

**New York State Department of Health
Health Commerce System Account Information
for Head Start Programs, Nursery Schools and Day Care Centers**

Head Start programs, nursery schools and day care centers are required to submit the annual mandated immunization survey online. The submission of the immunization status of children attending Head Start programs, nursery schools and day care centers in the State of New York is mandated by Public Health Law Section 2164. The survey is housed on the New York State Department of Health (NYSDOH) Health Commerce System (HCS). To access the online survey, Head Start program, nursery school and day care center staff members must obtain HCS accounts.

Health Commerce System Affiliation:

A Head Start program, nursery school or day care center must first be affiliated with the HCS in order to obtain HCS accounts for its staff members.

- An agreement must be signed by the facility's administrator to abide by the policies and procedures for accessing and using data and information contained on the HCS.
- Administrators must request an HCS account and will be granted HCS Coordinator privileges when their account request is processed.
- Administrators have the ability to assign accounts to other staff members and remove accounts when staff are no longer employed at the facility.

How to Obtain an HCS Account:

1. Complete the "Information Needed to Request an HCS Account" document (page 3 of this document) and either FAX it to (518) 474-5500, or e-mail it to osas@health.ny.gov.
2. The administrator will then receive an HCS Document 1 with the Schedule 2.A signature page by e-mail that he/she must print out and sign in the presence of a notary.

Please mail the document with the original signature to:

NYSDOH
Commerce Accounts Management Unit (CAMU) Supervisors
800 North Pearl Street, Room 214
Albany, NY 12204-1899

3. CAMU will process the notarized document and issue an HCS account for the administrator. The administrator will be sent a letter by CAMU containing the information needed to activate his/her account.
4. Keep a copy of the notarized document. The school administrator will need the temporary access word on the document to activate his/her HCS account.

5. Once the administrator has received his/her HCS account, the administrator may request additional HCS accounts for staff members via the paperless user account request process. Instructions for the paperless process are posted at:
<http://www.health.ny.gov/prevention/immunization/schools>.

HCS Coordinator Training:

- Please call (518) 473-1809 for information regarding HCS Coordinator training.

For Questions Regarding the Information Needed to Request an HCS Account Document:

- Please call the School Assessment and Compliance Unit at (518) 474-1944 or send an e-mail to osas@health.ny.gov.

For Questions Regarding Notarized Documents and the Paperless User Account Process:

- Please call CAMU at (866) 529-1890 or (518) 474-7835.

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for Head Start Programs, Nursery Schools & Day Care Centers**

Please provide the following information and either FAX it to (518) 474-5500 or e-mail it to osas@health.ny.gov.

Administrator Information:

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| ID Number (Bureau of Immunization staff will complete this box when the account request is received.) | |
| Head Start/Nursery School/Day Care Name | |
| County | |
| Administrator's Name (full first, middle and last name) | |
| Month and Day of Birth (do not need the year) | |
| Job Title | |
| Head Start/Nursery School/Day Care Address | |
| Office Telephone Number | |
| Office FAX number | |
| E-mail Address | |