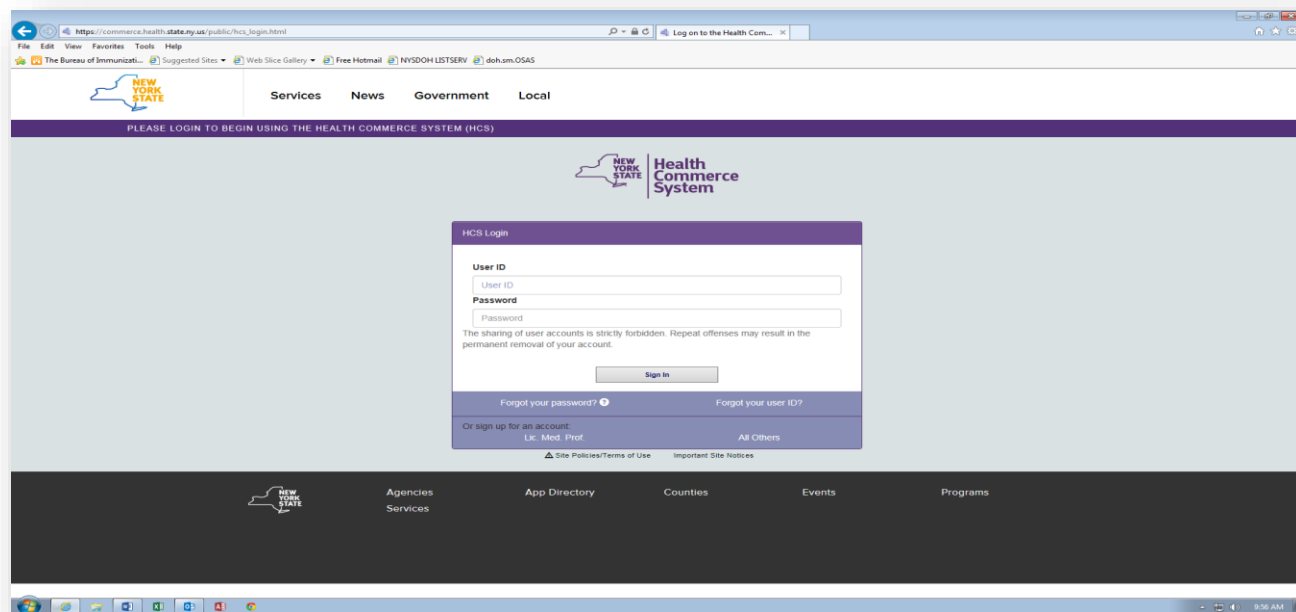


## Instructions for Accessing and Completing the Day Care and Pre-k Immunization Survey

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.

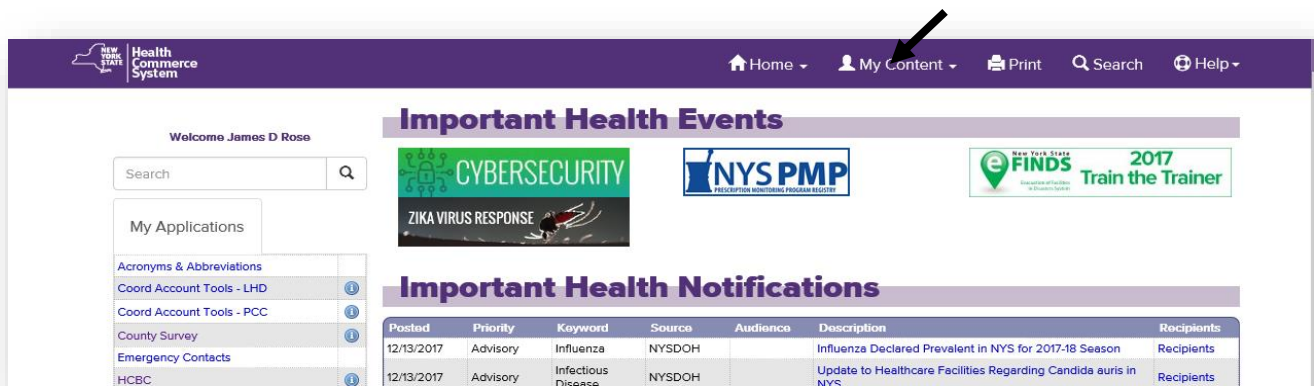
### Assigning Roles by the HCS Coordinator:

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**.

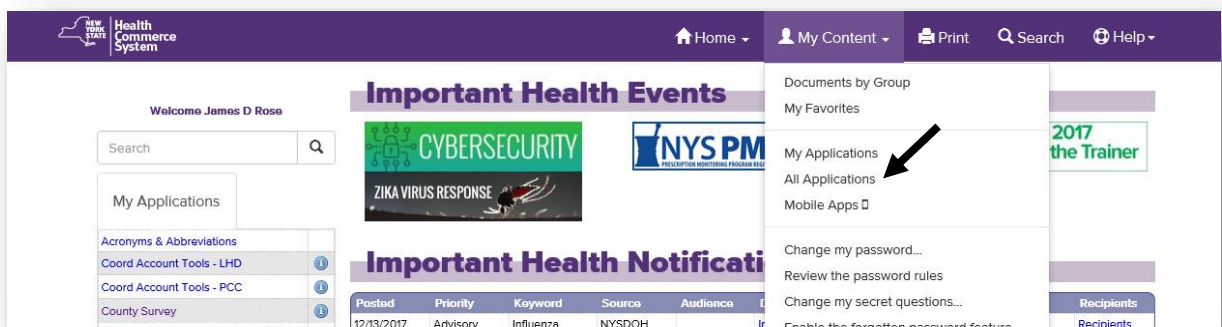
- If the individual you want to assign to the role is not on the pop-up list, use the search box to find them in the directory. Another pop-up list of names will be displayed. Highlight the name of the person you would like to add to the role and click on Add Role Assignments.
- If the individual you 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.
- 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)**

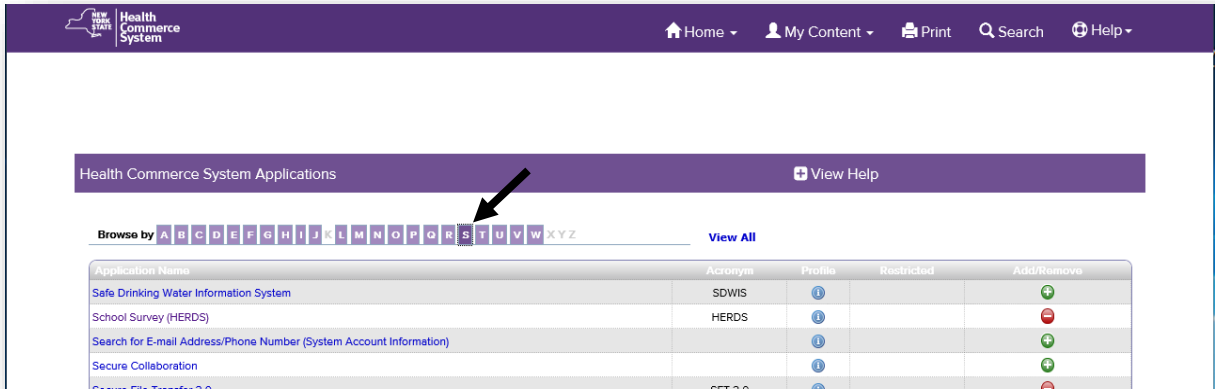
- Go to: <https://commerce.health.state.ny.us>
- Select **My Content** on the menu bar at the top of the screen.



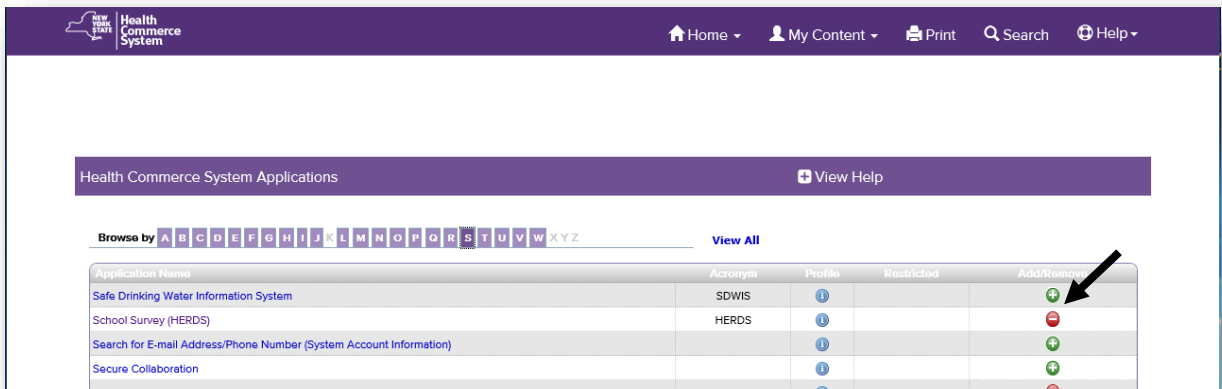
- Select **All Applications** from the drop down box.



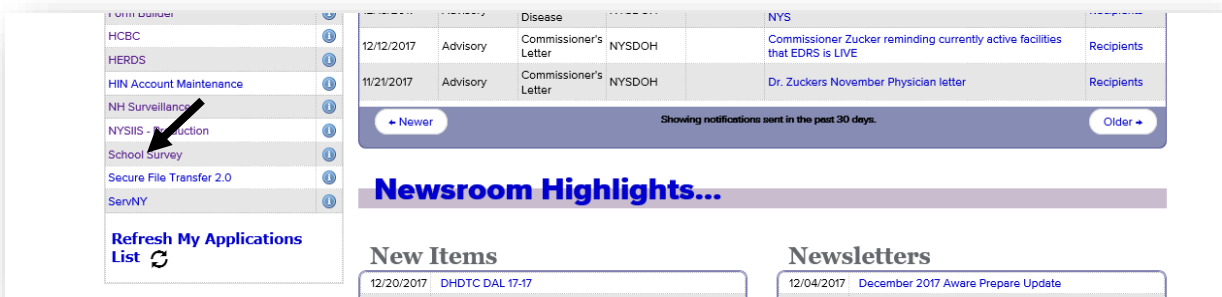
- Select S to locate the School Survey application from the list of HCS applications



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



- 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

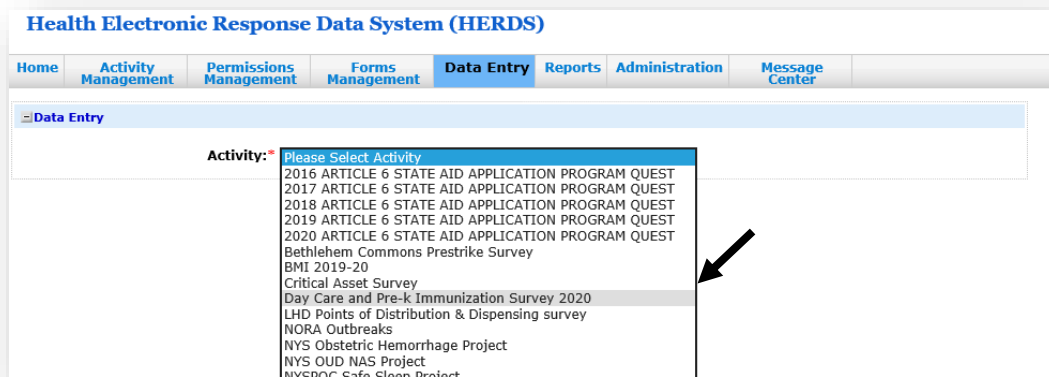
- 1) Click on **School Survey** (the words "School Survey" not the blue circle with an 'i' in the middle):



- 2) Click on **Data Entry**:



- 3) Select **Day Care and Pre-k Immunization Survey 2020** from the activity drop down box. If you are only assigned for the **Day Care and Pre-k Immunization Survey 2020**, the activity will be automatically selected for you:



- 4) Select the appropriate day care/pre-k from the **Organization** drop down box.

The screenshot shows the 'Data Entry' section of the HERDS system. The 'Organization' dropdown menu is open, displaying the selected option: 'Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)'. A black arrow points to this dropdown menu. Other fields include 'Activity' (Day Care and Pre-k Immunization Survey 2020), 'Form' (Day Care and Pre-k Immunization Survey 2020), 'Data Entity Type' (Schools Day Care Centers), and 'Data Entity Name' (Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)).

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

This screenshot shows the same 'Data Entry' form as above. A bracket on the left side groups the 'Organization', 'Form', 'Data Entity Type', and 'Data Entity Name' fields. A black arrow points to the 'Show Organization Info' link located below the 'Organization' dropdown menu.

- 6) Your facility information will display on the screen.

The screenshot shows the 'Data Entry' form with the facility information for the selected organization displayed. A black arrow points to the facility details. The information includes: 'Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)', '800 NORTH PEARL STREET', 'ROOM 212', 'ALBANY', 'NY-12204', 'County : Albany (001)', 'Region : Capital District Regional Office', and 'Ph: 518-408-3093'. The 'Show Organization Info' link has been replaced by 'Hide Organization Info'.

7) To enter data in the survey, click on the **Grade Groups** tab:

Region : Capital District Regional Office  
Ph:518-408-3093

Form: Day Care and Pre-k Immunization Survey 2020  
Data Entity Type: Schools Day Care Centers  
Data Entity Name: TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)  
[Show Facility Info](#)

Form Information  
Navigational Style: Tab

**Data Entry** | Data Review | Data Submission

Day Care and Pre-k Immunization Survey 2020 | Save All | Review & Submit

[Day Care and Pre-k Immunization Survey 2020](#)  
Grade Groups

*Note: An arrow points to the 'Grade Groups' tab.*

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

**Data Entry** | Data Review | Data Submission

Day Care and Pre-k Immunization Survey 2020 | Save All | Review & Submit

[Day Care and Pre-k Immunization Survey 2020](#)  
Grade Groups

[Grade Groups](#) | **Save & Add**

[Day Care and Pre-k Immunization Survey 2020](#)  
Grade Groups

*Note: An arrow points to the 'Save & Add' button.*

9) Select a grade group from the **Select a Value** drop down box:

When you are finished saving, click the Review & Submit button to access the Data Review screen where you can submit your saved data.

[Day Care and Pre-k Immunization Survey 2020](#)  
Grade Groups

[Grade Groups](#) | **Save & Add**

1. Grade Groups | Delete

Pre-k Grade Groups \* **Select a value** | ? | R

Total Number of Children

Number without Immunization Record | ? | R

Number with Medical Exemption | ? | R

Diphtheria Tetanus and Pertussis (DTaP) Vaccine - See instructions for # of doses | ? | R

Polio Vaccine - See instructions for # of doses | ? | R

Measles Vaccine - Number with 1 dose | ? | R

*Note: An arrow points to the 'Select a value' dropdown menu.*

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:

Day Care and Pre-k Immunization Survey 2020

Grade Groups

Grade Groups Save & Add

1. Grade Groups Delete

Pre-k Grade Groups \* Pre-k/Day Care 1 Year of Age and Older ? R

Total Number of Children 10 ?

Number without Immunization Record 1 ? R

Number with Medical Exemption 0 ? R

Diphtheria Tetanus and Pertussis (DTaP) Vaccine - See instructions for # of doses 0 ? R

Polio Vaccine- See instructions for # of doses 9 ? R

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

Navigational Style: Tab

Data Entry Data Review Data Submission

Day Care and Pre-k Immunization Survey 2020 Save All Review & Submit

Day Care and Pre-k Immunization Survey 2020

Grade Groups

Grade Groups Save & Add

1. Grade Groups Delete

Pre-k Grade Groups \* Pre-k/Day Care 1 Year of Age and Older ? R

12) Then click on **Review & Submit**:

Data Entry Review

Day Care and Pre-k Immunization Survey 2020 Save All Review & Submit

✓ When you are finished saving, click the Review & Submit button to access the Data Review screen where you can submit your saved data.

Day Care and Pre-k Immunization Survey 2020

Grade Groups

13) Click on **Submit Data**:

Day Care and Pre-k Immunization Survey 2020

Enter or Modify Data **Submit Data**

⚠ After reviewing your data below, please click the Submit Data button to submit your data.

Section	Field	Value
Grade Groups	<a href="#">Pre-k Grade Groups (1)</a>	Pre-k/Day Care 1 Year of Age and Older
	<a href="#">Total Number of Children</a>	10

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

Day Care and Pre-k Immunization Survey 2020

Enter or Modify Data **Submit Data**

✔ Data has been submitted successfully.

Section	Field	Value
Grade Groups	<a href="#">Pre-k Grade Groups (1)</a>	Pre-k/Day Care 1 Year of Age and Older
	<a href="#">Total Number of Children (1)</a>	10