

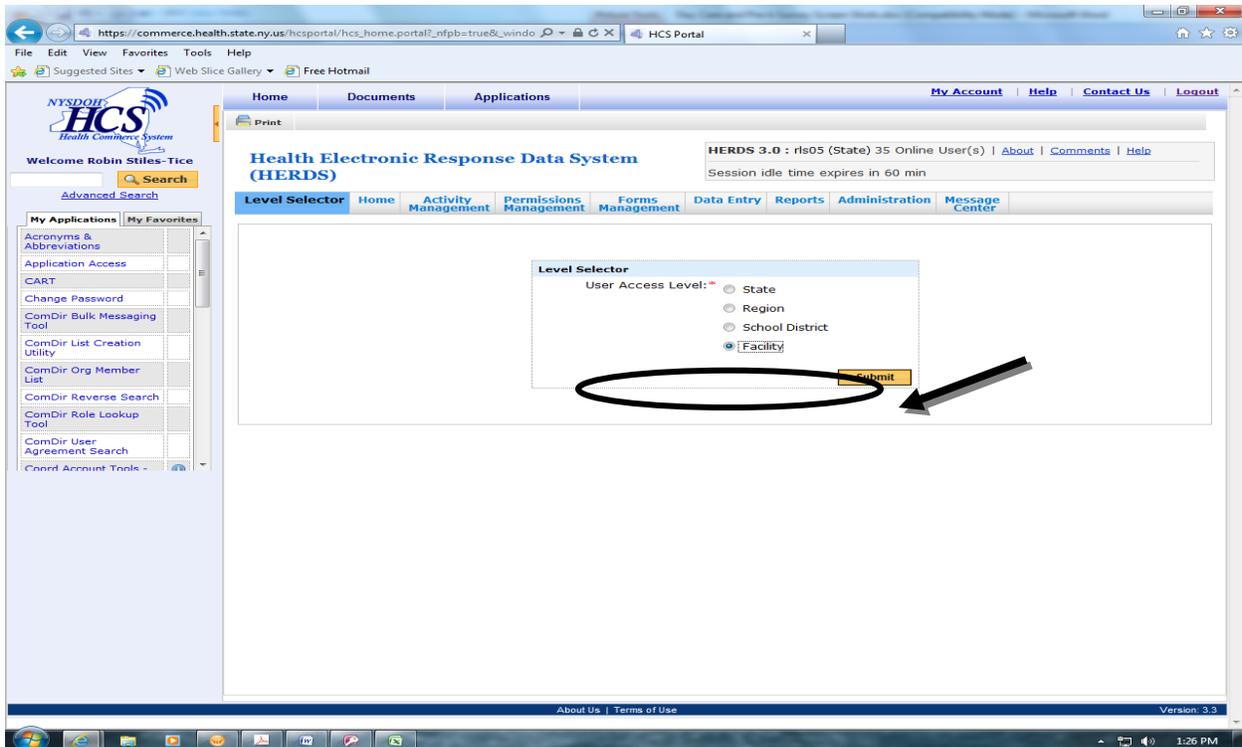
Day Care and Pre-K Immunization Survey 2013 Step-by-Step Instructions

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

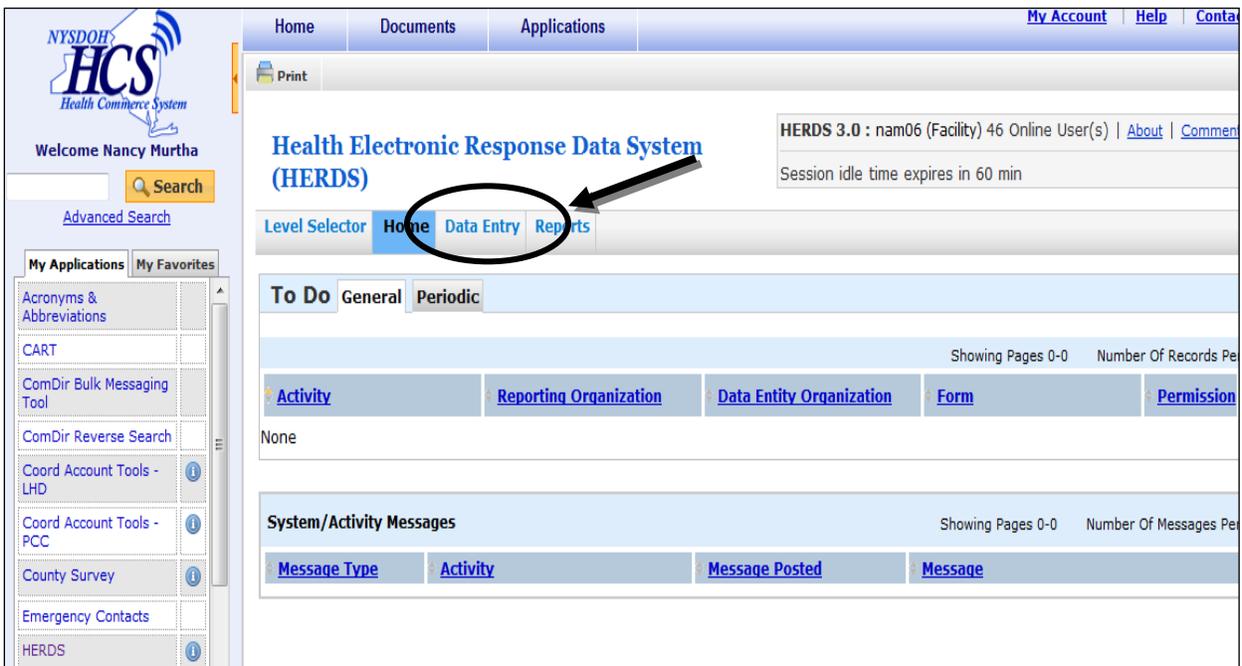
The screenshot shows the NYSDOH HCS System interface. The left sidebar contains a list of applications, with 'School Survey' circled in black and an arrow pointing to it. The main content area includes a navigation bar (Home, Documents, Applications, My Account, Help, Contact Us), HCS System Notices, Important Health Events, Important Health Notifications (with a table of notifications), and Newsroom Highlights (with sub-sections for New Items and Newsletters).

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

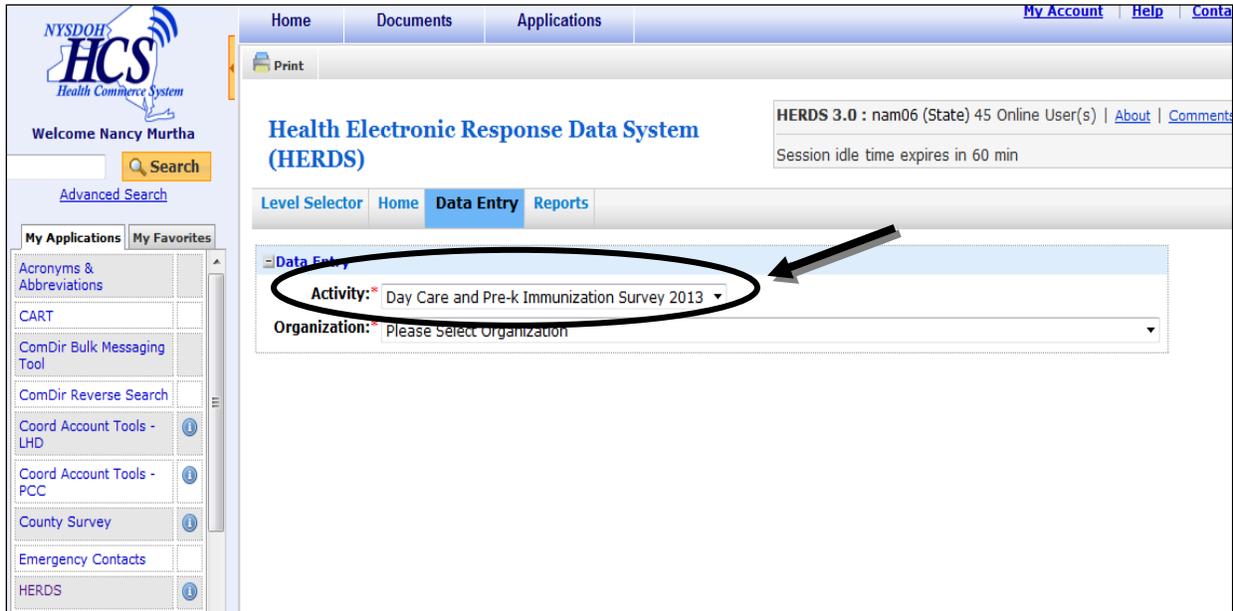
3. Select a **User Access Level** (only those assigned to more than one type of user level will see this screen). If you see this screen, select **Facility** and then click the **Submit** button.



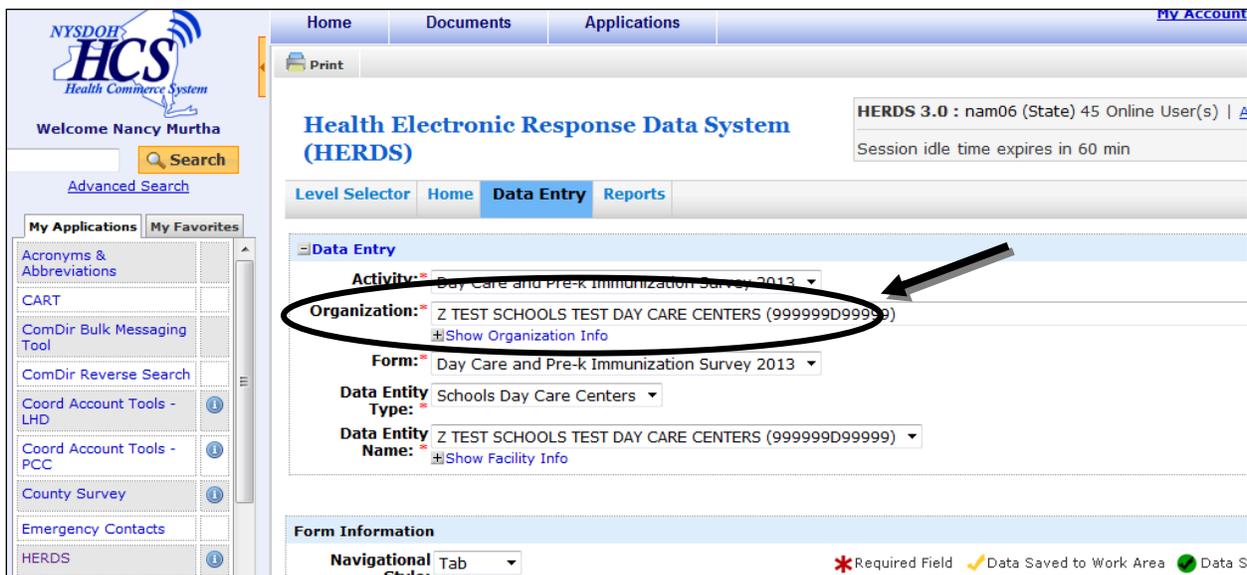
4. Click on **Data Entry**.



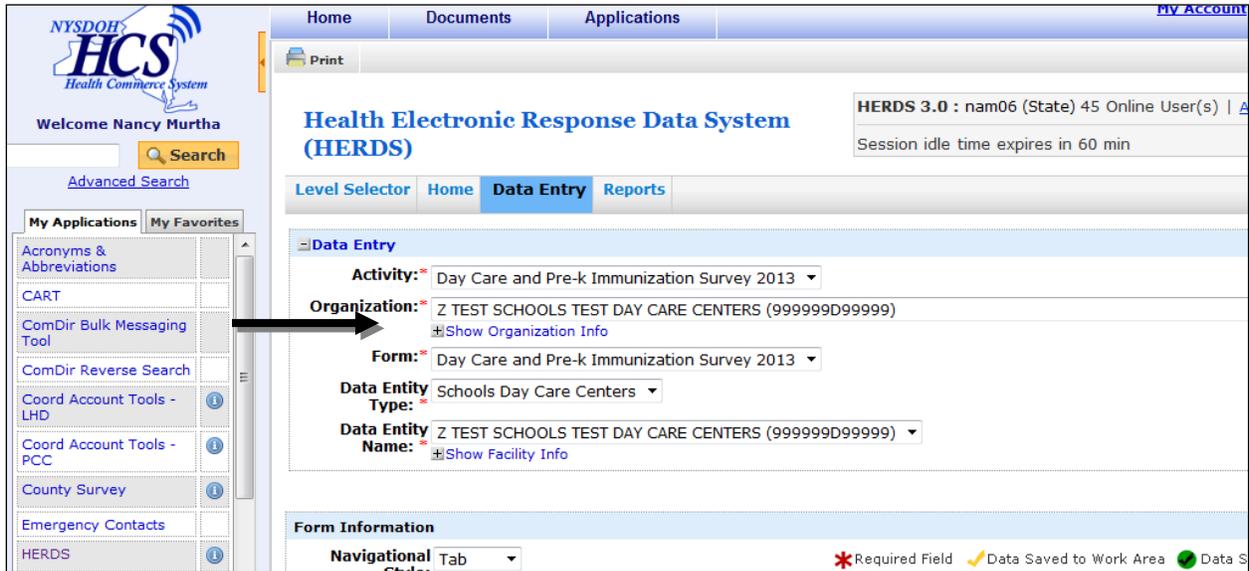
- Select **Day Care and PreK Immunization Survey 2013** from the activity drop down box. If you are only assigned to the **Day Care and PreK Immunization Survey 2013**, the activity will automatically be selected for you.



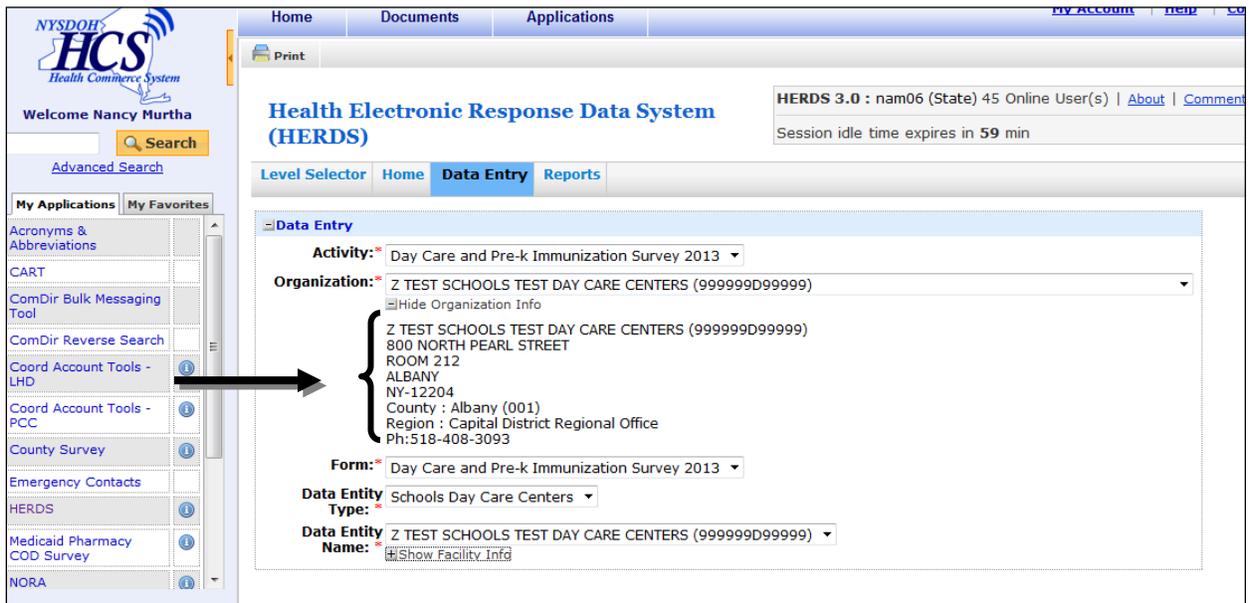
- Select the appropriate day care/pre-k from the **Organization** drop down box. If you are only assigned to one day care/pre-k, you will see the main data entry screen for the day care/pre-k.



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



- 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.



9. To enter data in the survey, click on **Grade Groups**.

HERDS 3.0 : nam06 (State) 45 Online User(s) | [About](#) | [Comments](#) | [Help](#)

Session idle time expires in 58 min

Level Selector Home **Data Entry** Reports

Data Entry

Activity: Day Care and Pre-k Immunization Survey 2013

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

Form: Day Care and Pre-k Immunization Survey 2013

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: Tab

* Required Field ✓ Data Saved to Work Area ● Data Submitted to DOH
← Current Field/Selection ? Field Information Ⓜ Field with Rules ⚠ Warning

Day Care and Pre-k Immunization Survey 2013 Review & Submit Save All

Export options: [View Data PDF](#) [Blank Form](#)

Day Care and Pre-k Immunization Survey 2013

Grade Groups

Program Closed, Merged or Sold Select a value

10. Click on **Save & Add**.

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: Tab

* Required Field ✓ Data Saved to Work Area ● Data Submitted to DOH
← Current Field/Selection ? Field Information Ⓜ Field with Rules ⚠ Warning

Day Care and Pre-k Immunization Survey 2013 Review & Submit Save All

Export options: [View Data PDF](#) [Blank Form](#)

Day Care and Pre-k Immunization Survey 2013

Grade Groups

Grade Groups

Save & Add

Day Care and Pre-k Immunization Survey 2013

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

The screenshot shows the HCS Portal interface for the 'Day Care and Pre-k Immunization Survey 2013'. The page includes a navigation menu, a search bar, and a sidebar with 'My Applications' and 'My Favorites'. The main content area displays the survey form with the following details:

- Data Entry:** Activity: Day Care and Pre-k Immunization Survey 2013; Organization: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999); Form: Day Care and Pre-k Immunization Survey 2013; Data Entity Type: Schools Day Care Centers; Data Entity Name: Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999).
- Form Information:** Navigational Tab: Style; Legend: * Required Field, ✓ Data Saved to Work Area, ● Data Submitted to DOH, ← Current Field/Selection, ⓘ Field Information, Ⓜ Field with Rules, ⚠ Warning, ⓧ Error.
- Day Care and Pre-k Immunization Survey 2013:** Buttons for 'Review & Submit', 'Save All', and 'Reset'. Export options: 'View Data PDF', 'Blank Form PDF'.
- Form Status:** 'Form Saved.'
- Grade Groups:** A section with a 'Save & Add' button and a 'Delete' button. Below it, a table lists '1. Grade Groups' with a 'Pre-k Grade Groups' dropdown menu. The dropdown is open, showing options: 'Select a value', 'Pre-k Less Than 12 Months', and 'Pre-k 12 Months and Older'. A red arrow points to this dropdown menu.
- Other Fields:** 'Total Number of Children', 'Number without Immunization Record', 'Number with Medical Exemption', and 'Number with Religious Exemption'.

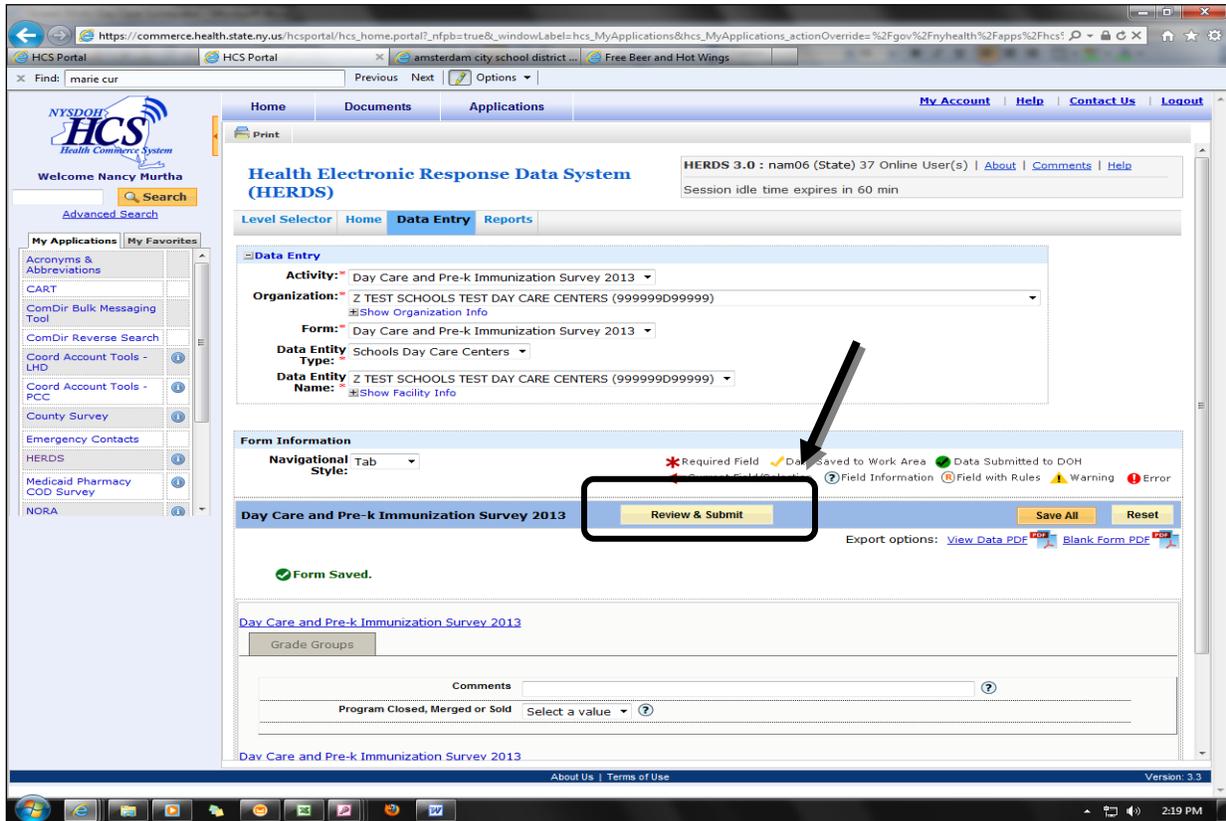
12. Enter data for the grade group and click on **Save & Add** again. Repeat the steps if you have both pre-k grade groups in the day care/pre-k.

The screenshot shows the HCS Portal interface for the 'Day Care and Pre-k Immunization Survey 2013'. The 'Form Saved' message is visible at the top. The 'Grade Groups' section is active, showing a table with columns for 'Pre-k Grade Groups' and 'Pre-k 12 Months and Older'. The table contains various immunization statistics, such as 'Total Number of Children' (10), 'Number without Immunization Record' (0), and 'Number with Medical Exemption' (0). The 'Save & Add' button is highlighted with a red box, and an arrow points to it from the top right.

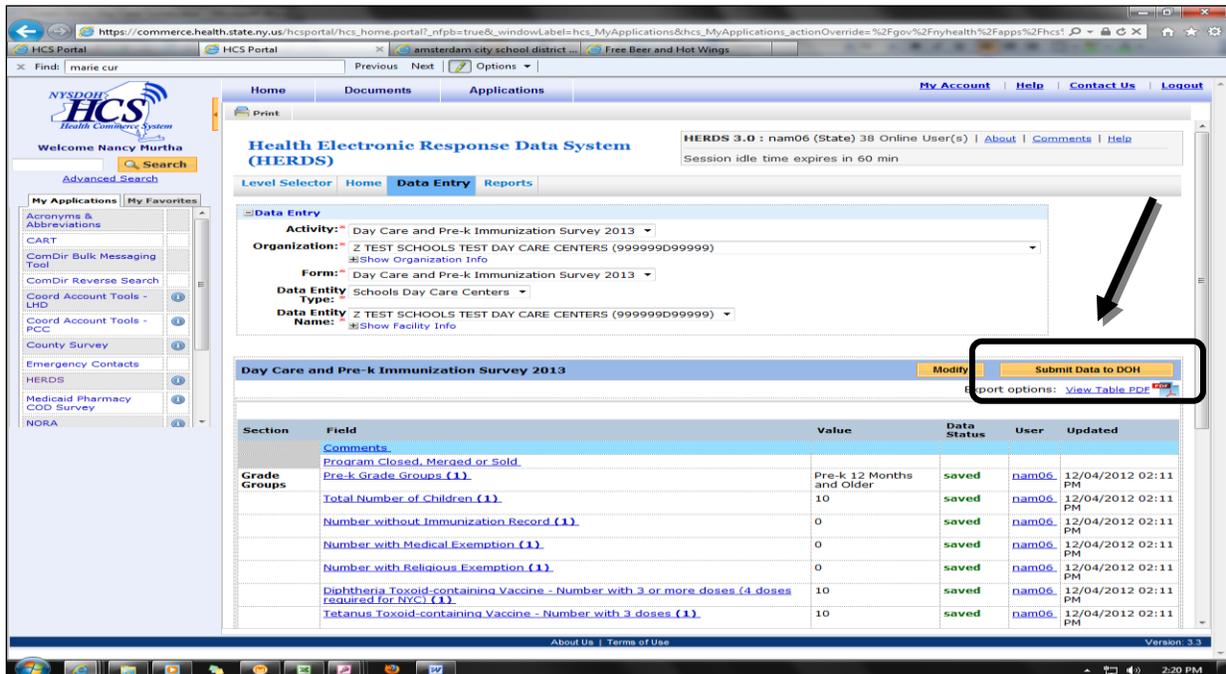
13. Once you have completed entering your data, click on **Save All**.

The screenshot shows the HCS Portal interface for the 'Day Care and Pre-k Immunization Survey 2013'. The 'Form Saved' message is visible at the top. The 'Data Entry' section is active, showing the 'Activity', 'Organization', 'Form', 'Data Entity Type', and 'Data Entity Name' fields. The 'Form Information' section is also visible, showing the 'Navigational Tab' and 'Style' fields. The 'Save All' button is highlighted with a red box, and an arrow points to it from the top right.

14. Click on **Review & Submit**.



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



16. 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 'Day Care and Pre-k Immunization Survey 2013' form. A green message box with a checkmark icon states: **Data have been submitted to DOH successfully.** An arrow points from the 'Submit Data to DOH' button to this message. Below the message is a table with the following data:

Section	Field	Value	Data Status	User	Updated
	Comments				
	Program Closed, Merged or Sold				
Grade Groups	Pre-k Grade Groups (1)	Pre-k 12 Months and Older	Submitted	nam06	12/04/2012 02:13 PM
	Total Number of Children (1)	10	Submitted	nam06	12/04/2012 02:13 PM
	Number without Immunization Record (1)	0	Submitted	nam06	12/04/2012 02:13 PM
	Number with Medical Exemption (1)	0	Submitted	nam06	12/04/2012 02:13 PM
	Number with Religious Exemption (1)	0	Submitted	nam06	12/04/2012 02:13 PM