

**New York State Department of Health
Online School Assessment Survey Quick Guide**

Instructions for Accessing the Online School Survey

Please log on to the Health Provider Network (HPN) at <https://commerce.health.state.ny.us> to verify that your account is active.

- If your account is **NOT** active, contact **Commerce Accounts Management Unit (CAMU) at 1-866-529-1890**.
- If you are the HPN Coordinator for a **public school district**, you will need to assign the role of school district nurse or school district data reporter to the individual who will be reviewing and submitting the data from each public school in the district. Only the individual assigned to the role of school district nurse or school district data reporter will see the submit button for a school district.
- If you are the HPN Coordinator for a **public school district**, you may also need to assign the role of public school nurse to all nurses who will be completing the on-line survey and assign them to the school(s) for which they will be responsible. The nurses assigned to the public school nurse role will only be able to view/enter data for the school(s) to which they are assigned.
- If you are the HPN Coordinator for a **non-public school** or **BOCES**, you will need to assign the role of either non-public school nurse or school data reporter to the individual who will be responsible for completing, reviewing and submitting the survey data.
- Instructions for assigning a role are listed below. **For help, please contact Informatics at 518-473-1809.**

Assigning Roles by the HPN Coordinator:

1. Log onto the HPN.
2. Click **Communications Directory** in the blue bar along the top of the page.
3. Click **Coordinator's Update Tool**.
4. **Choose the school organization** you wish to update with a school nurse role or school data reporter role, and click **Select**.
5. Click **Manage Role Assignments**.
6. Click **Modify** next to the role which you want to assign an individual.
7. A pop up list will be displayed of the individuals affiliated with your school district/school who have HPN accounts.
8. Check the box next to each individual you want to assign to the role and click **Add Role Assignment**.
9. If the individual you want to assign to the role is not on the pop up list, use the search box to find them 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**.
10. 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 HPN account and needs to submit the paperwork to receive one.
11. For a self-paced tutorial regarding assigning roles, click on the **HPN Training link** under **Help/Training** on the left side of the HPN home page.

Entering Data and Submitting the Survey:

1. Once you are on the home page <https://commerce.health.state.ny.us>, click on **Applications List** to the left of the screen. The area is highlighted in blue.
2. Click on the “S” at the bottom of the screen.
3. Click on **School Survey** (If you are unable to access the survey, it means that you have not been assigned to the appropriate role and you need to contact your HPN Coordinator).
4. Click on **Data Entry** located on the gray bar at the top of the screen and then you will see a drop down box labeled **Please select an activity**.
5. Select the School 2009-10 Immunization Survey and you will either see the screen where you enter data for your school, or a drop down box that asks you to select a **data entity type**. If you see the **Please select a data entity type** drop down box, select **Schools Public**. Then you will view a list of all the schools in the district or those to which you have been assigned. Select a school and you will see the data entry screen for that school.
6. If the school has **closed, merged or been sold**, click on the drop down box for closed, merged or sold and select the proper designation for the school.
7. If the school is currently operating click on the **Grade Group** button below the merged, closed or sold drop down box, and then click on **Add Group**. Next click on the **Choose One** drop down box, select a grade group and enter your data. Fields that are gray are not applicable to that grade group, so you will not be able to enter data in those fields.
8. **Help buttons (?) are available after every data entry field. Click on them to find instructions for filling out each box.**
9. After you have completed entering your data for the selected grade group, click on the **Save** button. You must click on **Save** or you will lose all of your data. Wait until you see the **Successfully Saved** message before proceeding.
10. After you have saved your data, then click on the **Preview Data to Be Submitted** button. If each field displays “pending” and there are no errors identified, then you have successfully entered your data. If this is the only grade group in the school for which you need to enter data, then you are finished and can either click on the **Proceed to Submit Data to DOH** button or exit out of the survey. **Remember, for school districts, only the person assigned to the school district nurse role or school district data reporter role will see the submit button for a school district.**
11. To return to the **Data Entry** screen click on the **Return To Data Entry** button. If you have other grade groups in your school, then scroll down to the bottom of the screen and click on the **Add Group** button and repeat the above process until you have entered the data for all of the grade groups in the school. **Remember to save your data and click on the Add Group button before selecting another grade group.**
12. If you have errors, return to the **Data Entry** screen and correct them, **Save** your data, then preview your data again.
13. To the left of the **Data Entry** screen there is a place where you can enter comments. It is located under the **Closed, Merged or Sold** heading.
14. Once you submit your survey data, you will receive the **Data has been submitted to Department of Health** message at the top of the screen.
15. Click on **PDF Form** or **Printable Form** located on the **Data Entry** screen to print a copy of the school’s survey for your records. Please wait until you have completed entering your data for a school before you print the form to ensure that all of the grade groups have been entered correctly.
 - For assistance completing the Online School Assessment Survey, please call (518) 474-1944 or send an e-mail to osas@health.state.ny.us.