How to Access the 2023-2025 HERDS Reporting Form on Health Commerce System

To access the HERDS reporting form on the Health Commerce System (HCS), follow these directions:

- 1. Sign into HCS.
- 2. Select HERDS from 'My Applications' (located on the left side of your screen).

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Note: If you do not see HERDS in "My Applications", you can add a shortcut by following the instructions provided below under "**How to Add HERDS to "My Applications.**"

- 3. Select "Facility" as the "User Access Level", not "District."
 - Do not be alarmed if there is no option to select; proceed to the step below.
- 4. Click on "Data Entry" located in the column to your left.
- 5. In the activity drop-down box.

Select the 2023-2025 School Lead in Drinking Water Reporting.

Data Entry	
Activity: *	Please Select Activity
	Please Select Activity 2020 School Lead in Drinking Water Reporting
	2023-2025 School Lead in Drinking Water Reporting School Immunication Survey 2022-22

Note: If no activities appear, then the following may have occurred:

- The School Lead in Drinking Water Reporter role has not yet been assigned to the user. In such case, refer to Appendix F (Figure 2) for instructions for "assigning roles".
- There may be a lag in the activation of the assigned role. In this case, the user should try to sign in again in an hour.
- If the first two steps do not resolve the issue, there may have been an error in assigning the role. Please email the NYS DOH at: <u>lead.in.school.drinking.water@health.ny.gov</u> for assistance.
- 6. After selecting the appropriate 'Activity', choose the organization (school) you will be reporting for. <u>Be careful when selecting the school for which you are reporting if you are reporting for more than one school.</u>

Data Entry		
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Data Entity Type: *	Schools - Public 🗸	
Data Entity Name: *	Z TEST PUBLIC SCHOOL (038808998889) V Show Facility.Info	

- 7. Complete the HERDS form by answering the questions and providing the required information. The HERDS form should be updated whenever new or more information is available. The data reported in the HERDS form should reflect the current status of your lead testing program throughout the compliance period. Information that may change over the course of the compliance period and require the HERDS form to be updated include:
 - a. total number of "applicable outlets"
 - b. number of outlets with results 5 ppb and greater
 - c. number of outlets with results less than 5 ppb
 - d. status of remediation

How to Add HERDS to "My Applications"

On the HCS "homepage, click on:

"My Content", then "All Applications"

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Roll the cursor over "HERDS for Hospitals" so that the line turns yellow. With your cursor follow the line across to the right side and click on the green plus sign.

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Click on the HCS logo on the top left side of your screen to refresh and return to the HCS homepage. You will now see that you have added the shortcut to HERDS in "My Applications" on the homepage of HCS.

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