

# Health Commerce System (HCS) Access

# Where to register

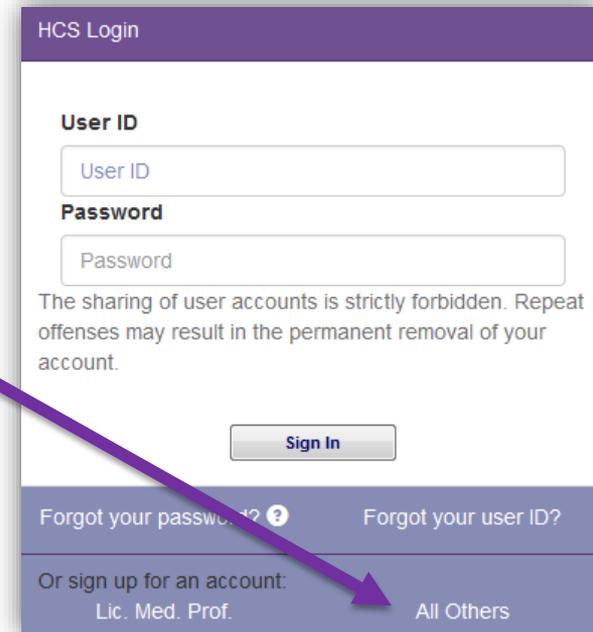
1) Open your web browser and enter this web address in the address bar:

<https://commerce.health.state.ny.us>

2) On the HCS log in page, click **All Others**

3) Click '**Register** for an account' and follow the two step process:

- a) Register for an account
- b) Enroll your account on the HCS. This step must be done with your HCS Coordinator.



HCS Login

User ID

Password

The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account.

Sign In

Forgot your password? ?      Forgot your user ID?

Or sign up for an account:  
Lic. Med. Prof.      **All Others**

# How to register

**REGISTER ONLY  
ONCE!**

1. Complete the Name, Address and Policy Statement sections, and click Continue
  - NOTE: Your name must match what is on your Photo ID
2. Create a user ID and password, click Continue
3. Answer at least six of the 27 secret questions, click Register
4. Verify your account information, and click Confirm
5. Print your Account Registration Completion information, click OK
6. Print the email confirming that your user ID was created
7. See your \*HCS Coordinator with your Account Registration Completion email printout and your Photo ID

\*If you do not know your HCS Coordinator, or your school needs a new HCS Director/Coordinator please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1 (M-F 8am-4:45pm).

# HCS login

- [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)

# HERDS Access

## Request Access to the HERDS application for a new user (with HCS access)

Have the individual designated to report on school lead in drinking water email their HCS Coordinator requesting to be added to the HERDS role of **School Lead in Drinking Water Reporter**.

If you do not know who your HCS Coordinator is and you have access to HCS, you can look them up following these steps:

- 1) Log into HCS
- 2) Click **My Content** and select **Look up my coordinators**
- 3) A list will appear with name, phone and email address

# How to assign a role in the HCS Communications Directory (For HCS Coordinators)

1. Click **Coordinator's Update Tool**
2. Select the appropriate organization
3. Click **Manage Role Assignments** (blue tab)
4. Click the **Modify** link located to right of the role name
5. Under section 2 (if no one is currently in role) or section 3 (if someone in role), then select the name of the person with an ID you wish to add to the role and click **Add Role Assignments**. Avoid adding a person to the role if you see an “na” after their name, especially if you know the user has an existing HCS account.
  - 5a. If you cannot locate the person in the list, then proceed to the last option, enter the person's last name in the Search for Person(s) by name, and click **Submit**
  - 5b. Select the person in the list with a valid user ID
6. Click **Add Role Assignments**.

# How to assign a role in the HCS Communications Directory (Alternate Directions For HCS Coordinators)

1. Click **Coordinator's Update Tool**
2. Select the appropriate organization
3. Click **Manage People** (blue tab)
4. Click on the **user's name** you want to assign role(s) to
  - 4a. If you do not see the user you wish to add in the list, the user may have a Primary Organization with another facility/agency or may have attained an HCS account using their medical license. In that case, you will not see that user in your **Manage People**. Use instructions above
5. Click **Manage Role Assignments** tab
6. Check the box next to the role(s) you wish the user to hold
7. Click **Revise Role Assignments**

# Add HERDS to your applications

- Select  My Content ▾, then All applications from the Main Menu Bar
- Select S, then School Survey (HERDS) from the applications listed
- Click the green circle with a plus sign on the right of the application name
- Return to Home page

# Getting into HERDS



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Welcome Michele L Herdt



My Applications

Acronyms & Abbreviations

CART

Congenital Malformations 

County Survey 

Emergency Contacts

Form Builder 

HCBC 

HERDS 

IHANS (Notification System) 

LeadWeb 

NH Surveillance 

School Survey 

ServNY

Refresh My Applications List 

## Important Health Events



## Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Description	Recipients
09/23/2016	Advisory	Commissioner's Letter	NYSDOH		Dr. Zuckers September 2016 Monthly Letter	Recipients
09/21/2016	Advisory	New HERDS Role	NYSDOH		HERDS: New School Lead in Drinking Water Role; Please Add Designees ASAP	Recipients
09/07/2016	Advisory	Dear Administrator Letter (DAL)	NYSDOH		Dear Administrator Letter from the NYSDOH for your prompt attention	Recipients
09/02/2016	Alert	Storm Hermine	NYSDOH		Home Care Emergency Survey Posting for storm Hermine.	Recipients
09/01/2016	Advisory	Tropical Storm Guidance	NYSDOH		Provider guidance: preparation for potential impacts of Tropical Storm Hermine	Recipients
08/31/2016	Advisory	Commissioners Letter	NYSDOH		August 2016 Commissioners Letter NYS-ARTF and Accurate Contact Info on HCS	Recipients

Showing notifications sent in the past 30 days.

## Newsroom Highlights...

### New Items

09/27/2016 DAL-NH-16-04 Section 12 - State Enforcem...

### Newsletters

09/22/2016 October 2016 Aware Prepare Update

# Information to be entered into HERDS

# What surveys need to be completed?

## School Drinking Water Lead Free Building Survey

- If your school(s) meets the definition of a lead-free building as defined in Section 1417 of the federal Safe Drinking Water Act, you should list the school(s) in this survey.
- If all of your school buildings are lead-free by the above standard, then you only need to complete this survey

## School Drinking Water Sampling and Results Survey

- You must complete this survey for all buildings that are not considered lead-free by the above standard.
- 2 forms:
  - 1: School Drinking Water- Lead Sampling Survey Form
  - 2: School Drinking Water- Lead Results Survey Form



# Select Appropriate Forms from the Data Entry Tab



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  My Content ▾ | 
  Print | 
  Search | 
  Help ▾

**Data Entry**

Activity:\*

Organization:\*  Show Organization Info

 Form:\*

Data Entity Type:\*

Data Entity Name:\*  Show Facility Info

**Form Information**

Navigational Style:

\* Required Field   ✓ Data Saved to Work Area   ● Data Submitted  
 ← Current Field/Selection   ? Field Information   Ⓜ Field with Rules   ⚠ Warning   ❌ Error

Data Entry

Data Review

Data Submission

1: School Drinking Water - Lead Sampling Survey
Save All
Review & Submit
Reset

Export options: [View Data PDF](#)  [Blank Form PDF](#) 

[Show/Hide sections](#)

**Please update and submit this form as additional information is made available.**

The information you provide will be made available to the public on Health Data NY (<https://health.data.ny.gov/>). The data displayed on Health Data NY is updated daily.

For assistance with completing this form, please email us at [lead.in.school.drinking.water@health.ny.gov](mailto:lead.in.school.drinking.water@health.ny.gov).

If you have technical questions about the lead testing in school drinking water regulation, please contact your local health department (LHD). Copy and paste the following link for an interactive map that has links to contact information for each LHD: [http://www.health.ny.gov/environmental/water/drinking/doh\\_pub\\_contacts\\_map.htm](http://www.health.ny.gov/environmental/water/drinking/doh_pub_contacts_map.htm)

# School Drinking Water Lead Free Building Survey



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Export options: [View Data PDF](#)  [Blank Form PDF](#) 

[Show/Hide sections](#)

The information you provide will be made available to the public on Health Data NY (<https://health.data.ny.gov/>). The data displayed on Health Data NY is updated daily.

For assistance with **completing this form**, please email us at [lead.in.school.drinking.water@health.ny.gov](mailto:lead.in.school.drinking.water@health.ny.gov).

If you have **technical questions** about the lead testing in school drinking water regulation, please contact your local health department (LHD). Copy and paste the following link for an interactive map that has links to contact information for each LHD: [http://www.health.ny.gov/environmental/water/drinking/doh\\_pub\\_contacts\\_map.htm](http://www.health.ny.gov/environmental/water/drinking/doh_pub_contacts_map.htm)

**Number of Lead Free Buildings**

Do you have any lead-free buildings constructed after January 4, 2014, or buildings that meet the lead-free requirements under section 1417 of the federal Safe Drinking Water Act?   

**Enter the name of each lead free building. Multiple entries can be added.**  
 To enter individual building:  
 1. Click **Save & Add** under the Building Name section to add the name of each lead free building.  
 2. Enter building names into the blank fields. **Do not** overwrite a previous entry.  
 3. **Repeat** until all lead free building names are entered.

**Building Name** Save & Add

3. Building Name	<span style="background-color: #f4a460; padding: 2px 5px;">Delete</span>	<span style="background-color: #f4a460; padding: 2px 5px;">Edit</span>	Building C
2. Building Name	<span style="background-color: #f4a460; padding: 2px 5px;">Delete</span>	<span style="background-color: #f4a460; padding: 2px 5px;">Edit</span>	Building B
1. Building Name	<span style="background-color: #f4a460; padding: 2px 5px;">Delete</span>	<span style="background-color: #f4a460; padding: 2px 5px;">Edit</span>	Building A

**Attestation**

By clicking the 'Submit' button, I attest that all the data entered above is true and correct to the best of my knowledge, that I understand that such information shall be used for assessing regulatory compliance, and that I am authorized to submit this data on behalf of the school district or BOCES.

School Drinking Water - Lead Free Building Survey
Save All
Review & Submit
Reset

# To Enter Information Regarding Lead Free Buildings

- Select “School Drinking Water Lead Free Building Survey” from the Activity Drop Down menu.
- Scroll down and answer the question and enter any lead-free buildings you may have.
- Click Save All, then Review & Submit, and then Submit your data.

# 1: School Drinking Water- Lead Sampling Survey


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## [-] School Website

1. Enter the website address where your school water analysis results will be posted. \*

## [-] Sampling Numbers

2. How many total outlets have been identified by the school that require sampling? \*  ?

3. Out of the total number of outlets reported in #2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that was fully compliant with the regulations, and which had results at or below the action level? \*  ?

4. Out of the total number of outlets reported in #2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that did not fully comply with the regulations, which had results at or below the action level, and for which the school has requested a testing waiver? \*  ?

4a. Of the number of outlets reported in #4, how many outlets have received a waiver from sampling?

5. Of the total number of outlets reported in #2, how many were sampled after 09/06/2016, in a manner that was fully compliant with the regulations?

## [-] Sampling Complete

6. All outlets have been sampled. All samples have been submitted to an ELAP-approved laboratory for analysis."  ?

7. Enter the date all sampling completed: (MM/DD/YYYY)



## [-] Attestation

By clicking the 'Submit' button, I attest that all the data entered above is true and correct to the best of my knowledge, that I understand that such information shall be used for assessing regulatory compliance, and that I am authorized to submit this data on behalf of the school district or BOCES.

## To Enter Information Regarding **Sampling** for Lead in Drinking Water

- From the Data Entry screen, select “School Drinking Water Sampling and Results Survey” from the Activity Drop Down menu.
- Under Form, Select “1: School Drinking Water – Lead Sampling Survey”.
- Answer questions 1-5 (required). Answer questions 6 and 7 when applicable. You may return to this form as many times as necessary to update it until all sampling is complete.
- Click Save All, then Review & Submit, and then Submit your data.



## 2. School Drinking Water- Lead Results Survey



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[Lead Analysis Results](#)

1. Enter the total number of outlets with a lead analysis result less than or equal to the action level:  

2. Enter the total number of sampled outlets with a lead analysis result greater than the action level:  

[Outlets Above Action Level Taken Out of Service or Appropriate Signage Posted](#)

3. All outlets with lead analysis results greater than the action level have been taken out of service or, for bathroom sinks, appropriate signage has been posted not to drink the water.  

[All Lead Reports Received](#)

4. The school has received laboratory analysis results for all samples collected.

5. Enter the date all laboratory analysis reports were received: (MM/DD/YYYY)  

[Attestation](#)

By clicking the 'Submit' button, I attest that all the data entered above is true and correct to the best of my knowledge, that I understand that such information shall be used for assessing regulatory compliance, and that I am authorized to submit this data on behalf of the school district or BOCES.

2: School Drinking Water - Lead Results Survey
Save All
Review & Submit
Reset

# To Enter Information Regarding **Results** of Lead in Drinking Water Testing

- Once you have results to report, from the Data Entry screen, select “School Drinking Water Sampling and Results Survey” from the Activity Drop Down menu.
- Under Form, Select “2: School Drinking Water – Lead Results Survey”.
- Answer questions 1-5 as applicable. You may return to this form as many times as necessary to update it until all results have been received.
- Click Save All, then Review & Submit, and then Submit your data.