NEW MEXICO DEPARTMENT OF HEALTH

VFC Program Data Logger Transition
Timeline and Checklist for Providers
Updated 9-14-2017

New Mexico Vaccines for Children

2017	*Mark Your Calendar*	☑
January - October	*Get ready for November 1*! **Purchase** VFC-400 data logger(s) - one for each vaccine storage unit and one backup for your site - and a docking station from Control Solutions. *Ordering information attached.*	
March - October	*Register and participate!* Learn how to **install and use** your new data loggers – online Interactive Training Webinars from Control Solutions are recommended for **all** Vaccine Coordinators. The *last webinar* takes place on October 4, 12:01 PM MDT. Register here: https://attendee.gotowebinar.com/register/456542898112271105 *After registering, you will receive a confirmation email from Control Solutions containing information about joining the webinar.*	
Any time	*Get a refresher* – VFC-400 recorded training webinar available online on YouTube: https://www.youtube.com/watch?v=OSoUMVkQ0oM&t=370s	
By October 31	*Scan it! Email it! Fax it! Just be sure to write your VFC PIN # on it!* **Send copies of your VFC-400 Certificates of Calibration** with your PIN and its storage unit identified ("fridge 1", etc.) to: Email: kate.dauber@state.nm.us Fax: 505-827-1741 ATTN: Kate	
November 1	***Make the switch***! **All** vaccine storage units must have temperatures monitored with properly-configured VFC-400 digital data loggers no later than November 1	
	Continue to use **paper temp logs** exactly as you have been through the end of 2017; although you need to retain these logs for three years, you no longer need to send them to your Regional Coordinator.	
November 30	***Go digital!*** A monthly **temperature data** is still due by the first of each month, but now you will have it as a **digital download**. Download and save files (as a .pdf) from each of your site's data loggers and send to your Regional Coordinator via email. (***Please note*** that failure to provide temperatures from your data loggers may cause vaccine orders to be rejected)	
December 31	*Get in the habit!* Leave yourself a reminder to download and save temperature files (as a .pdf) from each of your site's data loggers and send them to your Regional Coordinator.	
2018		
January 1	***Paper temp log change*** The requirement for recording temperatures on **paper temp logs** changes today. Now you only need to record the min/max temperature once a day - first thing in the **morning** – and, although you need to retain these logs for three years, you no longer need to send them to your Regional Coordinator every month. We will be sending out a new temperature log for you to use when the time comes.	
January 31	***Mark your calendar for the rest of the year*** Download and save temperature recording files (as a .pdf) from each of your site's data loggers and send them to your Regional Coordinator by the first of the month.	

Control Solutions' toll-free number for data logger technical support: 888-311-0636