



STORAGE AND HANDLING ONLINE TRIAGE SYSTEM (SHOTS)

The Storage and Handling Online Triage System (SHOTS) guides California VFC Providers on documenting out of range temperatures (excursions) for their vaccine storage unit(s) and determines whether vaccine manufacturers need to be contacted.

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 your 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.*

4.) Please confirm the storage unit(s) involved in this excursion:

Refrigerator: Superfridge - Location: Back Office (Main)

Thermometer on file associated with the unit above (select other, if listed thermometer is not associated with the unit):
 Select thermometer

What is the current temperature of this unit (right now)?
 Temp Select scale

Enter temperatures and times.

Include any information for the same units that were not previously reported.

Refrigerator: Superfridge - Location: Back Office (Main)

Instructions: Use this table to document the out-of-range (OOR) temperatures and actions taken. The system will calculate total time out of range. Only enter excursions not previously reported.

ONLY check this box if vaccines were NOT stored in this unit at the time the temperature excursion occurred

Cause of Excursion	Min Temperature	Max Temperature	Temp Scale	Date & Time OOR Temp Occurred	Date & Time of Last In-Range Temp	Describe Corrective Actions Taken
Select cause <input type="text"/>	Temp <input type="text"/>	Temp <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add More"/>	<input type="button" value="Remove Row"/>					

Refrigerator: Superfridge - Location: Back Office (Backup)

Instructions: Use this table to document the out-of-range (OOR) temperatures, actions taken, and the total time temperatures went outside of the recommended storage range based on your data logger report. Only enter excursions not previously reported.

ONLY check this box if vaccines were NOT stored in this unit at the time the temperature excursion occurred

Cause of Excursion	Min Temperature	Max Temperature	Temp Scale	Date & Time OOR Temp Occurred	Total Time Out of Range	Describe Corrective Actions Taken
Select cause <input type="text"/>	Temp <input type="text"/>	Temp <input type="text"/>	<input type="text"/>	<input type="text"/>	Time <input type="text"/>	<input type="text"/>
<input type="button" value="Add More"/>	<input type="button" value="Remove Row"/>					

If there are no temperatures to report

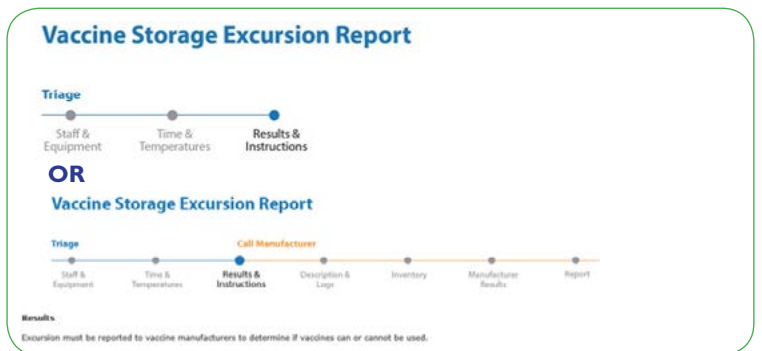
Although this situation may not occur often, there may be no temperatures to report such as when:

- Temperatures were not monitored or documented
- Sensor error on your temperature monitoring device is causing the display to show LL or HH

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 EXCURSION 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 vaccine brands not listed.*

Describe excursion and submit temperature logs.

1. Have affected vaccines been given to patients? Yes No

2. Add more details about the excursion and what happened:

You have 1000 of 2000 characters remaining.

3. Submit temperature log PDF files:

Add file No file selected

Temperature Log Files

Identify inventory.

Check mark vaccines in current inventory that were affected by excursions. Vaccines listed are from your last order. Add vaccines as needed.

Refrigerated Vaccines:

Vaccine	Manufacturer	Stored in Kenmore front
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- 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.*

Back **Next** (Please ensure that the information inputted is correct before proceeding.)

Call vaccine manufacturers & provide the details below.

- Only licensed health care staff should contact vaccine manufacturers.
- Print this page to use as a reference.
- Request a letter containing stability information and enter the results below.
- Your account will be put on hold until this report is completed.

Print

After obtaining stability information, enter required vaccine viability determination, date of call, and case numbers given by the manufacturers (NOTE: Some manufacturers do not provide Case Number. Please obtain Name of Person Contacted).

thermometer location
 Highest Temperature 14.00 °F, Total time too warm: 13 hours and 00 minutes.
 Lowest Temperature -38.01 °F, Total time too cold: 13 hours and 00 minutes.

Manufacturer	Vaccine	Result	Date Called	Case # OR Contact Person
Merck 800-672-6372 Press: 2, 6	VARIVAX	<input checked="" type="radio"/> OK to Use <input type="radio"/> Do NOT Use		

Back **Next** (Please ensure that the information inputted is correct before proceeding.)

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.

Vaccine Temperature Excursions for PIN 999999, Test Practice

Listed below are the incomplete, re-opened and completed excursion reports.
 Before starting a new report review incomplete reports to ensure that excursion has not already been documented.
 Incomplete and re-opened reports must be completed prior to submitting a vaccine order. Vaccine orders will not be processed if there is an incomplete or re-opened report.

[View Temperature Excursion History](#)

Incomplete Reports

[Start New Report](#)

Re-opened Reports

Completed Reports

Practice Information
 Name: Test Practice
 Address: 850 Marina Bay Drive, Richmond, CA 94804
 Vaccine Coordinator Test Provider: Phone: (510) 920-3737
 Vaccine Coordinator Email: test.provider@shots.ca.gov

Choose Date Range: Select month and year: Choose Unit:
 1-13 15-31 January 2016 ALL

Submit

Excursion Summary Report
 Month / Year: 01/2016
 Date Range: 1-31
 Unit Location / Id: ALL

Print

Number of rows per page: No paging

Date & Time OOH Time Occurred	Cause	Max Temperature	Min Temperature	Corrective Actions Taken	Person Reporting
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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.