



**NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE**
Oxiris Barbot, MD
Commissioner

Dear Vaccines for Children (VFC) Program Provider,

Based on the storage information you reported in the Vaccine Inventory Management (VIM) module in the Citywide Immunization Registry (CIR) Online Registry, your Digital Data Logger (DDL) thermometer (s) certificate of calibration will expire within **60 days**. Please recalibrate your thermometer(s) immediately, or, if you have DDL thermometers that cannot be recalibrated, discard them and purchase new DDL thermometers right away.

Please be aware that you will not be able to place a VFC vaccine order if your DDL thermometers have an expired certificate of calibration. Once you have recalibrated your thermometers or purchased new DDLs, please log into the CIR VIM module to update your DDL thermometer information. You will be able to order VFC vaccines after your information in VIM indicates your DDL thermometers have a current certificate of calibration.

If you have any questions or need assistance, please email us at nycimmunize@health.nyc.gov or call 347-396-2404. We thank you for your cooperation.

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




Updating DDL Thermometer Calibration Certificate Expiration Date in the Online Registry

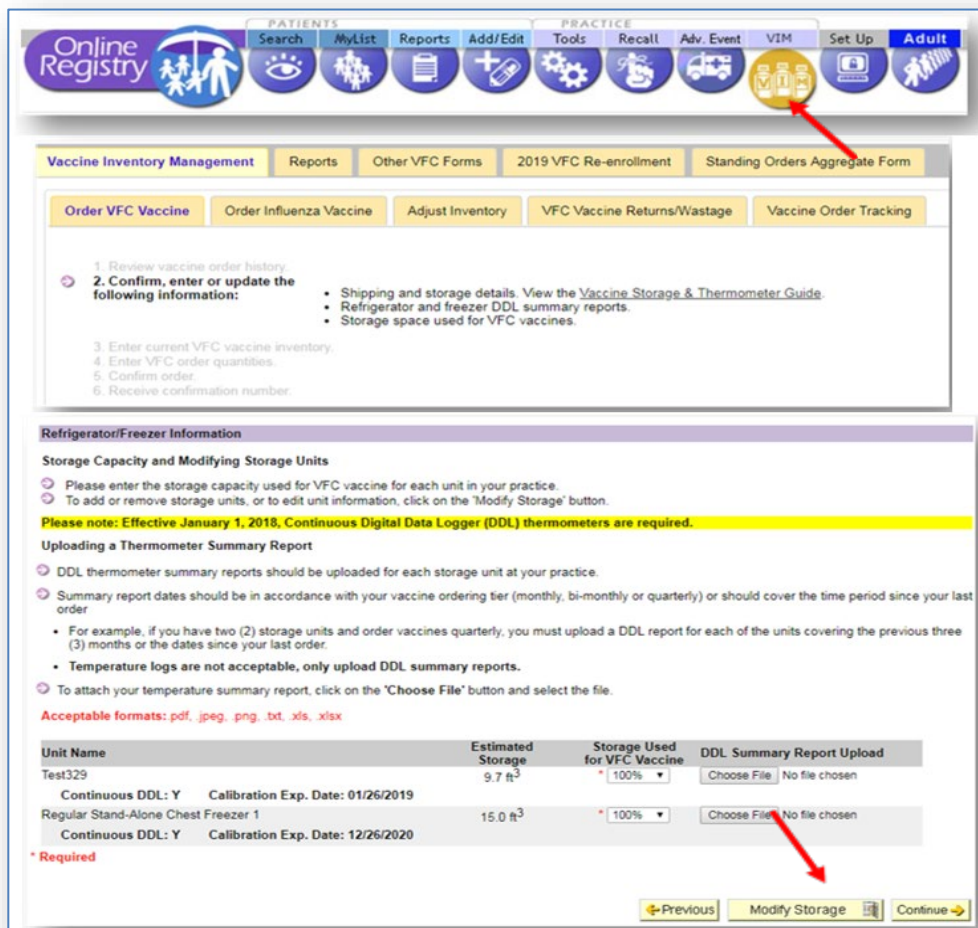
Phone: (347) 396-2404

www.nyc.gov/health/cir

Fax: (347) 396-2558/2559

As of January 1, 2018, all VFC providers are required to report all continuous digital data logger (DDL) thermometer calibration expiration date in the CIR Online Registry. Once re-calibrated, the new expiration date must be updated.

- **Using Google Chrome** , **log-in** to the Citywide Immunization Registry (CIR) at www.nyc.gov/health/cir.
- **Navigate** to the VIM Menu by clicking the **VIM** bubble to review your order history.
- **Continue** to **Step 2** to confirm, update refrigerator/freezer and DDL thermometer information.
- **Click** the “**Modify Storage**” button.



The screenshot shows the Online Registry interface. At the top, there are navigation tabs for PATIENTS (Search, MyList, Reports, Add/Edit) and PRACTICE (Tools, Recall, Adv. Event, VIM, Set Up, Adult). The VIM tab is selected and highlighted with a red arrow. Below the navigation, there are several menu items: Vaccine Inventory Management, Reports, Other VFC Forms, 2019 VFC Re-enrollment, and Standing Orders Aggregate Form. Under Vaccine Inventory Management, there are sub-items: Order VFC Vaccine, Order Influenza Vaccine, Adjust Inventory, VFC Vaccine Returns/Wastage, and Vaccine Order Tracking. The main content area shows a list of steps for updating information, with step 2 highlighted: "2. Confirm, enter or update the following information:" followed by a list of tasks: "Shipping and storage details. View the Vaccine Storage & Thermometer Guide", "Refrigerator and freezer DDL summary reports.", and "Storage space used for VFC vaccines." Below this, there is a section for "Refrigerator/Freezer Information" with instructions on storage capacity and uploading DDL reports. A table lists storage units with their estimated storage, storage used for VFC vaccine, and a "DDL Summary Report Upload" column with a "Choose File" button. The "Modify Storage" button at the bottom is highlighted with a red arrow.

Unit Name	Estimated Storage	Storage Used for VFC Vaccine	DDL Summary Report Upload
Test1329 Continuous DDL: Y Calibration Exp. Date: 01/26/2019	9.7 ft ³	100%	Choose File No file chosen
Regular Stand-Alone Chest Freezer 1 Continuous DDL: Y Calibration Exp. Date: 12/26/2020	15.0 ft ³	100%	Choose File No file chosen

- Navigate to the specified storage unit at your facility. **Click** the “Add/Edit” button.

Modify Storage Unit Instructions
Vaccine Storage Equipment Data and Temperature Monitoring Equipment Data



➤ Please complete the fields below for each of your storage units.

Specify the types of refrigerators and freezers that you use to store VFC vaccine by clicking “Add/Edit” for the desired storage unit type and filling out the form that appears.

If you have more than one of the same type of unit, click the “Add Unit” button in the window that appears. A corresponding box for thermometer information will also appear for each unit selected.

To remove additional storage units or thermometers, click on the “Remove Unit” button.

For a glossary of terms used, please click [Glossary](#)

STAND-ALONE UNITS	
REFRIGERATOR UNITS	FREEZER UNITS
<input checked="" type="checkbox"/>  <p>The typical storage capacity of a single unit is 9.7 ft³. The storage capacity of your unit(s) may be different.</p> <p>Small Stand-Alone Refrigerator 1 unit at this facility.</p> <p>Add/Edit</p>	<input type="checkbox"/>  <p>The typical storage capacity of a single unit is 2.0 ft³. The storage capacity of your unit(s) may be different.</p> <p>Small Stand-Alone Chest Freezer</p> <p>Add/Edit</p>

- The Vaccine Storage Unit Editor screen will appear. **Edit** the “Calibration Expiration Date” field.

Vaccine Storage Unit Editor

Storage Unit Information [Add Unit](#)

Small Stand-Alone Refrigerator 1 [Remove Unit](#)

Unit name: (Ex: Room 1, Basement, North, Unit A, Unit B, etc)

Section of Unit Used*	Estimated Refrigerator Capacity (ft ³)*	Estimated Freezer Capacity (ft ³)*	Storage Unit Brand*	Storage Unit Model Number	Auto Defrost? (Freezer Only)
Refrigerator Only	9.7	0	Accucold	03302018	<input type="radio"/> Yes <input checked="" type="radio"/> No

Thermometer Information*

I have 1 thermometer with a dual probe in the refrigerator and freezer (entire unit used)
 I have 2 separate thermometers, 1 in the refrigerator and 1 in the freezer (entire unit used)
 I have 1 thermometer in the freezer (freezer only section used)
 I have 1 thermometer in the refrigerator (refrigerator only section used)

Is this a Continuous Data Logger*	Thermometer Brand*	Refrigerator Thermometer Model Number	Calibration Expiration Date*	Does this thermometer have a buffered probe?*
<input checked="" type="radio"/> Yes <input type="radio"/> No	Control Solutions	VFC 400	01/26/2019	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Cancel](#) [Save](#)

- Click “Save” to continue.
- Click “Previous” to return to step 2. The updated calibration expiration date should now be reflected in this step.