

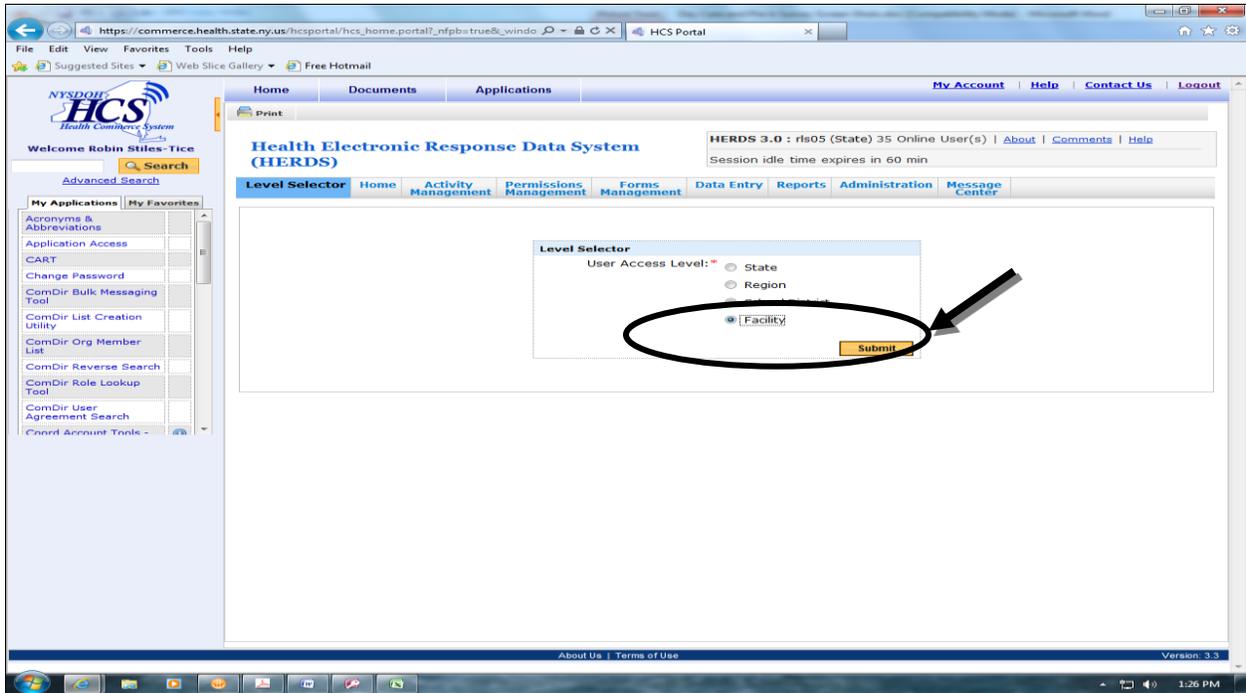
Day Care and Pre-k Immunization Survey 2014 Step-by-Step Instructions

1. Log onto <https://commerce.health.state.ny.us>.
2. Click on **School Survey**.

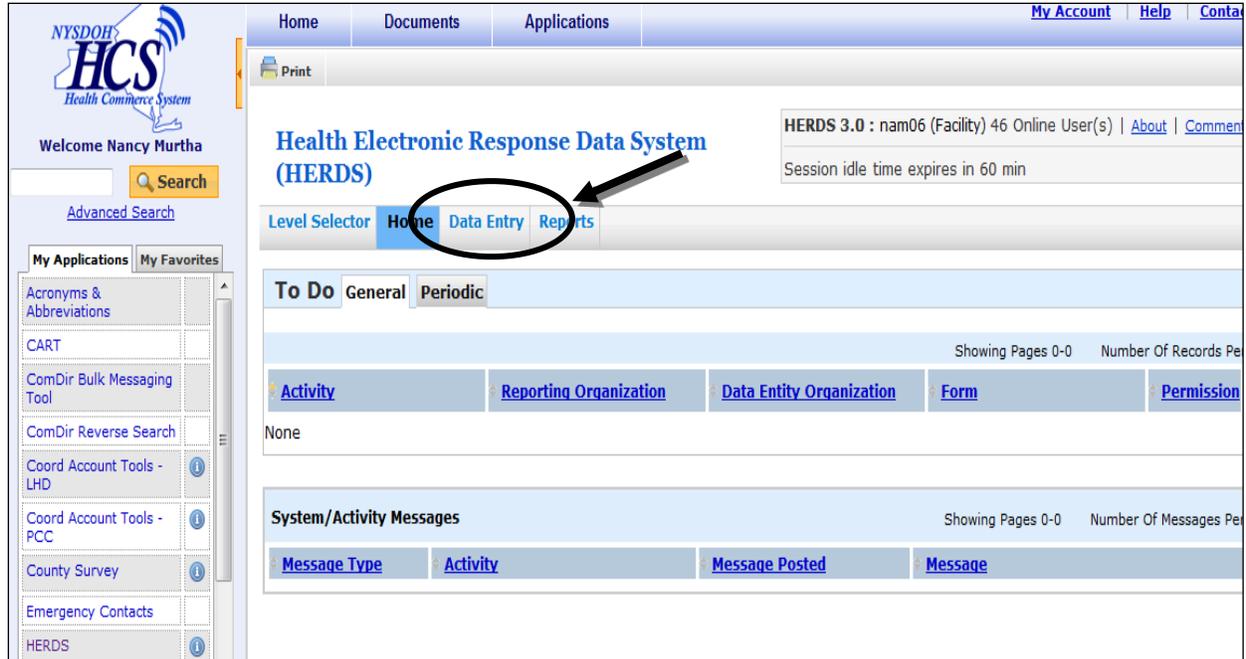
The screenshot shows the NYSDOH HCS System interface. In the left sidebar, under 'My Applications', the 'School Survey' link is circled in red and pointed to by a black arrow. The main content area displays 'Important Health Notifications' with a table of advisories.

Priority	Keyword	Source	Audience	Description	Posted	Recipients
Advisory	Infectious Disease	CDC	All Users	Update: Multistate Outbreak of Fungal Meningitis	11/21/2012	Recipients
Update to Advisory	CMS 1135	NYSDOH	All Users	Revised Home Health Care CMS 1135 Waivers	11/12/2012	Recipients
Advisory	CMS 1135 Waiver	NYSDOH	All Users	CMS 1135 Waiver	11/11/2012	Recipients

3. Select a **User Access Level** (only those assigned to more than one type of user level will see this screen). If you see this screen, select **Facility** and then click the **Submit** button.



4. Click on **Data Entry**.



- Select **Day Care and Pre-k Immunization Survey 2014** from the activity drop down box. If you are only assigned to the **Day Care and Pre-k Immunization Survey 2014**, the activity will automatically be selected for you.

The screenshot shows the HERDS interface with the following details:

- Header: NYSDOH HCS Health Commerce System
- Welcome: Nancy Murtha
- Search: Search, Advanced Search
- My Applications: Acronyms & Abbreviations, CART, ComDir Bulk Messaging Tool, ComDir Org Member List, ComDir Reverse Search, ComDir Role Lookup Tool, ComDir User Agreement Search, Coord Account Tools - LHD
- HERDS 3.0: nam06 (State) 188 Online User(s) | About | Com
- Session idle time expires in 53 min
- Navigation: Home, Data Entry, Reports
- Data Entry Form:
 - Activity: Day Care and Pre-k Immunization Survey 2014
 - Organization: Please Select Organization

- Select the appropriate day care/pre-k from the **Organization** drop down box. If you are only assigned to one day care/pre-k, you will see the main data entry screen for the day care/pre-k.

The screenshot shows the HERDS interface with the following details:

- Header: NYSDOH HCS Health Commerce System
- Welcome: Nancy Murtha
- Search: Search, Advanced Search
- My Applications: Acronyms & Abbreviations, CART, ComDir Bulk Messaging Tool, ComDir Org Member List, ComDir Reverse Search, ComDir Role Lookup Tool, ComDir User Agreement Search, Coord Account Tools - LHD
- HERDS 3.0: nam06 (State) 188 Online User(s) | About | Com
- Session idle time expires in 60 min
- Navigation: Home, Data Entry, Reports
- Data Entry Form:
 - Activity: Day Care and Pre-k Immunization Survey 2014
 - Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
 - Show Organization Info
 - Form: Day Care & Pre-k Immunization Survey 2014
 - Data Entity Type: Schools Day Care Centers
 - Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
 - Show Facility Info
- Form Information:
 - Navigational: Section
 - * Required Field
 - ✓ Data Saved to Work Area
 - Data Submitted to DC

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

HERDS 3.0 : nam06 (State) 188 Online User(s) | [About](#) | [Com](#)
 Session idle time expires in 60 min

Health Electronic Response Data System (HERDS)

Home **Data Entry** Reports

Data Entry

Activity: Day Care and Pre-k Immunization Survey 2014

Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
[Show Organization Info](#)

Form: Day Care & Pre-k Immunization Survey 2014

Data Entity Type: Schools Day Care Centers

Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
[Show Facility Info](#)

Form Information

Navigational Section

* Required Field ✓ Data Saved to Work Area ● Data Submitted to DC

- The day care's/pre-k's information will display. If the information needs to be corrected, send an email to osas@health.state.ny.us.

HERDS 3.0 : nam06 (State) 188 Online User(s) | [A](#)
 Session idle time expires in 59 min

Health Electronic Response Data System (HERDS)

Home **Data Entry** Reports

Data Entry

Activity: Day Care and Pre-k Immunization Survey 2014

Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
[Hide Organization Info](#)

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
 Ph:518-408-3093

Form: Day Care & Pre-k Immunization Survey 2014

Data Entity Type: Schools Day Care Centers

Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
[Show Facility Info](#)

9. To enter data in the survey, click on **Save & Add**.

Health Electronic Response Data System (HERDS)

HERDS 3.0 - Name00 (State) 100 Online User(s) | About | Comments | Help

Session idle time expires in 60 min

Home Data Entry Reports

Data Entry

Activity: Day Care and Pre-k Immunization Survey 2014

Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
Show Organization Info

Form: Day Care & Pre-k Immunization Survey 2014

Data Entity Type: Schools Day Care Centers

Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
Show Facility Info

Form Information

Navigational Style: Section

* Required Field ✓ Data Saved to Work Area ● Data Submitted to DOH
← Current Field/Selection ? Field Information (R) Field with Rules ! Warning

Day Care & Pre-k Immunization Survey 2014 Review & Submit Save All

Export options: View Data PDF Blank Form Show/Hide

Program Closed, Merged or Sold Select a value ?

Comments ?

Grade Groups Save & Add

Exemption Grade Groups Save & Add

10. Select a grade group from the **Select a Value** drop down box.

NYSDOH HCS Health Care System

Welcome Nancy Hurtha

Home Documents Applications My Account Help Contact Us Logout

Data Entry

Activity: Day Care and Pre-k Immunization Survey 2014

Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
Show Organization Info

Form: Day Care & Pre-k Immunization Survey 2014

Data Entity Type: Schools Day Care Centers

Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
Show Facility Info

Form Information

Navigational Style: Section

* Required Field ✓ Data Saved to Work Area ● Data Submitted to DOH
← Current Field/Selection ? Field Information (R) Field with Rules ! Warning Error

Day Care & Pre-k Immunization Survey 2014 Review & Submit Save All Reset

Export options: View Data PDF Blank Form PDF Show/Hide sections

Form Saved.

Program Closed, Merged or Sold Select a value ?

Comments ?

Grade Groups Save & Add

1. Grade Groups Delete

Pre-k Grade Groups Select a value

Total Number of Children

Number without Immunization

Number with Medical Exemption

Select a Value

11. Enter data for the grade group and click on **Save & Add** again. Repeat the steps if you have both pre-k grade groups in the day care/pre-k.

The screenshot shows the HCS Portal interface. On the left is a navigation menu with 'My Applications' and 'My Favorites'. The main content area is titled '1. Grade Groups' and contains a form for 'Pre-k Grade Groups'. The form includes several data entry fields with numerical values and help icons:

- Total Number of Children: 10
- Number without Immunization Record: 0
- Number with Medical Exemption: 0
- Number with Religious Exemption: 0
- Diphtheria Toxoid-containing Vaccine - Number with 3 or more doses (4 doses required for NYC): 10
- Tetanus Toxoid-containing Vaccine - Number with 3 doses: 10
- Pertussis (whooping cough) vaccine - Number with 3 doses: 10
- Polio Vaccine - Number with 3 doses: 10
- Measles Vaccine - Number with 1 dose: [empty]
- Mumps Vaccine - Number with 1 dose: [empty]
- Rubella Vaccine - Number with 1 dose: [empty]
- Haemophilus influenzae type B (Hib) Vaccine - Number with 3 doses or 1 dose (if received on or after 15 months): 10
- Hepatitis B Vaccine - Number with 3 doses: 10
- Varicella (chicken pox) Vaccine - Number with 1 dose: [empty]
- Pneumococcal Vaccine - Number born on or after 11/18/88 with appropriate doses: 10
- Number Completely Immunized: 10
- Number In Process: 0

At the bottom of the form, there is a 'Save & Add' button highlighted with a red box and an arrow pointing to it.

12. Once you have completed entering your data, click on **Save All**.

The screenshot shows the HCS Portal interface. The main content area is titled 'Data Entry' and contains a form for 'Day Care and Pre-k Immunization Survey 2014'. The form includes several data entry fields with dropdown menus and buttons:

- Activity: Day Care and Pre-k Immunization Survey 2014
- Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
- Form: Day Care & Pre-k Immunization Survey 2014
- Data Entity Type: Schools Day Care Centers
- Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)

Below the form, there is a 'Form Information' section with a 'Navigational Style' dropdown. At the bottom of the form, there is a 'Save All' button highlighted with a red box and an arrow pointing to it.

13. Click on **Review & Submit**.

The screenshot shows the 'Health Electronic Response Data System (HERDS)' interface. The main form is titled 'Day Care & Pre-k Immunization Survey 2014'. The 'Data Entry' section includes fields for Activity, Organization, Form, Data Entity Type, and Data Entity Name. Below this is the 'Form Information' section with a 'Review & Submit' button highlighted by a red box and an arrow. The 'Form Saved' status is indicated by a green checkmark. The bottom of the form shows '2. Grade Groups' with a 'Delete' button.

14. Click on **Submit Data to DOH**.

The screenshot shows the 'Health Electronic Response Data System (HERDS)' interface. The main form is titled 'Day Care & Pre-k Immunization Survey 2014'. The 'Data Entry' section includes fields for Activity, Organization, Form, Data Entity Type, and Data Entity Name. Below this is the 'Form Information' section with a 'Submit Data to DOH' button highlighted by a red box and an arrow. The 'Form Saved' status is indicated by a green checkmark. The bottom of the form shows a table with columns for Section, Field, Value, Data Status, User, and Updated.

Section	Field	Value	Data Status	User	Updated
Grade Groups	Pre-k Grade Groups (2)	Pre-k 1 Year of Age and Older	saved	nam06	12/19/2013 12:51 PM
	Total Number of Children (2)	12	saved	nam06	12/19/2013 12:51 PM
	Number without Immunization Record (2)	0	saved	nam06	12/19/2013 12:51 PM
	Number with Medical Exemption (2)	0	saved	nam06	12/19/2013 12:51 PM
	Number with Religious Exemption (2)	0	saved	nam06	12/19/2013 12:51 PM
	Diphtheria Toxoid-containing Vaccine - Number with 3 or more doses (4 doses required for NYC) (2)	12	saved	nam06	12/19/2013 12:51 PM
	Tetanus Toxoid-containing Vaccine - Number with 3 doses (2)	12	saved	nam06	12/19/2013 12:51 PM
	Botulinum Toxin-containing Vaccine - Number with 3 doses (2)	12	saved	nam06	12/19/2013 12:51 PM

15. You will receive the **Data have been submitted to DOH successfully** message. Your survey process is complete.

The screenshot shows the HERDS 3.0 interface. The main content area displays the 'Data Entry' section for the 'Day Care and Pre-k Immunization Survey 2014'. The form fields are filled with the following information:

- Activity: Day Care and Pre-k Immunization Survey 2014
- Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)
- Form: Day Care & Pre-k Immunization Survey 2014
- Data Entity Type: Schools Day Care Centers
- Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)

Below the form, a blue bar indicates the survey title 'Day Care & Pre-k Immunization Survey 2014' with a 'Modify' button and a 'Submit Data to DOH' button. A green checkmark icon and the message 'Data have been submitted to DOH successfully.' are displayed in a box, with an arrow pointing to the 'Submit Data to DOH' button. Below this, a table shows the submission details:

Section	Field	Value	Data Status	User	Updated
	Program Closed, Merged or Sold Comments				
Grade Groups	Pre-k Grade Groups (2)	Pre-k 1 Year of Age and Older	Submitted	nam06	12/19/2013 04:11 PM
	Total Number of Children (2)	12	Submitted	nam06	12/19/2013 04:11 PM
	Number without Immunization Record (2)	0	Submitted	nam06	12/19/2013 04:11 PM
	Number with Medical Exemption (2)	0	Submitted	nam06	12/19/2013 04:11 PM
	Number with Religious Exemption (2)	0	Submitted	nam06	12/19/2013 04:11 PM

New Medical or Religious Exemptions Section

1. For any grade groups with *medical or religious exemptions*, click on the **Save & Add** button next to **Exemption Grade Groups**.

The screenshot shows the HCS Portal interface for the 'Day Care & Pre-k Immunization Survey 2014'. The form is titled 'Day Care & Pre-k Immunization Survey 2014' and includes fields for 'Activity', 'Organization', 'Form', 'Data Entity Type', and 'Data Entity Name'. Below these fields is a 'Form Information' section with a 'Navigational Style' dropdown and a legend for field types (Required, Data Saved, Data Submitted, Current Field, Field Information, Field with Rules, Warning, Error). The main form area has a 'Program Closed, Merged or Sold' dropdown and a 'Comments' field. Below this is a 'Grade Groups' section with a 'Save All' button and a message: 'You have added the last repeatable group. You can still save.' This section contains two entries: '2. Grade Groups' and '1. Grade Groups', each with 'Delete' and 'Edit' buttons. At the bottom of this section is the 'Exemption Grade Groups' section, which is highlighted with a red box. It contains a 'Save & Add' button, which is pointed to by a red arrow.

2. Select a grade group from the **Select a Value** drop down box.

The screenshot shows the HCS Portal interface for the 'Day Care & Pre-k Immunization Survey 2014' form. The form is titled 'Day Care & Pre-k Immunization Survey 2014' and includes fields for 'Activity', 'Organization', 'Form', 'Data Entity Type', and 'Data Entity Name'. Below these fields is a 'Form Information' section with a 'Navigational Style' dropdown and a legend for field types (Required, Data Saved, Data Submitted, Current Field, Field Information, Field with Rules, Warning, Error). The main form area has a 'Program Closed, Merged or Sold' dropdown and a 'Comments' field. Below this is a 'Grade Groups' section with a 'Save All' button and a message: 'You have added the last repeatable group. You can still save.' This section contains two entries: '2. Grade Groups' and '1. Grade Groups', each with 'Delete' and 'Edit' buttons. At the bottom of this section is the 'Exemption Grade Groups' section, which is highlighted with a red box. It contains a 'Save & Add' button, which is pointed to by a red arrow. Below the 'Save & Add' button is a table with columns for 'Pre-k Exemption Grades' and 'Number of Medical Exemptions for...'. The 'Pre-k Exemption Grades' column has a dropdown menu with the text 'Select a Value' and a red arrow pointing to it. The dropdown menu is open, showing options: 'Pre-k less than 1 year of age' and 'Pre-k 1 year of age and older'. The table also includes rows for 'Number of Medical Exemptions for Polio', 'Number of Medical Exemptions for Measles', 'Number of Medical Exemptions for Mumps', 'Number of Medical Exemptions for Rubella', 'Number of Medical Exemptions for Haemophilus influenzae type b (Hib)', 'Number of Medical Exemptions for Hepatitis B (Hep B)', 'Number of Medical Exemptions for Varicella', 'Number of Medical Exemptions for Pneumococcal', and 'Number of Religious Exemptions for Diphtheria'.

3. Enter the *religious/medical exemptions* for the grade group (A) and click on **Save & Add** (B).

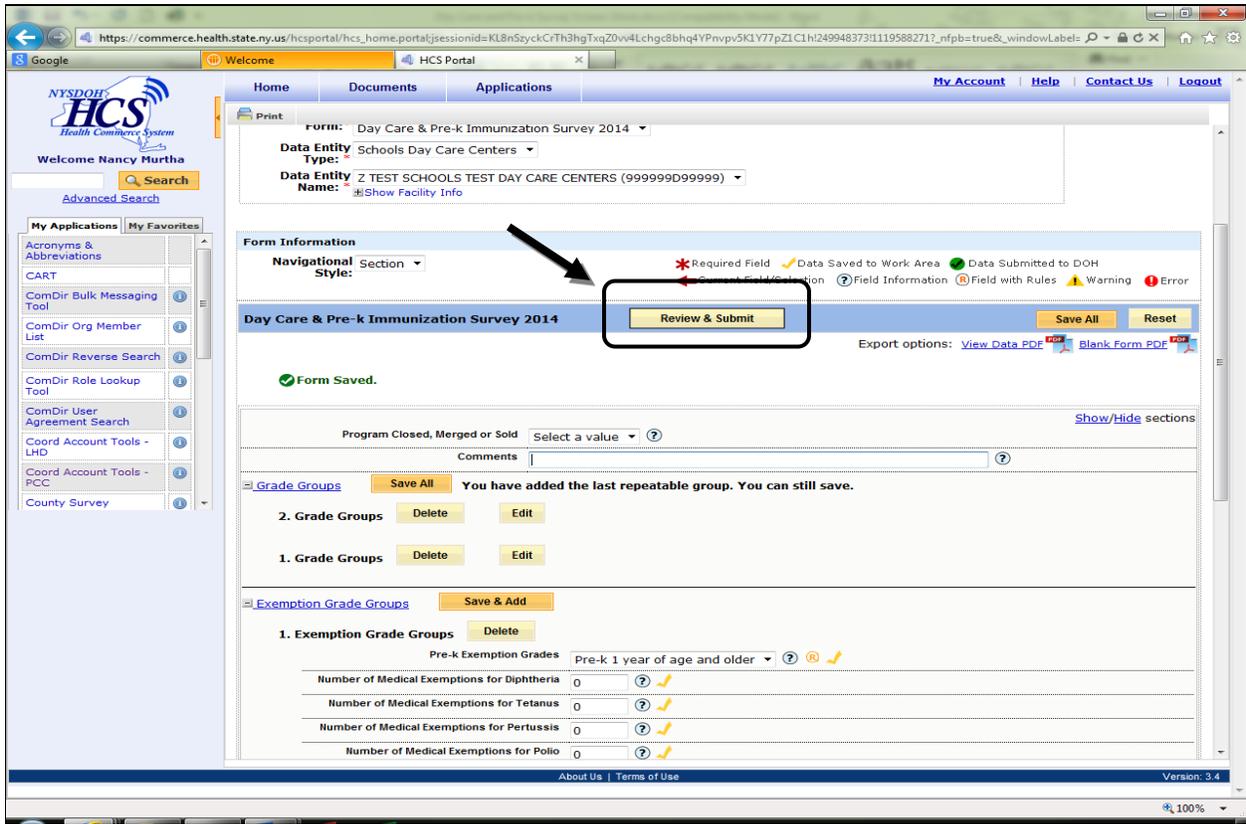
The screenshot shows the 'Day Care & Pre-k Immunization Survey 2014' form. The 'Exemption Grade Groups' section is highlighted with a box labeled 'B', and the exemption data table is highlighted with a bracket labeled 'A'.

Exemption Type	Count
Number of Medical Exemptions for Diphtheria	0
Number of Medical Exemptions for Tetanus	0
Number of Medical Exemptions for Pertussis	0
Number of Medical Exemptions for Polio	0
Number of Medical Exemptions for Measles	1
Number of Medical Exemptions for Mumps	1
Number of Medical Exemptions for Rubella	1
Number of Medical Exemptions for Haemophilus influenzae type b (Hib)	0
Number of Medical Exemptions for Hepatitis B (Hep B)	0
Number of Medical Exemptions for Varicella	1
Number of Medical Exemptions for Pneumococcal	0

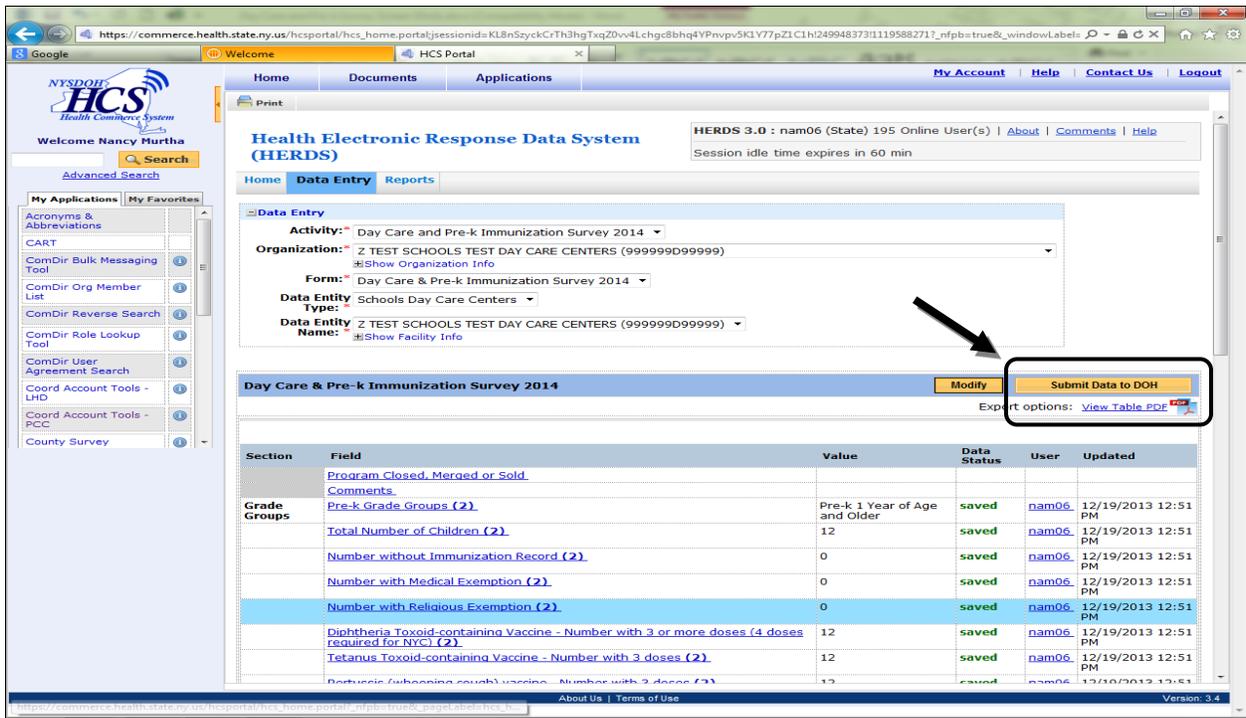
4. Once you have completed entering data for all grade group exemptions, click on **Save All**.

The screenshot shows the 'Day Care & Pre-k Immunization Survey 2014' form. The 'Save All' button is highlighted with a box, and the 'Submitted to DOH' status is indicated by a green checkmark.

5. Click on **Review & Submit**.



6. Click on **Submit Data to DOH**.



- You will receive the **Data have been submitted to DOH successfully** message. Your survey process is complete.

The screenshot shows the HERDS 3.0 interface. The main content area displays the 'Data Entry' section for the 'Day Care & Pre-k Immunization Survey 2014'. A message box with a green checkmark and the text 'Data have been submitted to DOH successfully.' is highlighted with a black box and an arrow. Below the message is a table with the following data:

Section	Field	Value	Data Status	User	Updated
Grade Groups	Program Closed, Merged or Sold Comments				
	Pre-k Grade Groups (2)	Pre-k 1 Year of Age and Older	Submitted	nam06	12/19/2013 04:11 PM
	Total Number of Children (2)	12	Submitted	nam06	12/19/2013 04:11 PM
	Number without Immunization Record (2)	0	Submitted	nam06	12/19/2013 04:11 PM
	Number with Medical Exemption (2)	0	Submitted	nam06	12/19/2013 04:11 PM
	Number with Religious Exemption (2)	0	Submitted	nam06	12/19/2013 04:11 PM