out one line.

Make sure information entered up to this point is correct before proceeding. Once next is clicked, information entered cannot be changed.

RESULTS & INSTRUCTIONS

Based on the temperatures reported, you will be given results & instructions that:

- No further action is required and you may continue vaccination services.
  
  OR

- Proceed with the report and contact the vaccine manufacturers.

VACCINE STORAGE EXCERSION REPORT

If you proceed with the report you will need to:

- Provide more details about the temperature excursion;
- Confirm the affected inventory;

The vaccine brands reported as on hand on your last vaccine order will automatically display. Use the check box to confirm if still in inventory. Use the add more link to add vaccine brands not listed.
• Contact vaccine manufacturers;
• Provide the stability determination given by the vaccine manufacturers.

Print information about the Excursion Report if you need to step away from the computer to contact the vaccine manufacturers.

If temperature logs were not uploaded, make sure to fax your temperature logs in to the VFC Program as soon as possible to expedite review of your submitted report and prevent delay of vaccine orders.

**VIEWING VACCINE STORAGE EXCURSION REPORTS**

• Vaccine Storage Excursion reports that require the provider to contact the vaccine manufacturers may be viewed using the ‘Report/View Excursions’ button on the MyVFCVaccines homepage.
• Reports are grouped based on status:
  • Incomplete: report started, but not finished.
  • Re-opened: VFC has opened up a previously submitted report and requires additional action by the Provider.
  • Completed: report submitted to VFC.
• Supervisor Review: When the temperature log is complete and the supervisor is ready to review and sign the log, a summary of all documented Vaccine Storage Excursion reports temperature excursions may be viewed and printed for supervisory review using the ‘View Temperature Excursion History’ link.

**Tips for using the SHOTS system**

- As you move through the system, all information entered is saved when next is clicked.
- If you are unable to complete the report in one sitting, you may access saved information by choosing the ‘Report/View Excursion’ button on the homepage, then choose the incident ID in the incomplete reports section.
- Information entered cannot be changed once you have reached the Results & Instructions page.
- Do not use the compatibility view setting in Internet Explorer (information will not display properly).
- Report every excursion.