Steps for Providers Enrolled in the Vaccines for Children Program
To Generate New York State Immunization Information System (NYSIIS) Temperature Log Reports

Effective January 1st, 2015, the New York State Department of Health (NYSDOH) Vaccine Program will require providers enrolled in the Vaccine for Children (VFC) Program to use the NYSIIS Temperature Log (Temp Log) to record twice daily temperatures for their vaccine storage unit refrigerator and freezer containing VFC vaccines. Three Temp Log Reports are available to use (but not required) for a provider to view by selecting a report type, a date range, and file type. The report types include:

➢ **Standard Temp Log** – A list of Temp Log records for each of the organization's storage units, including Inactive Units. Out of range temperatures will be highlighted yellow.
➢ **Out of Range Aggregate** – A list of temperatures above or below "in range" temperatures that have been entered for each storage unit, including Inactive Units.
➢ **Compliance Aggregate** – A list of Temp Log recording opportunities and the percentage (%) of times when a recording was entered. The % is based on the number of Temp Log records in NYSIIS compared to the number of recording opportunities the organization has had for the selected date range [total number of days within date range X 2 (AM/PM readings) minus opportunities marked as "Office Closed"].

How to View Reports

1. **Log in** to the Health Commerce System https://hcsv4.health.state.ny.us/public/hcs_login.html.
2. Select the application **NYSIIS – Production (New York State Immunization Information System).**
   Note: *If you have access to more than one organization, be sure to select the organization associated with your VFC PIN.*
3. On the NYSIIS home screen, in the menu panel on the left side of the screen, under the Reports section, select **Temp Log Report.**
4. Select **Organization** - The name of your organization will display in the **Organization field** at the top of the screen under the title Temp Log Report. **You do not have to do anything with this field.**
5. Leave the boxes unchecked next to **Select by county or region** and next to **Select Multiple Organizations**.
6. Select **Report Type** - Click on the radio button next to the report type you want to generate. Only one report type may be generated at a time.
7. Select **Date Range** – Enter a date manually or use the calendar.
   a. Enter a date in the "From" field and in the "To" field using MMDDYYYY OR,
   b. Select the calendar icon next to the "From" field, a calendar will open in a new window, select a starting date and click OK. Select the calendar icon next to the "To" field, a calendar will open in a new window, select an end date and click OK.
8. Select **File Type** – Click on the radio button next to the File Type you want to generate - PDF or Spreadsheet. Both file types will open in a new window.
9. Select **View** located in the upper right corner of the Temp Log Report screen.
   a. Click on **View** to generate the report.
      i. **Spreadsheet View** - You will receive a message asking what you want to do with Excel (.xls) file.
      ii. **PDF View** - You will not receive a message asking what you want to do with the file (.pdf). If you want to save the file, use the browser toolbar to save or print the report.
      iii. **"No Records"** displays when an Organization has entered storage units in NYSIIS but has not entered temp logs for the date range selected.
      iv. **"No data returned based on report parameters"** displays when generating an Aggregate report and the Organization has not entered storage units in NYSIIS.
      v. **Blank screen** displays when generating a Standard Temp Log report and the Organization has not entered storage units in NYSIIS.