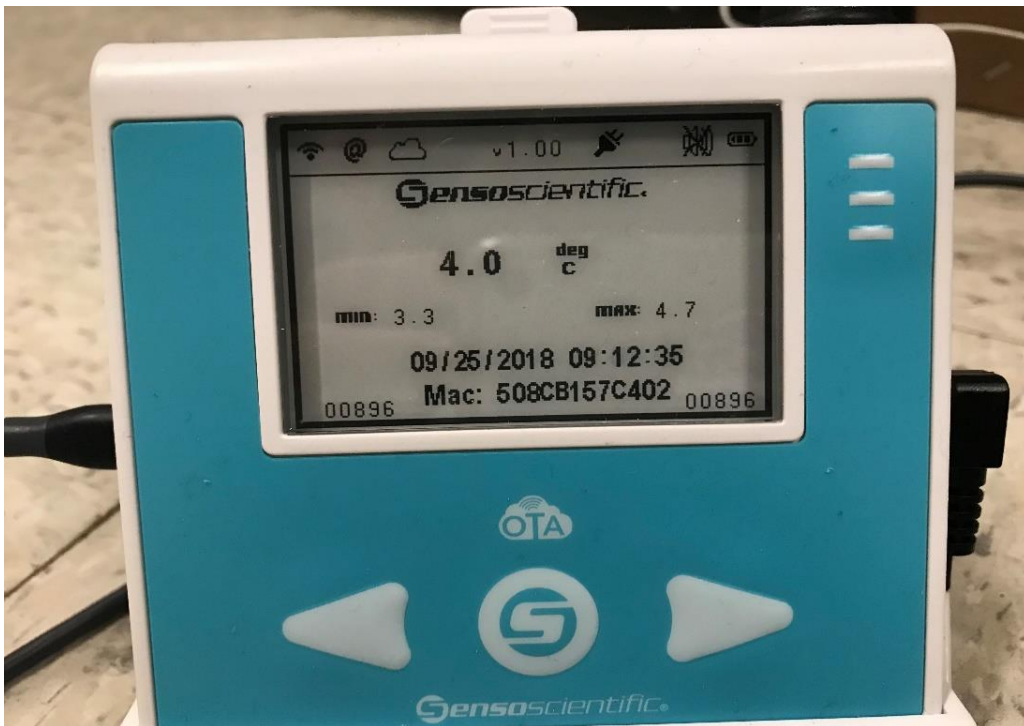# Data Logger Policy and Procedures for Practices

January 2020

Cloud-based Wi-Fi data loggers are provided by the Vermont Immunization Program to all VCVP and VAVP enrolled practices to monitor and document the temperatures of vaccine storage units that store state-supplied vaccine.

Data Logger Policy and Procedures for Practices

> **Acceptable temperature ranges:**
>
> - Refrigerated Vaccine: 2.0° - 8.0° C (36.0° – 46.0° F)
> - Frozen Vaccine: -50.0° C to -15.0° C (-58.0° to +5.0° F)

Temperature Documentation

- Effective January 1, 2020 practices are required to record the daily minimum and maximum (min/max) temperature readings by using only the SensoScientific cloud system.   This is accomplished when a user logs into the cloud system, checks off each vaccine storage unit, and clicks "Audit Node".
- Temperature readings must be done once/day when the practice opens
- Paper temperature logs will no longer be provided.
- Each temperature recording must include the following documentation:
  - Date
  - Time
  - Staff Initials - User name (email) must be unique. Generic emails (shared emails) should not be used.
  - Minimum and maximum temperature reading

Continuous Temperature Monitoring Device (Digital Data Loggers)

Continuous temperature monitoring capability is required.

Cloud-based Wi-Fi data loggers are provided free of charge by the Vermont Immunization Program to all Vermont Child Vaccine Program (VCVP) and Vermont Adult Vaccine Program (VAVP)\-enrolled practices to monitor temperatures in vaccine storage units. Recalibration every two years, ongoing maintenance and technical support will also be provided. Cloud-based data loggers are the property of Vermont Immunization Program and practices are obligated to return the devices if they disenroll from the VCVP or VAVP programs for any reason.

SensoScientific OTA Cloud-based Wi-Fi Devices

The Immunization Program will provide the B10-200-OTA cloud-based Wi-Fi data logger. The same automated temperature monitoring technology is used by hospitals, pharmacies and other immunization programs around the country. Data loggers transmit the vaccine storage unit temperature every 15 minutes to the cloud which can be accessed by any Wi-Fi enabled

network. Alarm parameters are set by the Immunization Program and the system will provide alerts to the user by SMS, text message, email or phone.

The data logger settings are as follows:

1. Data is sent to the cloud automatically.
2. If the power is out or connectivity lost, data is stored on the device and is transmitted when connection is reestablished
3. The data logger takes temperature readings every 15 minutes.
4. Min/max automatically resets at 6 PM.
5. An audible alarm will sound for data alarms, signal alarms and battery alarms. Learn about alarm types on page 4.
6. Email notifications will be sent in 30-minute intervals (maximum: three emails).

User Responsibilities

Each practice is required to designate a minimum of two people – a primary and a backup – who will assume responsibility for managing the cloud-based data loggers on daily basis. Practices may have as many users with access to the cloud as needed. Each user must have their own unique email address. The Immunization Program is responsible for granting users access to the cloud system. Practices are responsible for notifying the program by email (ahs.vdhimmunizationprogram@vermont.gov) of staffing changes.

Role of the primary user:

- Perform the **daily responsibilities** when the practice is open:
  - Login into the cloud system.
  - Select units and click "Audit Node" to acknowledge current temperatures.
  - Review the temperature readings for previous 24 hours by login into the cloud system and clicking 24 hrs graph button.
- Assume responsibility for responding to alarm notifications.
- Notify the back-up user when unavailable.

After standard business hours responsibilities when the practice is closed:

- The practice must designate one person to respond to off-hours alarm notifications.
  - To respond to an after standard business hours alarm notification: log into the cloud system, diagnose the alarm and follow the instructions on page 4 for the specific alarm type.

To access the cloud: https://cloud.sensoscientific.com

Alarms

All alarm notifications will be sent by to the primary and backup user by email (and text message, optional).

Alarm	Meaning	Conditions	Action Required of Practice During Standard Business Hours	Action Required of Practice After Standard Business Hours
Data Alarm	Temperature is out of range.	The alarm will occur if the unit has been out of range for 45 minutes.	• Contact the Immunization Program. • Login into the cloud system and confirm the alarm under the Monitoring tab after the issue has resolved. • Do not suspend the alarm notification until the issue is resolved and instructions are provided by the Immunization Program.	• Contact the on-call person for guidance if you need to use the vaccine before the next business day or if you need to move the vaccine
Signal Alarm	Internet connection has been lost.	When the Wi-Fi is off for 2 hours, the data will download once the connection is reestablished, unless the data logger has been reset.	• Wait 60 minutes for the connection to reestablish. If it has been longer than 60 minutes, contact the Immunization Program. • Login into the cloud system and confirm the alarm under the Monitoring tab after the issue has resolved. • Do not suspend the alarm notification until the issue is resolved and instructions are provided by the Immunization Program.	• No action required outside standard hours of operations. • If the network failed to reconnect, contact the Immunization Program the next business day.

Battery Alarm	The batteries are low.	Batteries need to be replaced.	• The practice is responsible for purchasing replacement batteries. Data loggers use four 1.5V AA Lithium Batteries. • If you need help with replacing the batteries, contact the Immunization Program. • Login to the cloud system under the Monitoring tab to confirm an alarm after you replace the batteries.	• No action required outside hours of operations. • Replace the batteries on the next business day.
Audible Alarm	Only if your audible alarm is enabled, then the data logger will sound off for the above noted reasons. Press the middle button to temporarily turn it off or login to the SensoScientific cloud system to permanently turn it off.			

Confirm the alarm only after the issue is resolved. Once a unit alarms, it will stay red until you confirm the alarm, even if the unit is reconnected to Wi-Fi, goes back into temperature range or the battery is replaced.