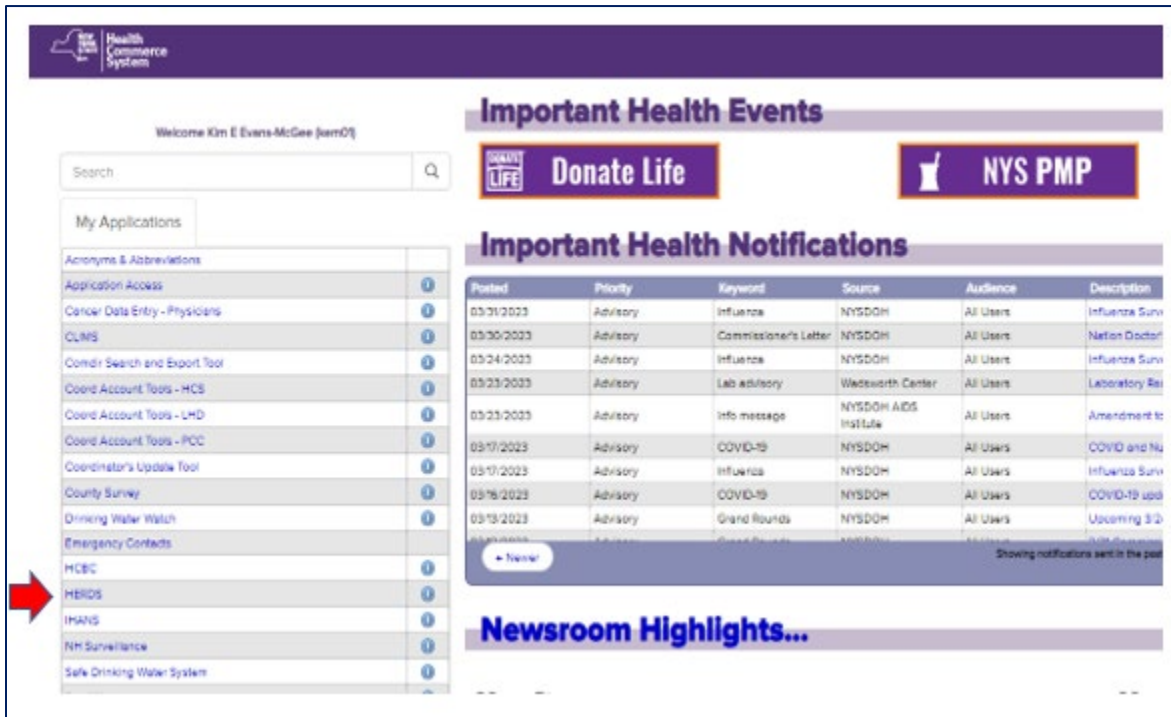


How to Access the 2023-2025 HERDS Reporting Form on Health Commerce System

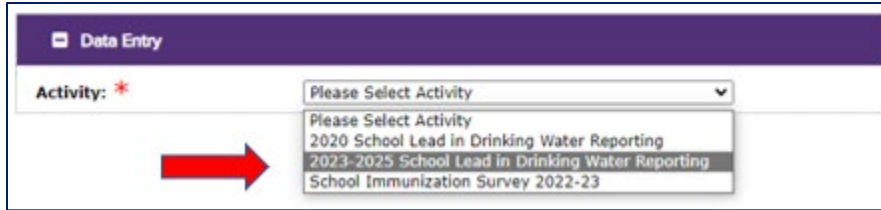
To access the HERDS reporting form on the Health Commerce System (HCS), follow these directions:

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



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."

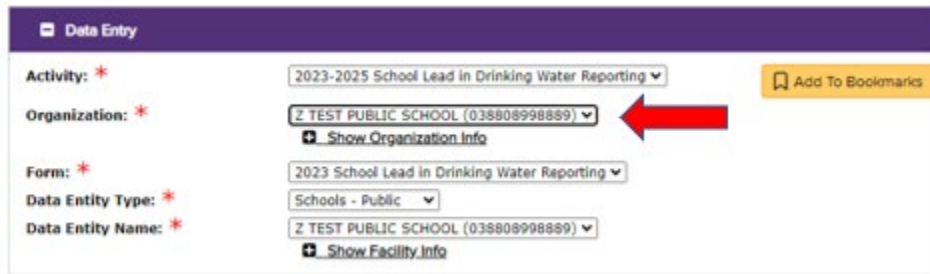
3. Select "**Facility**" as the "User Access Level", **not "District."**
 - Do not be alarmed if there is no option to select; proceed to the step below.
4. Click on "**Data Entry**" located in the column to your left.
5. In the activity drop-down box.
Select the 2023-2025 School Lead in Drinking Water Reporting.



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: lead.in.school.drinking.water@health.ny.gov for assistance.

6. After selecting the appropriate ‘Activity’, choose the organization (school) you will be reporting for. **Be careful when selecting the school for which you are reporting if you are reporting for more than one school.**



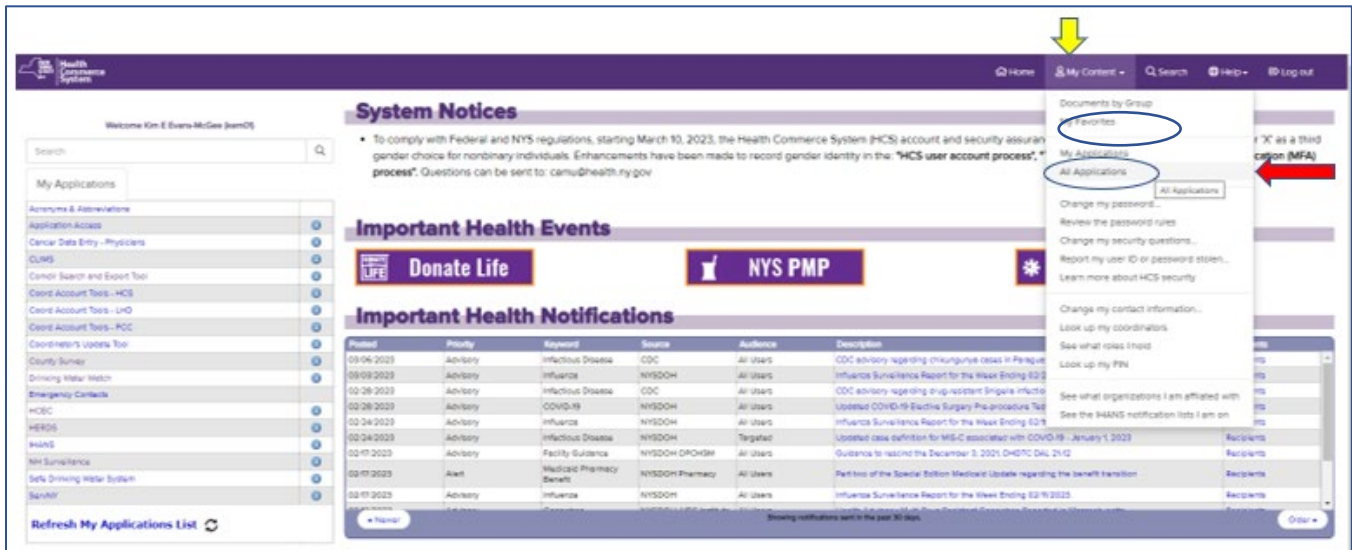
7. **Complete the HERDS form by answering the questions and providing the required information.** The HERDS form should be updated whenever new or more information is available. The data reported in the HERDS form should reflect the current status of your lead testing program throughout the compliance 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

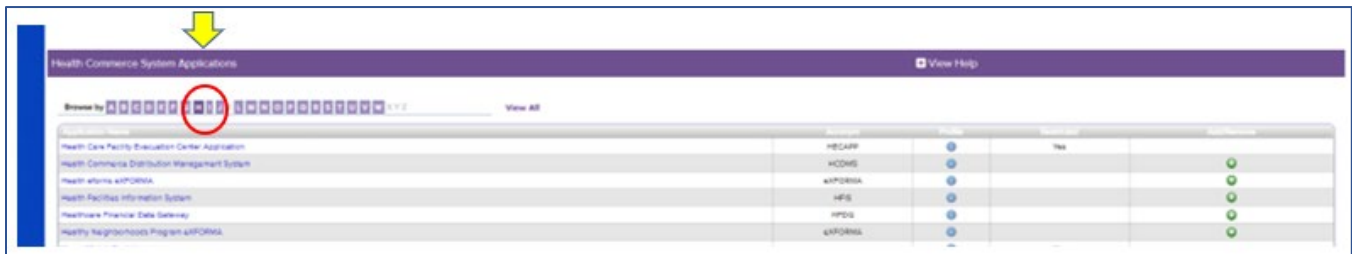
How to Add HERDS to “My Applications”

On the HCS “homepage, click on:

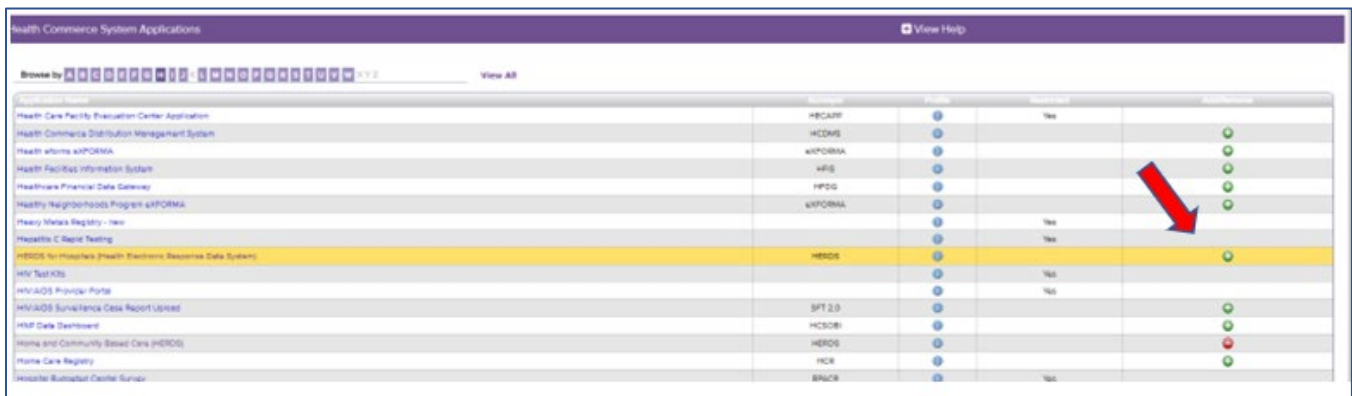
“My Content”, then
“All Applications”



Click on “H” in the letter row.



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.



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.

The screenshot shows the Health Commerce System (HCS) homepage. The user is logged in as Kim E Evans-McGee. The page features a navigation bar with 'Home', 'My Content', 'Search', 'Help', and 'Log out'. Below the navigation bar, there are sections for 'System Notices', 'Important Health Events', and 'Important Health Notifications'. The 'My Applications' list is visible on the left side, with 'HERDS' highlighted by a red arrow. The 'Important Health Notifications' table is also visible, showing various alerts and updates.

Issued	Priority	Keyword	Source	Audience	Description	Recipients
03/06/2023	Advisory	Infectious Disease	CDC	All Users	CDC advisory regarding omicron/mb cases in Paraguay and surrounding countries	Recipients
03/03/2023	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 02/25/2023	Recipients
03/28/2023	Advisory	Infectious Disease	CDC	All Users	CDC advisory regarding drug-resistant Shigella infections	Recipients
03/28/2023	Advisory	COVID-19	NYSDOH	All Users	Updated COVID-19 Elective Surgery Pre-procedure Testing Guidelines	Recipients
03/24/2023	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 03/18/2023	Recipients
03/24/2023	Advisory	Infectious Disease	NYSDOH	Targeted	Updated case definition for MIS-C associated with COVID-19 - January 1, 2023	Recipients
03/17/2023	Advisory	Facility Updates	NYSDOH OPO-DB	All Users	Guidance to Hacked the December 3, 2021 O-HPIC OAL 21-02	Recipients
03/17/2023	Alert	Medicaid Pharmacy Benefit	NYSDOH Pharmacy	All Users	Part two of the Special Election Medicaid Update regarding the benefit transition	Recipients
03/17/2023	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 03/15/2023	Recipients