Attachment # 1

2015 NYSDOH Adult Care Facility 1st Quarter Statistical Information Report
Data Entry Instructions

PLEASE READ THROUGH ALL OF THE DIRECTIONS BEFORE STARTING THE SURVEY. DOING SO WILL HELP AVOID ANY CONFUSION WHILE ENTERING DATA.

Overview:

The NYSDOH Adult Care Facility (ACF) 1st Quarter Statistical Information Report captures data regarding facility, occupancy and resident characteristics. The primary purpose of the report is to ensure that the Department has accurate emergency contact information and to track information regarding adult care facility residents.

The 2015 ACF 1st Quarter Statistical Information Report, encompassing the time frame from January 1, through March 31, 2015 must be completed and submitted by **April 30, 2015**. Please Refer to **Attachment 2** for definitions of terms used in the report.

Please be aware of the session time limit for data entry. If the session times out before the fields are successfully saved, or if "Preview Data to Be Submitted" is selected before successfully saving data, all data entered during that session will be lost.

Data Entry Steps for the 2015 ACF 1st Quarter Statistical Information Report:

Step 1: Start by logging onto the Health Commerce System (HCS) website: https://commerce.health.state.ny.us.

Step 2: Enter User ID and Password. Click "Sign In."

Step 3: In "My Applications," click "HERDS" if available, and then continue to Step 6. The "HERDS" link will only be available under "My Applications" if you have previously created that shortcut. If the "HERDS" link is not available, continue with step 4 to create the shortcut. (Note: The right-facing arrow in the top left corner of the Welcome screen may need to be clicked in order to see the left-side panel.)

Step 4: Under "My Content," located on the upper right side of the HCS welcome page, select "All Applications."

Step 5: Browse by letter "H" and scroll down to "Home and Community Based Care (HERDS)" and click. To skip Steps 4 and 5 in the future, click on the green + sign to add to "My Applications."

Step 6: In the top menu of the Health Electronic Response Data System (HERDS) page, click "Data Entry." (Note: The size of the right-side panel can be increased by clicking on the left-facing arrow near the HCS logo.)

Step 7: In the "Activity" dropdown box, select "2015 ACF 1st Quarter Statistical Information Report" to enter data for the time period January 1, 2015 through March 31, 2015.

Step 8: If associated with more than one facility, select the proper facility name from the "Organization" dropdown box. If associated with more than one "User Reporting

Organization" (*e.g.*, ACF and LHCSA), first verify that the correct organization is selected. If a blank report is needed to collect data, select "Blank Form PDF" directly under the "Save All" and "Reset" buttons at the top of the report form.

Step 9: Click the "Show Facility Details" link at the top of the data entry form and review the facility name, address, county, region and contact numbers. If correct, skip to Question # 12. If incorrect, please indicate changes in the appropriate boxes (# 2 - # 9).

Step 10: Complete Questions # 10 - # 38. The Administrator must review the completed report prior to submission. The Attestation Statement is then completed by typing the Administrator's name and inserting the review/submission date.

Step 11: Click "Save All" in the lower right-hand corner of the screen to ensure that data are saved. Failure to do so may result in data being lost. A green "Form Saved" confirmation message will appear just above the report title.

Step 12: Click "Review and Submit." If there are no errors, proceed with Step 14 below.

Step 13: If errors exist, scroll down to see error messages. The problem(s) must be corrected or the data will not be saved. Click "Modify" and correct the entries. Repeat Steps 11 and 12.

Step 14: Click "Submit Data to DOH."

Step 15: The following confirmation message will appear:

Data have been submitted to DOH successfully.

If the system is unable to be accessed, the facility's HCS Coordinator should check and modify role assignments in the Communications Directory, if indicated. **NOTE:** While individuals in the roles of Administrator, HCS Coordinator and Data Reporter may enter data, the "Administrator" must review data entries and complete and date the attestation statement. For assistance with this survey please call Jillanna Devik at (518) 408-1133.