Data Logger/NMSIIS Interface How-to Guide

CLINIC TOOLS MODULE – ASSETS

NEW MEXICO IMMUNIZATION PROGRAM

February 2022

Temperature reporting in the NMSIIS Clinic Tools Module

- This training will take you through these steps:

1. Add, activate, and manage your location's Assets
   - Vaccine storage units (refrigerators and freezers)
   - Digital data loggers (thermometers)

2. Upload temperature readings into NMSIIS

3. Review data and history

4. Manage and report failures

IMPORTANT ITEMS!!!

- Users with **Admin**, **Admin HL7**, **Inventory**, **Inventory HL7** and **Inventory** (**School**) access will be able to use this Module.

- Users are responsible for managing Assets - Adding **Fridge, Freezer, and Data Loggers** ("Thermometers") in NMSIIS

- Ensure that your Data Loggers are set to **Fahrenheit** in NMSIIS!

Adding Assets

The **Manage Assets** menu displays a summary of all active/inactive assets associated with the default provider/clinic.

NOTE: If you do not see the **Clinic Tools** option on the NMSIIS menu, please call the Help Desk so your access can be updated. The Help Desk can be reached at:

1-833-882-6454

The summary list displays the unit name, type (thermometer or storage unit), and current status.
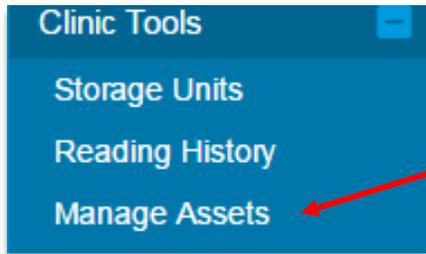
Clinic Tools
- Storage Units
- Reading History
- Manage Assets

Manage Assets ⓘ

Showing 1 to 4 of 4 entries

Name	Type	Status	Action
FRIDGE THERMOMETER (TEST FRIDGE 1)	THERMOMETER	ACTIVE	VIEW
FRIDGE1 (LOG TAG1)	STORAGE UNIT	PENDING	VIEW
LOG TAG1 (FRIDGE1)	THERMOMETER	ACTIVE	VIEW
TEST FRIDGE 1 (FRIDGE THERMOMETER)	STORAGE UNIT	ACTIVE	VIEW

New Mexico
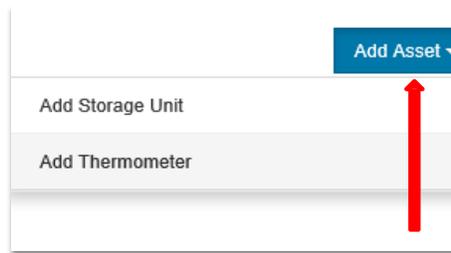Vaccines for Children

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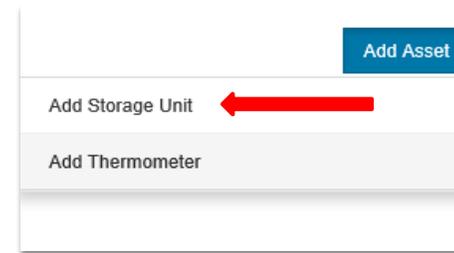DEPARTMENT OF
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Add a New Asset

Expand Clinic Tools

- Click **Manage Assets**

To add a new asset (storage unit/thermometer) click the **Add Asset** button and select the asset type.

On the Drop Down

Click **Add Storage Unit** or

Add Thermometer

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After following the steps on the previous page and selecting **Add Storage Unit,** enter all the required information pertaining to the unit you are adding.

When finished, click the **Create** button to save all entered information.

*Please note that, when adding storage units, you will not be able to change their status to **active**. The VFC Program will do this for you.*

Add Storage Unit

Create

Clinic Notes   Expand   ✚ Add
There are currently no notes entered for this clinic

Name *
TEST FRIDGE 1

Date of Purchase
05/30/2017

Storage Type *
REFRIGERATOR

Manufacturer *
TEST1

Make *
TEST1

Model *
TEST1

Serial Number/ID *
11111111

Assigned Thermometer

Storage Grade *

Comments
Comments

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In the **View Storage Unit** screen and you will see that the unit status is now "Pending".
The VFC Program will receive notification that you have added a storage unit and will then be able to activate it.

Please allow 48 hours for your unit to be activated; contact the Help Desk if your unit/s are not activated after 48 hours.

Name *
TEST FREEZER 1

Status *
PENDING

Date of Purchase
02/01/2018

Storage Type *
FREEZER

Manufacturer *
NORGE

Make *
SUPER FREEZER

Model *
QUICK CHILL 5000

Serial Number/ID *
111-22233456

Assigned Thermometer

Storage Grade *
PHARMA

Comments

Manage Assets ⓘ

Showing 1 to 2 of 2 entries

Name	Type	Status	Action
TEST FREEZER 1	STORAGE UNIT	PENDING	VIEW
TEST1	STORAGE UNIT	ACTIVE	VIEW

Showing 1 to 2 of 2 entries

Add a Thermometer

Expand Clinic Tools

Click *Manage Assets*

Clinic Tools

Storage Units
Reading History
Manage Assets

Add Asset ▾

Add Storage Unit
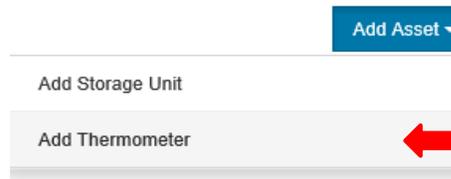
Add Thermometer

On the Drop Down
Click *Add Thermometer*

Important: Each vaccine storage unit must have its own thermometer

Add a Thermometer *(cont.)*

Enter the required information for the new thermometer (all fields with a red*) **and** the:

► **Assigned Storage Unit** (only storage units that do not have a thermometer assigned will appear in this drop-down)

► **Calibration Date** (number of months until next calibration is due)

► Any additional information may be entered in the **Comments** field

When finished, click the **Create** button to save all entered information.

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Add a Thermometer *(cont.)*

You will then be prompted to **View Thermometer** on an Edit screen.

After you have entered and **saved** the thermometer information, click the **Cancel** button to return to the **Manage Assets** screen.

Notes on Adding Assets

After all your storage units and thermometers have been added, please remember to assign a thermometer to each storage unit

Name *
TEST FREEZER 1

Status *
PENDING ▼

Date of Purchase
02/01/2018 📅

Storage Type *
FREEZER ▼

Manufacturer *
NORGE

Make *
SUPER FREEZER

Model *
QUICK CHILL 5000

Serial Number/ID *
111-22233456

Assigned Thermometer
▼

Storage Grade *
PHARMA ▼

Comments
Comments

View or update a Storage Unit

To view or update a storage unit's details

Click the **Clinic Tools** drop-down menu for the desired storage unit

Process for Monthly Temperature Uploads In NMSIIS

How you should store files downloaded from your Data Loggers

▶ You should already have a file folder where you have been saving your data logger files in .pdf format; **you will continue to save your temperature data in this same file location***

▶ When you save a temperature file use this **naming convention:**

Fridge Name_VFC Pin Number_LogTag ID (Serial Number) _Date Range

(example: FrigA_26A_012345678_May01_May31)

▶ **Attention:** All Data Logger files must be backed up on an external hard-drive, CD, cloud-based storage, etc. **ALL VFC DOCUMENTATION MUST BE SAVED FOR 3 YEARS.**

▶ **Important:** Any fridge or freezer excursions mandate an immediate upload of the temperature file into NMSIIS and must be reported to your Regional Coordinator and to VFC Program immediately. (We will go over this in more detail toward the end of this guide)

*For more information on this topic see the *Data Logger FAQs*

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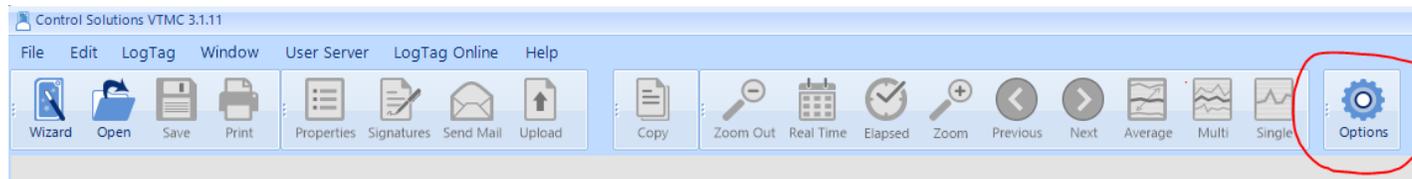
Control Solutions VTMC Software Settings

NOTE: *NEW INSTRUCTIONS begin here. Please make sure your settings match those shown. You should only need to verify these settings once.*

BEFORE docking your data logger/s to download temperature data, verify the software settings:

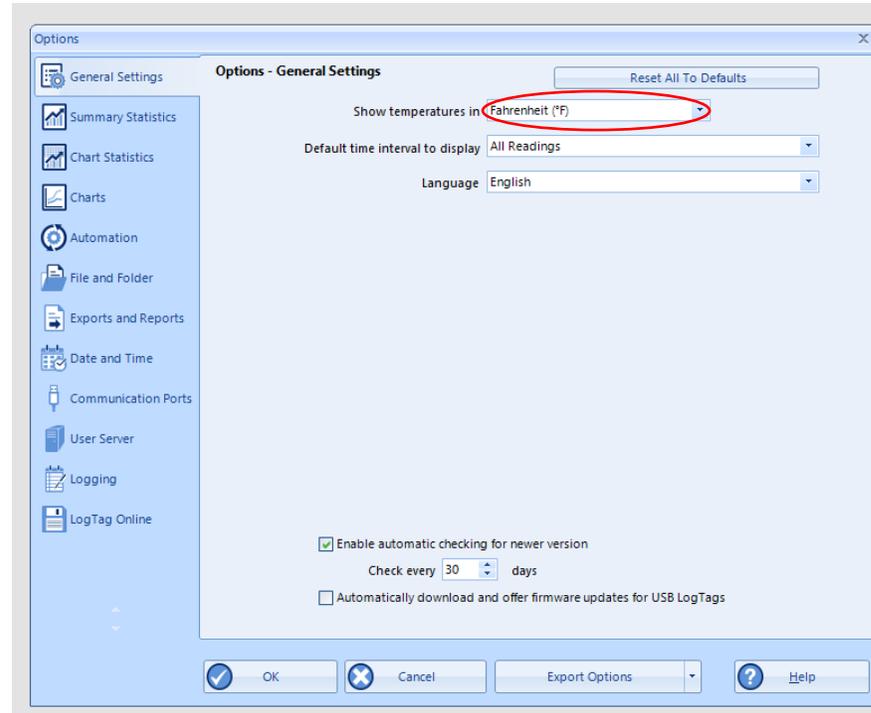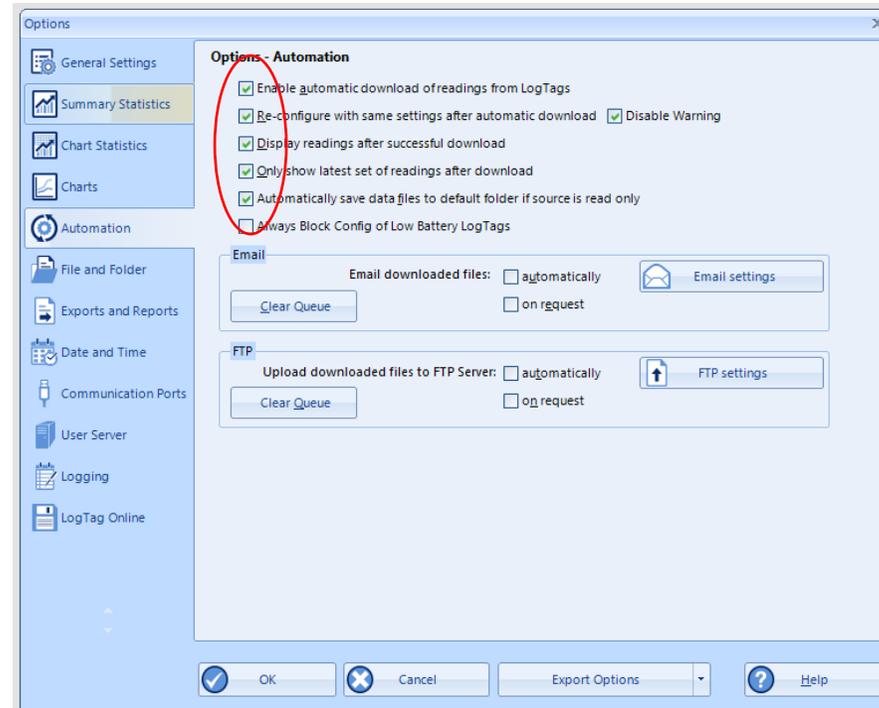   *1. **Open*** the Control Solutions VTMC Software:
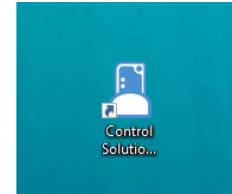
      2. Go to Options:

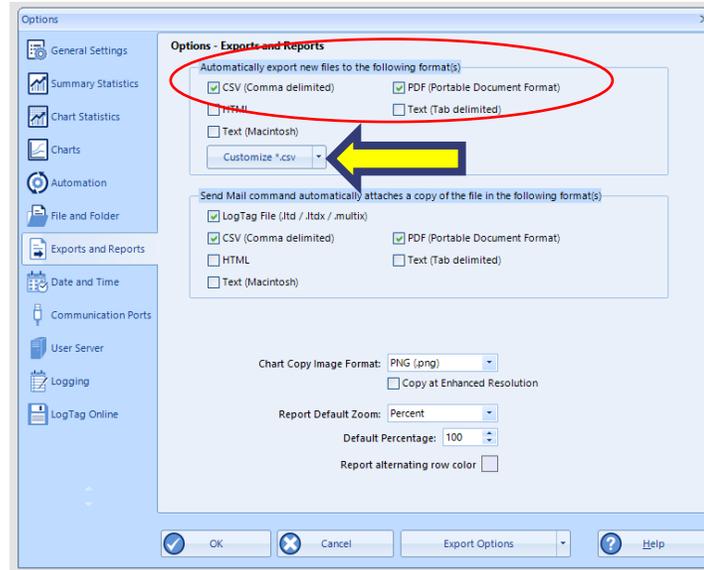Review Your Settings

GENERAL SETTINGS

Review Your Settings

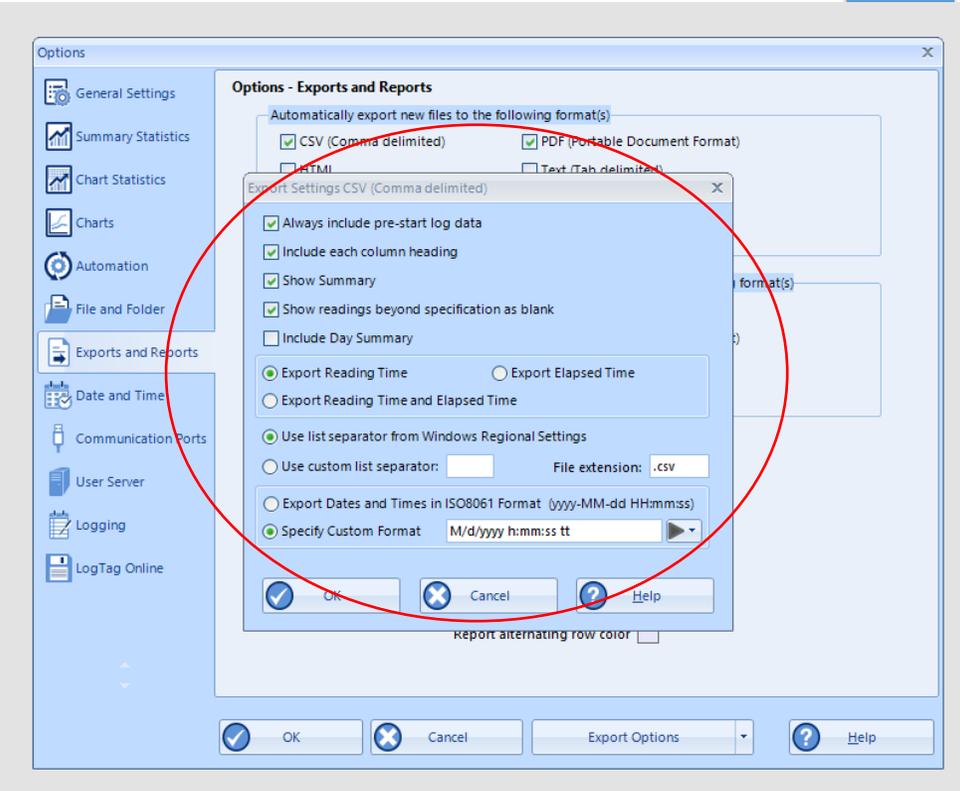# AUTOMATION

Review Your Settings

EXPORTS and REPORTS

Great News! When you select (check) these two automatic export settings, you will no longer need to save these file types manually!

Once you change this setting and the boxes are checked as shown, all three required files will be AUTOMATICALLY saved to your computer when you dock your data logger, eliminating the "Save As" steps in the previous guide.

*Next, click Customize *.csv button*

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Review Your Settings

Customize .csv

Options - Exports and Reports

Automatically export new files to the following format(s)

- ☑ CSV (Comma delimited)
- ☑ PDF (Portable Document Format)
- ☐ HTML
- ☐ Text (Tab delimited)

Export Settings CSV (Comma delimited)

- ☑ Always include pre-start log data
- ☑ Include each column heading
- ☑ Show Summary
- ☑ Show readings beyond specification as blank
- ☐ Include Day Summary

- ⦿ Export Reading Time   ◯ Export Elapsed Time
- ◯ Export Reading Time and Elapsed Time

- ⦿ Use list separator from Windows Regional Settings
- ◯ Use custom list separator: [ ]   File extension: .csv

- ◯ Export Dates and Times in ISO8061 Format (yyyy-MM-dd HH:mm:ss)
- ⦿ Specify Custom Format   M/d/yyyy h:mm:ss tt   ►

OK   Cancel   Help

Report alternating row color ☐

OK   Cancel   Export Options   Help

IMPORTANT: *any date format other than the one shown* will cause an error when you try to upload your temperature files. Click OK to save settings.

Uploading Temps into NMSIIS

Dock data logger(s) and open the temperature file(s) as you normally would.

Allow the data logger to reconfigure if prompted.

Now **in NMSIIS**:

Clinic Tools
- Storage Units
- Reading History
- Manage Assets

▶ Expand Clinic Tools

▶ Click **Storage Units**

▶ Locate your **Storage Unit**

▶ Click on the **Log** button

TEST FRIDGE 1

Status/Type
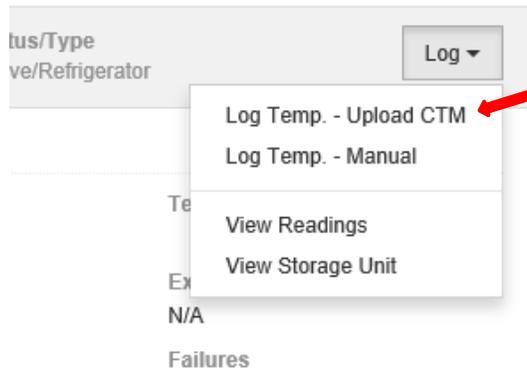Active/Refrigerator

Log ▾

Log Temp. - Upload CTM
Log Temp. - Manual

View Readings
View Storage Unit

Next Reading:

Last Reading:

Due Before
07/30/17, 12:00 AM
OVERDUE

Submitted On
No Readings

Timeframe
-

Te...

Ex...
N/A

Failures
N/A

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Uploading Temps into NMSIIS *(cont.)*

Click on the *Log Temp - Upload CTM*

First time *only*

The first time (only) you perform this step for each storage unit you will see the screen shown here:

Set Temperature Scale ⓘ

Please select which scale is to be used for logging and displaying temperatures for the currently selected clinic. Once a selection is made and a temperature reading is uploaded or manually entered into the system this value can only be changed by a Program administrator.

◉ Fahrenheit   ○ Celsius

Please select *Fahrenheit*
then *Update*

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Uploading Temps into NMSIIS *(cont.)*

Click the **Choose File** button, select the CSV version of your temp file

- The CSV file is the only format that will upload into NMSIIS -

Upload Temperature Reading ⓘ

Storage Units / FREEZER (Freezer)	Thermometer (Type)	Unit Status
	FREEZER LOG TAG (CTM)	Active

Select the CTM file from your computer and upload it below.

| Choose File | No file chosen |

Note: *To ensure the proper temperature file is uploaded, the file name* **must contain the serial number of the thermometer** *to which the temperatures readings apply*

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Uploading Temps into NMSIIS *(cont.)*

*Once you have chosen the correct file click **Upload***

Uploading Temps into NMSIIS *(cont.)*

▶ *You will see an **ALERT** message in red; this is a prompt to review the data shown, then*

▶ *Click **CONFIRM** to upload and save the file*

Temperature Reading and Alerts

The following screen will display:

▶ *Please make sure the Data Logger # matches the correct storage unit you uploaded the file for.*

▶ ***Ex: This is Fridge 1 with a Data Logger Serial ID#1860926398***

▶ ***This screen will also show your Failures or Excursions-*** *Please follow Protocol when a **Failure** or **Excursion** occurs please contact your VFC Regional Staff and VFC Program.*

The following will be available after temperature data has been uploaded:

▶ **Temperature Readings**

From the **Log** button next to a listed Storage Unit a user has several options: If the selected storage unit has an assigned Thermometer, the user can:

- ▶ View previously recorded temperature readings

- ▶ upload a CTM temperature file

- ▶ Or view all information pertaining to the storage unit, such as date of purchase, storage type, etc.

View Readings
To view a temperature reading summary for a specific storage unit, click the **View Readings** link under **Log** button drop-down menu of the desired Storage Unit.

Click the **View** button next to the temperature line item to view further details of an uploaded temperature reading.

A user may also get to this screen by selecting **Temperature Readings** from the menu items that display immediately upon selecting a storage unit.

The following will be available after temperature data has been uploaded: *(cont.)*

Reading History

The Reading History menu item displays a summary of temperature readings for all assets under the default provider/clinic. The temperature readings can be further filtered by the following parameters:

- ▶ Date Range
- ▶ Storage Unit
- ▶ Storage Unit Status (e.g., active)
- ▶ Reading Type (e.g., CTM)
- ▶ Reading Status (e.g., Fail)
- ▶ After selecting the desired filter criteria, click the **Filter** button to consolidate the summary results, or click the **down-arrow** next to the **Filter** button and select **Clear Filter** to clear out selected criteria.
- ▶ Each temperature summary line item is available for a user to review more details regarding the reading by clicking the **View** button next to the temperature line item.

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Failures

▶ If the selected temperature reading results in a failure, a **Failures** tab will display next to the **Details** tab. Click the **Failures** tab to view any recorded failure reports. If multiple failures were recorded click the **View** button next to a failure line item to view the failure report.

▶ ***Any Failures or Excursions need to be reported to your Regional DOH Coordinator and to the VFC Manager.***

Failures *(cont.)*

For Failure

▶ Click on the File Report icon for the appropriate date

▶ fill in the fields

▶ Click *Submit*

Questions?

Contact the HELP DESK
1-833-882-6454

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