Instructions for Accessing and Completing the
Post-Secondary Immunization Survey

NYS [Public Health Law Section 2165](#) and [NYCRR Title 10, Subpart 66-2](#) requires students attending post-secondary institutions who were born on or after January 1, 1957 and registered for 6 or more credits to provide proof of immunity against measles, mumps, and rubella, and for institutions to annually provide a summary of compliance.

The instructions below detail how to complete the summary of compliance survey. This survey also covers the requirement to share and collect information about the optional meningitis vaccine, set forth in NYS [Public Health Law Section 2167](#).

Log on to the Health Commerce System (HCS) at: https://commerce.health.ny.gov to verify that your account is active. If you do not have an account, visit: [Instructions for HCS Accounts for Post-Secondary Institutions](#)

- If your account is NOT active, contact the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890.
- HCS Coordinators do not have to assign themselves to an additional role to access the survey.
- HCS Coordinators must assign staff with HCS user accounts to the role of Post-secondary Data Reporter for them to access the survey.
- Instructions for assigning a role are listed below. For help assigning a role, please contact Informatics at 518-473-1809.

Assigning Roles by the HCS Coordinator:
1. Log onto the HCS.
2. Click on **Coordinator's Update Tool** to the left of the screen.
3. **Choose Your Institution** and click on **Select**.
4. Click on **Manage Role Assignments**.
5. Click on **Modify** next to the role which you want to assign an individual.
6. A pop up list will be displayed of the individuals affiliated with your institution who have HCS accounts.
7. Check the box next to everyone you want to assign to the role of **Post-secondary Data Reporter** and click on **Add Role Assignment**.
8. If the individual you want to assign to the role is not on the pop-up list, use the search box to find him or her in the directory. Another pop-up list of names will be displayed.

Highlight the name of the person you would like to add to the role and click on **Add Role Assignments**.

9. If the individual you want to assign to the role does not appear in the new pop-up list, then he/she has not been issued a HCS account and needs to submit the paperwork to receive one. Add a User Account and Assign Role

10. If you have just been assigned to a role and are unable to see the survey, you need to log off of the HCS for approximately 15 minutes. When you log on again, you should be able to access the survey.

Accessing the School Survey Link
(You only need to complete the steps for accessing the School Survey Link once.)

1) Go to: https://commerce.health.ny.gov.

2) Select **My Content** on the menu bar at the top of the screen.

3) Select **All Applications** from the drop down box.

4) Select **S** to locate the School Survey application from the list of HCS applications.

5) Click on the **green and white plus icon** in the Add/Remove column**.**

6) The **School Survey** link should now appear under **My Applications** in the menu to the left of your screen.

If you are not the HCS Coordinator, you need to be assigned to a role to access the survey. Contact your HCS Coordinator for assistance.

Instructions for Completing the Post-Secondary Immunization Survey

1) Click on **School Survey** (the words "School Survey" <u>not</u> the blue circle with an i in the middle):

2) Click on **Data Entry.**

3) Select **Post-secondary Immunization Survey 20xx** (select current year survey) from the activity drop down box. If you are only assigned for the **Post-secondary Immunization Survey 20xx,** the activity will be automatically selected for you:
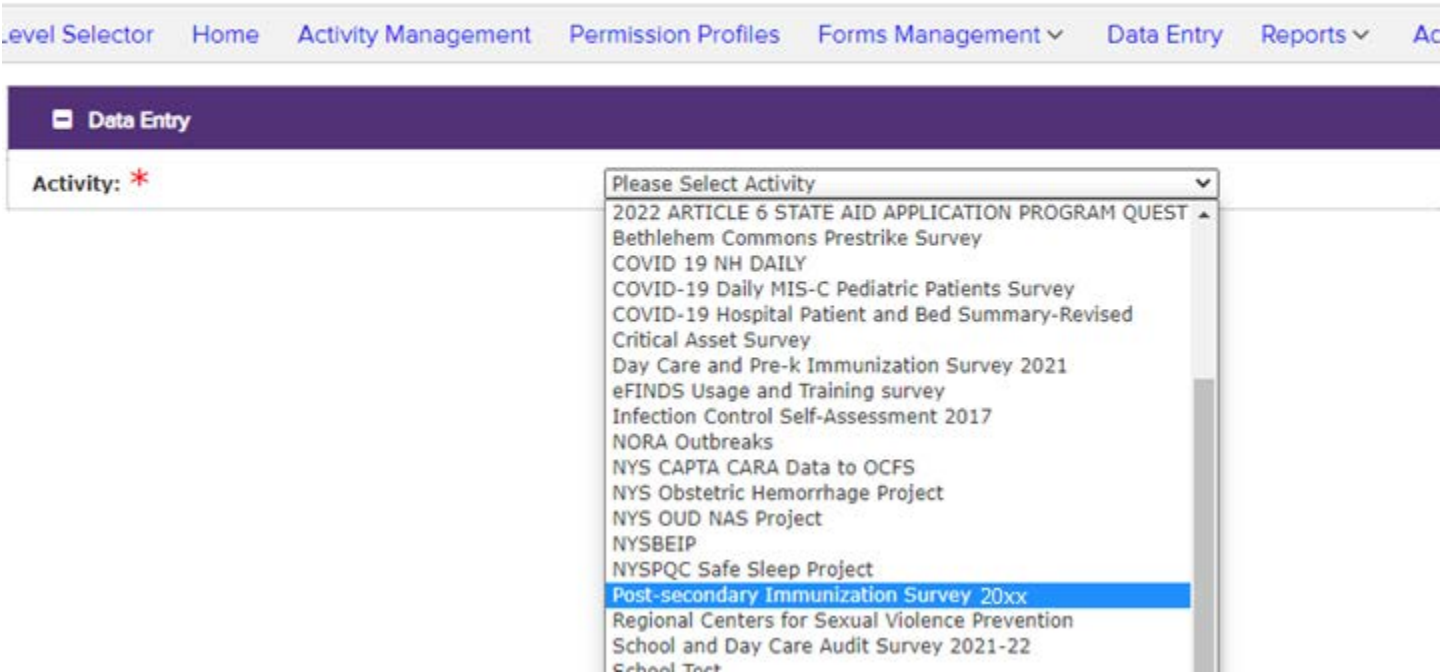
4) Select the appropriate facility from the **Organization** drop down box.
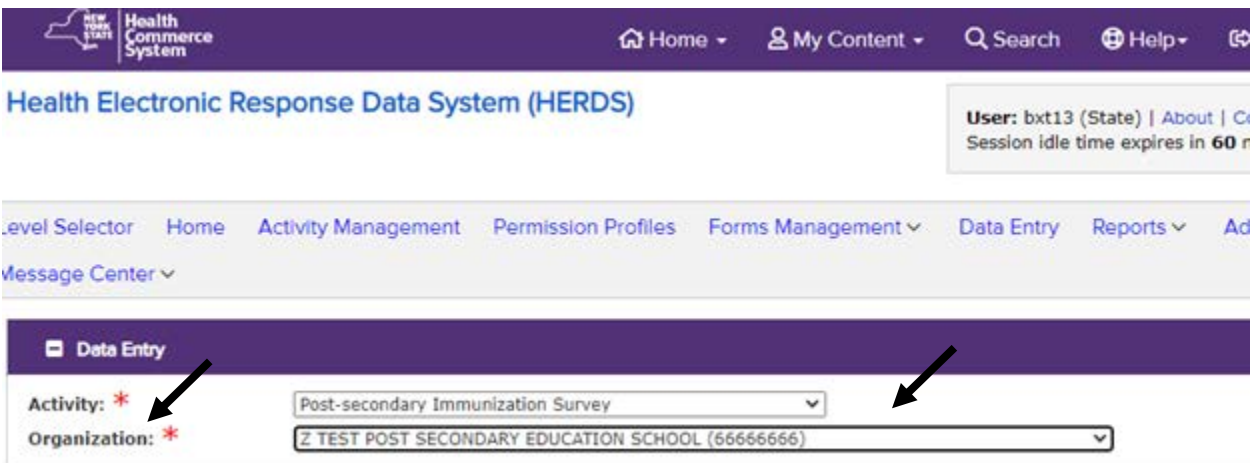
5) Click on **Show Organization Info** to confirm the school's name, address, and phone number. If any changes need to be made to this information, please email OSAS@health.ny.gov.

6) Enter survey data for Public Health Law § 2165 and § 2167. Ensure the "Total No. Completely Immune" box is completed for those completely immunized for Measles, Mumps and Rubella.

7) Click on **Save All** at the top or bottom of the screen.

8) Click **Review & Submit** at the top or bottom of the screen.

9) Review the data and click **Submit Data** at the top or bottom of the screen.

Section	Field	Value	Data Status	User	Updated
Measles, Mumps, Rubella Section	PHL § 2165: Total Students Born on or after 1/1/57 and enrolled for 6 or more credit hours *	200	Submitted	jgr02	09/28/2021 12:39 PM
	Total No. of Students Without Records *	0	Submitted	jgr02	09/28/2021 12:39 PM
	Medical Exemption *	2	Submitted	jgr02	09/28/2021 12:39 PM
	Religious Exemption *	1	Submitted	jgr02	09/28/2021 12:39 PM
	Measles (2 doses) *	197	Submitted	jgr02	09/28/2021 12:39 PM
	Mumps (1 dose) *	197	Submitted	jgr02	09/28/2021 12:39 PM
	Rubella (1 dose) *	197	Submitted	jgr02	09/28/2021 12:39 PM
	Total No. Completely Immune *	197	Submitted	jgr02	09/28/2021 12:39 PM
	Students in Process *	0	Submitted	jgr02	09/28/2021 12:39 PM
	Does the institution exclude students who are not in compliance with PHL Section 2165? *	Yes	Submitted	jgr02	09/28/2021 12:39 PM
	Comments				
Meningococcal Meningitis Section	PHL § 2167: Total Number of Students Registered for 6 Semester Hours	200			
	Meningococcal Meningitis Vaccination	150			
	Meningococcal Meningitis Response Form	50			
	Does the institution exclude students who are not in compliance with PHL Section 2167?	Yes			

10) You will receive the **Data has been submitted successfully** message. You have completed the survey process.

Section	Field	Value	Data Status	User	Updated
Measles, Mumps, Rubella Section	PHL § 2165: Total Students Born on or after 1/1/57 and enrolled for 6 or more credit hours *	0	Submitted	200	09/28/2021 12:39 PM
	Total No. of Students Without Records *	0	Submitted	0	09/28/2021 12:39 PM
	Medical Exemption *	0	Submitted	2	09/28/2021 12:39 PM
	Religious Exemption *	0	Submitted	1	09/28/2021 12:39 PM
	Measles (2 doses) *	0	Submitted	197	09/28/2021 12:39 PM
	Mumps (1 dose) *	0	Submitted	197	09/28/2021 12:39 PM
	Rubella (1 dose) *	0	Submitted	197	09/28/2021 12:39 PM
	Total No. Completely Immune *	0	Submitted	197	09/28/2021 12:39 PM
	Students in Process *	0	Submitted	0	09/28/2021 12:39 PM
	Does the institution exclude students who are not in compliance with PHL Section 2165? *	Yes	Submitted	es	09/28/2021 12:39 PM
	Comments				
Meningococcal Meningitis Section	PHL § 2167: Total Number of Students Registered for 6 Semester Hours			200	
	Meningococcal Meningitis Vaccination			150	
	Meningococcal Meningitis Response Form			50	
	Does the institution exclude students who are not in compliance with PHL Section 2167?			Yes	