Instructions for Accessing and Completing the Day Care and Pre-k Immunization Survey

Please log on to the Health Commerce System (HCS) at: https://commerce.health.state.ny.us, to verify that your account is active.

- If your account is NOT active, contact the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890.
- HCS Coordinators do not have to assign themselves to an additional role to access the survey.
- HCS Coordinators must assign staff with HCS user accounts to a role for them to access the survey.
  - HCS Coordinators will need to assign staff to the role of school data reporter.
- Instructions for assigning a role are listed below. For help assigning a role, please contact Informatics at 518-473-1809.

Assigning Roles by the HCS Coordinator:
1. Log onto the HCS.
2. Click on Coordinator’s Update Tool.
3. Choose the school organization you wish to update with the school data reporter role, and click on Select.
4. Click on Manage Role Assignments.
5. Click on Modify next to the role that you want to assign an individual.
6. A pop-up list will be displayed of the individuals affiliated with your school district/school who have HCS accounts.
7. Check the box next to each individual you want to assign to the role and click on Add Role Assignment.
8. 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.

9. 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 an HCS account and needs to submit the paperwork to receive one.

10. If you have just been assigned to a role and are unable to see the survey, you need to log off the HCS for approximately 15 minutes. When you log on again, you should be able to access the survey.

**Access the Day Care and Pre-k Survey Link**
(You only need to complete the steps for accessing the School Survey link the first time you log into the survey)

1. Go to: [https://commerce.health.state.ny.us](https://commerce.health.state.ny.us)

2. Select **My Content** on the menu bar at the top of the screen.

3. Select **All Applications** from the drop down box.
4. Select S to locate the School Survey application from the list of HCS applications

5. Click on the **green and white plus symbol icon** in the Add/Remove column and return to the HCS homepage.

6. The **School Survey** link should now appear under **My Applications** in the menu to the left of your screen on the HCS homepage and should be there every time you log onto the HCS.

If you are not the HCS Coordinator, you need to be assigned to a role to access the survey. Contact the HCS Coordinator for assistance.
Instructions for Completing the Day Care and Pre-k Immunization Survey

1) Click on **School Survey** (the words “School Survey” not the blue circle with an ‘i’ in the middle):

![Image of School Survey](image1)

2) Click on **Data Entry**:

![Image of Data Entry](image2)

3) Select **Day Care and Pre-k Immunization Survey 2018** from the activity drop down box. If you are only assigned for the **Day Care and Pre-k Immunization Survey 2018**, the activity will be automatically selected for you:

![Image of Activity Selection](image3)
4) Select the appropriate day care/pre-k from the **Organization** drop down box.

5) Click on **Show Organization Info** to confirm the address and phone number for the day care/pre-k.

6) Your facility information will display on the screen.
7) To enter data in the survey, click on the **Grade Groups** tab:

8) Click on **Save & Add**:

9) Select a grade group from the **Select a Value** drop down box:
10) Enter data for the grade group (A) and click on Save & Add again (B). Repeat steps 8 and 9 if you have both day care and pre-k grade groups in your facility:

11) Once you have completed entering data for all your grade groups, click on Save All:

12) Then click on Review & Submit:
13) Click on **Submit Data**:

14) Your data submission will be processed and you will see the message: **Data have been submitted successfully.** Your survey is now complete.