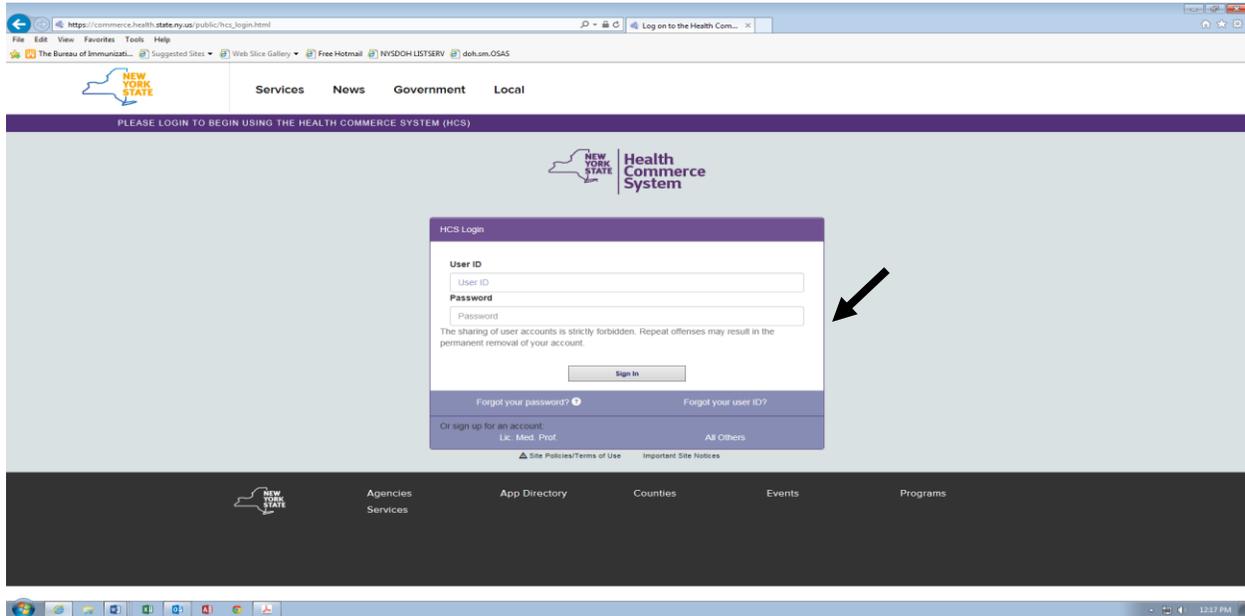


Instructions for Accessing and Completing the Post-secondary Immunization Survey

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 **Commerce Accounts Management Unit (CAMU)** at **1-866-529-1890**.
- HCS Coordinators are automatically granted access to the survey.
- HCS Coordinators must assign staff with HCS user accounts to the role of Post-secondary Data Reporter for them to access the survey.
- 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** to the left of the screen.
3. **Choose your institution** and click on **Select**.
4. Click on **Manage Role Assignments**.
5. Click on **Modify** next to the role which you want to assign an individual.
6. A pop up list will be displayed of the individuals affiliated with your institution who have HCS accounts.
7. Check the box next to each individual you want to assign to the role of **Post-secondary Data Reporter** 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 him or her 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 a 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 of the HCS for approximately 15 minutes. When you log on again, you should be able to access the survey.

Accessing the School Survey Link (You only need to complete the steps for accessing the School Survey Link once.)

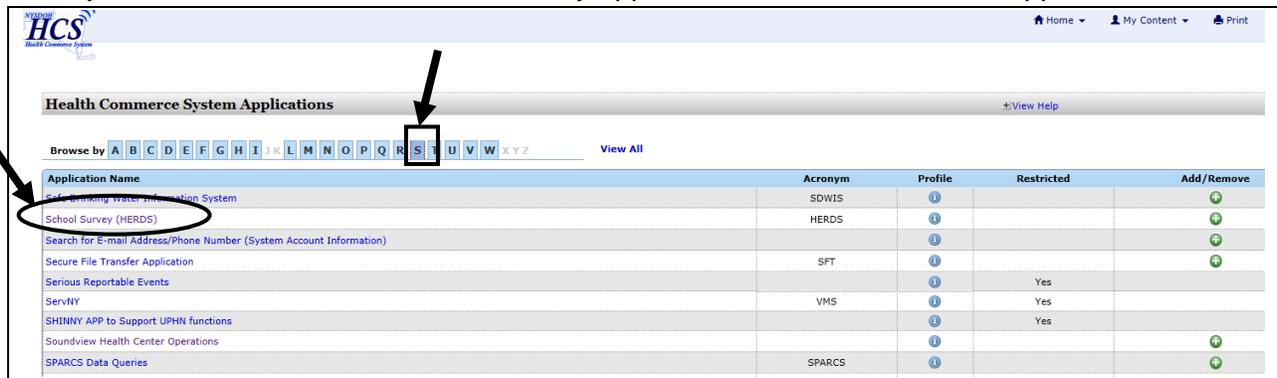
- 1) Go to: <https://commerce.health.state.ny.us>.
- 2) Select **My Content** on the menu bar at the top of the screen.



- 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 icon** in the Add/Remove column.

Application Name	Acronym	Profile	Restricted	Add/Remove
Safe Drinking Water Information System	SDWIS	(i)		(+)
School Survey (HERDS)	HERDS	(i)		(+)
Search for E-mail Address/Phone Number (System Account Information)		(i)		(+)
Secure File Transfer Application	SFT	(i)		(+)
Serious Reportable Events		(i)	Yes	
ServNY	VMS	(i)	Yes	
SHINNY APP to Support UPHN functions		(i)	Yes	
Soundview Health Center Operations		(i)		(+)
SPARCS Data Queries	SPARCS	(i)		(+)

6) The **School Survey** link should now appear under **My Applications** in the menu to the left of your screen.

Welcome Nancy Murtha

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
- Coord Account Tools - PCC
- County Survey
- Emergency Contacts
- HCBC
- HERDS
- HIN Account Maintenance
- Medicaid Pharmacy COD Survey
- NH Surveillance
- NORA
- NYSIIS - Production
- NYSPQC Scheduled Delivery Sys
- PH Notices
- Role Lookup Tool
- School Survey

System Notices

- Please note: next week we plan on switching over all HCS users to live, production system, available here: <https://hcsv4.health.state.ny.gov/>
- DOH is very pleased to announce the release of version 4.0 of the HCS. Continually improve, the HCS will be enhanced even more. Please visit and use HCSv4.0, which is now available here: <https://hcsv4.health.state.ny.gov/>

Important Health Events...

NYSPMP
PRESCRIPTION MONITORING PROGRAM REGISTRY

Important Health Notifications

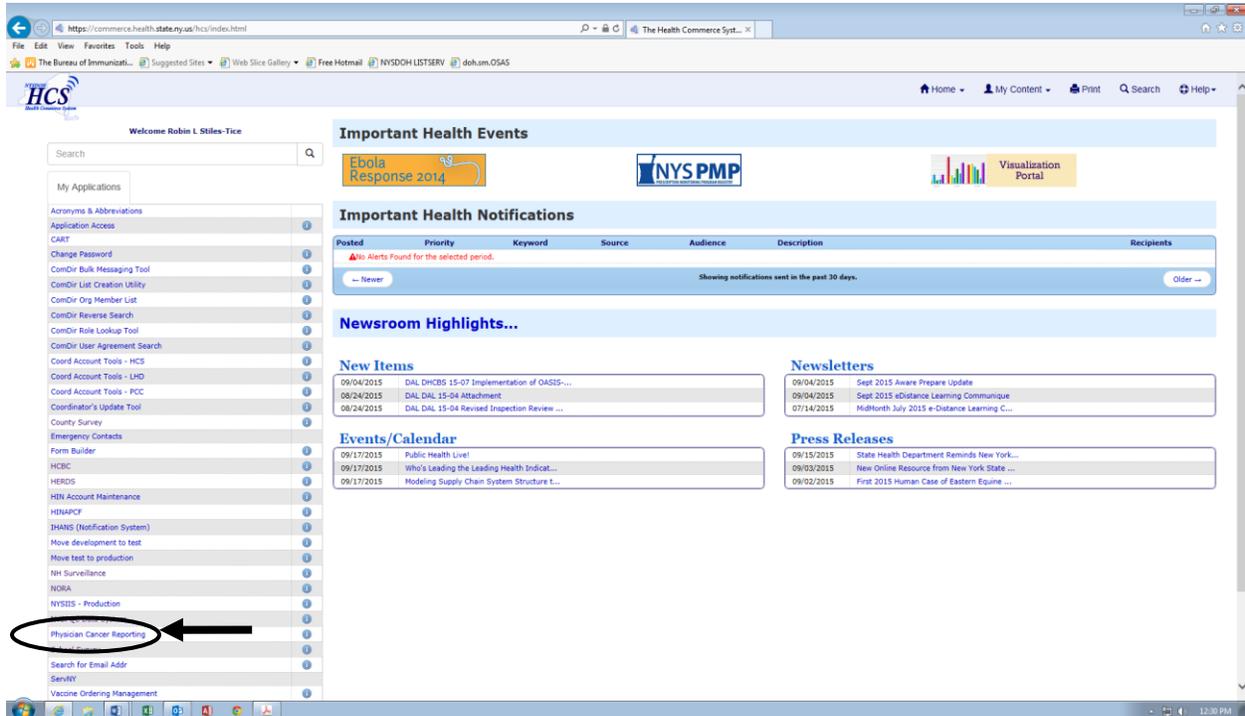
Posted	Priority	Keyword	Source
08/08/2014	Advisory	Ebola	NYSDOH
08/04/2014	Advisory	Infectious Disease	NYSDOH
08/02/2014	Advisory	Infectious Disease	CDC and NYSC
07/29/2014	Advisory	Infectious Disease	CDC
07/25/2014	Advisory	Chikungunya and Dengue	NYSDOH
07/24/2014	Advisory	Listeria	NYSDOH

Newsroom Highlights...

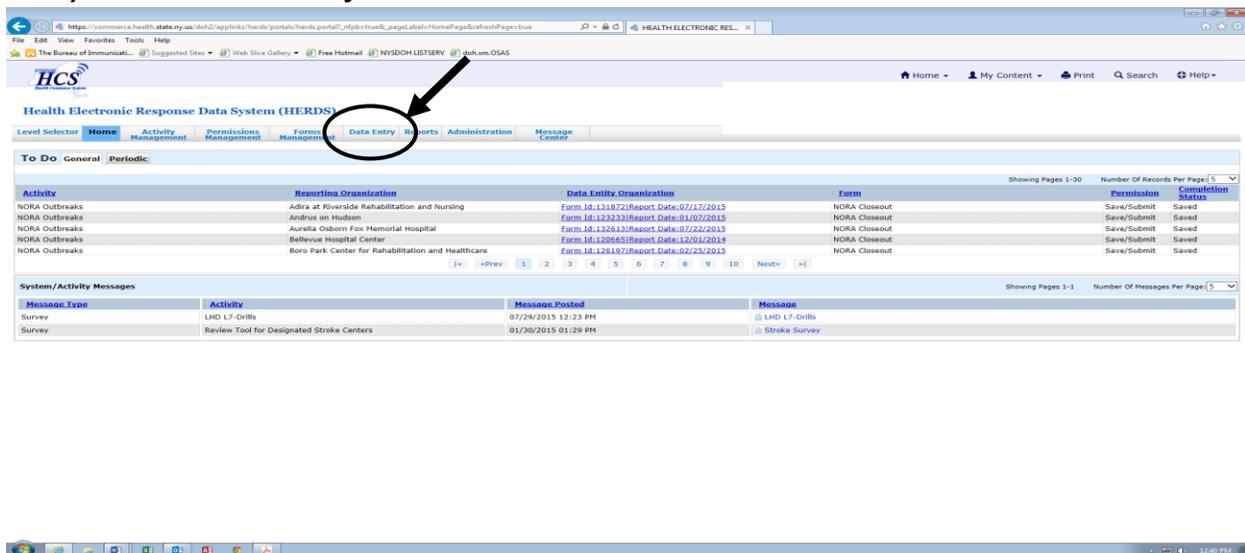
If you are not the HCS Coordinator, you need to be assigned to a role to access the survey. Contact your HCS Coordinator for assistance

Instructions for Completing the Post-Secondary Immunization Survey

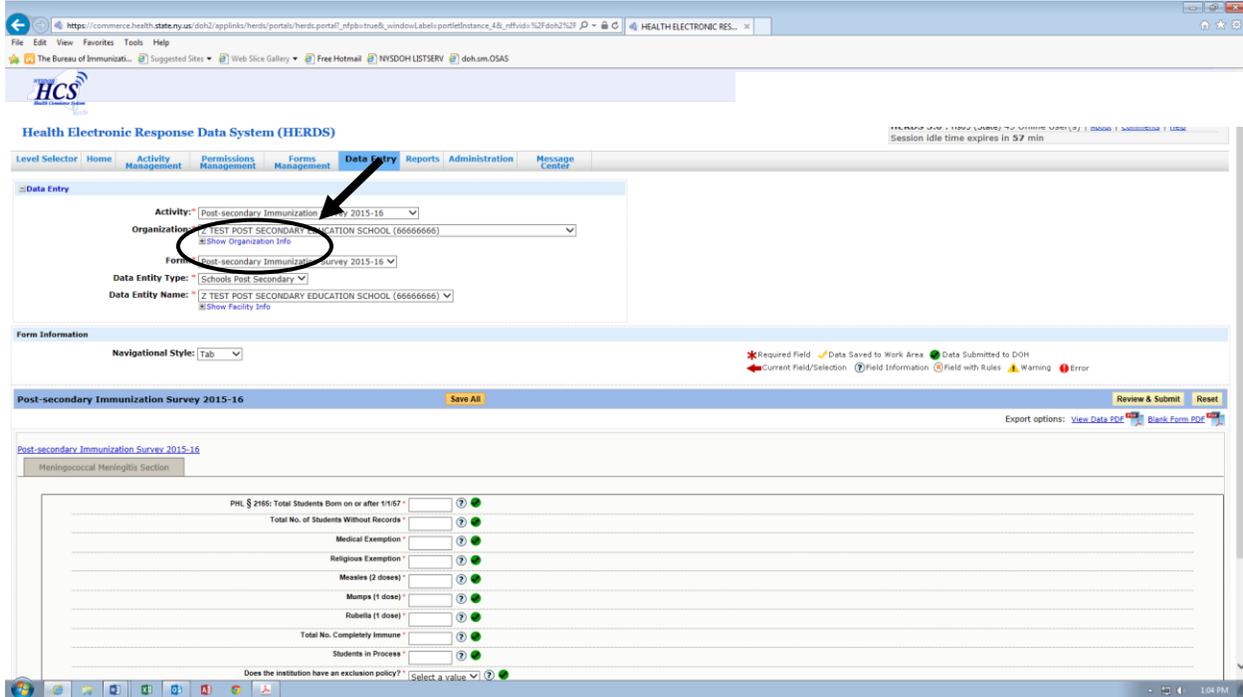
- 1) Click on **School Survey** (the words "School Survey" not the blue circle with an i in the middle):



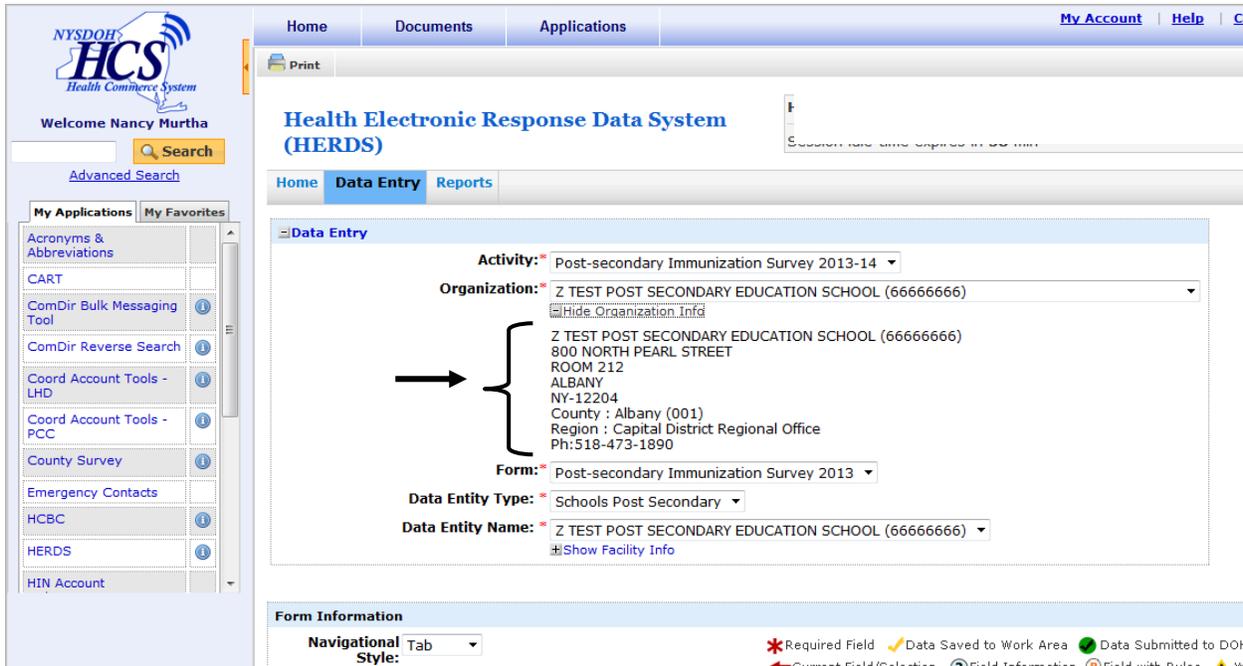
- 2) Click on **Data Entry**.



3) Click on **Show Organization Info** to see the address and phone number for the institution.



4) The institution's information will display.



5) Enter survey data for Public Health Law § 2165.

The screenshot shows the 'Data Entry' section of the HERDS system. The form is titled 'Post-secondary Immunization Survey 2015-16'. The 'Data Entry' section includes the following fields:

- Activity: Post-secondary Immunization Survey 2015-16
- Organization: Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)
- Form: Post-secondary Immunization Survey 2015-16
- Data Entity Type: Schools Post Secondary
- Data Entity Name: Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)

The 'Form Information' section shows 'Navigational Style: Tab'. A legend indicates: Required Field (red asterisk), Data Saved to Work Area (green checkmark), Data Submitted to DOH (green circle), Current Field/Selection (red arrow), Field Information (question mark), Field with Rules (green circle), Warning (yellow triangle), and Error (red circle).

The main form area is titled 'Meningococcal Meningitis Section'. It contains the following fields:

- PHL § 2165: Total Students Born on or after 11/15/77 (input field)
- Total No. of Students Without Records (input field)
- Medical Exemption (input field)
- Religious Exemption (input field)
- Measles (2 doses) (input field)
- Mumps (1 dose) (input field)
- Rubella (1 dose) (input field)
- Total No. Completely Immune (input field)
- Students in Process (input field)
- Does the institution have an exclusion policy? (dropdown menu)
- Comments (text area)

A large black arrow points to the input fields for 'PHL § 2165: Total Students Born on or after 11/15/77' and its sub-sections.

6) Click on Save All.

The screenshot shows the 'Data Entry' section of the HERDS system. The form is titled 'Post-secondary Immunization Survey 2015-16'. The 'Data Entry' section includes the following fields:

- Activity: Post-secondary Immunization Survey 2015-16
- Organization: Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)
- Form: Post-secondary Immunization Survey 2015-16
- Data Entity Type: Schools Post Secondary
- Data Entity Name: Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)

The 'Form Information' section shows 'Navigational Style: Tab'. A legend indicates: Required Field (red asterisk), Data Saved to Work Area (green checkmark), Data Submitted to DOH (green circle), Current Field/Selection (red arrow), Field Information (question mark), Field with Rules (green circle), Warning (yellow triangle), and Error (red circle).

The main form area is titled 'Meningococcal Meningitis Section'. It contains the following fields:

- PHL § 2165: Total Students Born on or after 11/15/77 (input field with value 100)
- Total No. of Students Without Records (input field with value 90)
- Medical Exemption (input field with value 0)
- Religious Exemption (input field with value 0)
- Measles (2 doses) (input field with value 0)
- Mumps (1 dose) (input field with value 90)
- Rubella (1 dose) (input field with value 90)
- Total No. Completely Immune (input field with value 90)
- Students in Process (input field with value 0)
- Does the institution have an exclusion policy? (dropdown menu with value Yes)
- Comments (text area)

The 'Save All' button is circled in black, and a large black arrow points to it.

7) Click on Meningococcal Meningitis Section tab.

The screenshot shows the HERDS Data Entry interface. The 'Data Entry' section is active, displaying the following information:

- Activity: Post-secondary Immunization Survey 2015-16
- Organization: Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)
- Form: Post-secondary Immunization Survey 2015-16
- Data Entity Type: Schools Post Secondary
- Data Entity Name: Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)

The 'Form Information' section shows 'Navigational Style: Tab'. A legend indicates: Required Field (red asterisk), Data Saved to Work Area (green checkmark), Data Submitted to DOH (green circle), Current Field/Selection (red arrow), Field Information (question mark), Field with Rules (orange circle), Warning (yellow triangle), and Error (red circle).

The main form area displays the 'Post-secondary Immunization Survey 2015-16' with a 'Save All' button. A message states: 'Form Saved. Once finalized, please remember to submit your data by clicking the Review & Submit button and then the Submit Data to DOH button.' Below this, the 'Meningococcal Meningitis Section' is highlighted with a red circle and an arrow. The section contains the following fields:

PHL § 2166: Total Students Born on or after 1/1/67	100	?	●
Total No. of Students Without Records	0	?	✓
Medical Exemption	0	?	●
Religious Exemption	0	?	●
Measles (2 doses)	0	?	✓
Mumps (1 dose)	0	?	✓
Rubella (1 dose)	0	?	✓
Total No. Completely Immune	0	?	✓
Students in Process	0	?	●
Does the institution have an exclusion policy?	Yes	?	●

8) Enter survey data for Public Health Law § 2167

The screenshot shows the HERDS Data Entry interface. The 'Data Entry' section is active, displaying the same information as in the previous screenshot.

The 'Form Information' section shows 'Navigational Style: Tab'. A legend indicates: Required Field (red asterisk), Data Saved to Work Area (green checkmark), Data Submitted to DOH (green circle), Current Field/Selection (red arrow), Field Information (question mark), Field with Rules (orange circle), Warning (yellow triangle), and Error (red circle).

The main form area displays the 'Post-secondary Immunization Survey 2015-16' with a 'Save All' button. A message states: 'Form Saved. Once finalized, please remember to submit your data by clicking the Review & Submit button and then the Submit Data to DOH button.' Below this, the 'Meningococcal Meningitis Section' is active. The section contains the following fields:

PHL § 2167: Total Number of Students Registered for 6 Semester Hours		?	●
Meningococcal Meningitis Vaccination		?	●
Meningococcal Meningitis Response Form		?	●

An arrow points to the 'PHL § 2167: Total Number of Students Registered for 6 Semester Hours' field.

9) Click on Save All

The screenshot shows the 'Data Entry' section of the Health Electronic Response Data System (HERDS). The form is titled 'Post-secondary Immunization Survey 2015-16'. The 'Organization' is 'Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)'. The 'Form' is 'Post-secondary Immunization Survey 2015-16'. The 'Data Entity Type' is 'Schools Post Secondary'. The 'Data Entity Name' is 'Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)'. The 'Form Information' section shows 'Navigational Style: Tab'. A red arrow points to the 'Save All' button, which is circled in red. Below the form, there is a 'Meningococcal Meningitis Section' with the following data:

PHL § 2167: Total Number of Students Registered for 6 Semester Hours	Meningococcal Meningitis Vaccination	Meningococcal Meningitis Response Form
100	20	80

At the bottom of the form, there is a 'Save All' button and a 'Review & Submit' button. The 'Review & Submit' button is circled in red.

10) Click Review and Submit.

The screenshot shows the 'Data Entry' section of the Health Electronic Response Data System (HERDS). The form is titled 'Post-secondary Immunization Survey 2015-16'. The 'Organization' is 'Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)'. The 'Form' is 'Post-secondary Immunization Survey 2015-16'. The 'Data Entity Type' is 'Schools Post Secondary'. The 'Data Entity Name' is 'Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)'. The 'Form Information' section shows 'Navigational Style: Tab'. A red arrow points to the 'Review & Submit' button, which is circled in red. Below the form, there is a 'Meningococcal Meningitis Section' with the following data:

PHL § 2166: Total Students Born on or after 1/1/07	Total No. of Students Without Records	Medical Exemption	Religious Exemption	Measles (2 doses)	Mumps (1 dose)	Rubella (1 dose)	Total No. Completely Immune
100	90	0	0	90	90	90	90

At the bottom of the form, there is a 'Save All' button and a 'Review & Submit' button. The 'Review & Submit' button is circled in red.

11) Click **Submit Data to DOH**.

The screenshot shows the HERDS interface with the 'Data Entry' tab selected. The 'Post-secondary Immunization Survey 2015-16' form is displayed. At the bottom right of the form, the 'Submit Data to DOH' button is circled in red, with a black arrow pointing to it. The table below the form shows the following data:

Section	Field	Value	Data Status	User	Updated
PHI § 2165: Total Students Born on or after 1/1/57	PHI § 2165: Total Students Born on or after 1/1/57	100	Submitted	rls05	09/17/2015 01:00 PM
	Total No. of Students Without Records	0	saved	rls05	09/17/2015 01:26 PM
	Medical Exemption	0	Submitted	rls05	09/17/2015 01:00 PM
	Religious Exemption	0	Submitted	rls05	09/17/2015 01:00 PM
	Measles (2 doses)	0	saved	rls05	09/17/2015 01:26 PM
	Mumps (1 dose)	90	saved	rls05	09/17/2015 01:26 PM
	Rubella (1 dose)	90	saved	rls05	09/17/2015 01:26 PM
	Total No. Completely Immune	90	saved	rls05	09/17/2015 01:26 PM
	Students In Process	0	Submitted	rls05	09/17/2015 01:00 PM
	Does the institution have an exclusion policy?	Yes	Submitted	rls05	09/17/2015 01:00 PM
Meningococcal Meningitis Section	PHI § 2167: Total Number of Students Registered for 6 Semester Hours	100	Submitted	rls05	09/17/2015 01:00 PM
	Meningococcal Meningitis Vaccination	20	saved	rls05	09/17/2015 02:02 PM
	Meningococcal Meningitis Response Form	80	saved	rls05	09/17/2015 02:02 PM

12) You will receive the **Data have been submitted to DOH successfully** message. You have completed the survey process.

The screenshot shows the HERDS interface after the survey is completed. A green checkmark and the message 'Data have been submitted to DOH successfully.' are circled in red, with a black arrow pointing to them. The table below the message shows the following data:

Section	Field	Value	Data Status	User	Updated
PHI § 2165: Total Students Born on or after 1/1/57	PHI § 2165: Total Students Born on or after 1/1/57	100	Submitted	rls05	09/17/2015 01:00 PM
	Total No. of Students Without Records	90	Submitted	rls05	09/17/2015 02:06 PM
	Medical Exemption	0	Submitted	rls05	09/17/2015 01:00 PM
	Religious Exemption	0	Submitted	rls05	09/17/2015 01:00 PM
	Measles (2 doses)	0	Submitted	rls05	09/17/2015 02:06 PM
	Mumps (1 dose)	90	Submitted	rls05	09/17/2015 02:06 PM
	Rubella (1 dose)	90	Submitted	rls05	09/17/2015 02:06 PM
	Total No. Completely Immune	90	Submitted	rls05	09/17/2015 02:06 PM
	Students In Process	0	Submitted	rls05	09/17/2015 01:00 PM
	Does the institution have an exclusion policy?	Yes	Submitted	rls05	09/17/2015 01:00 PM
Meningococcal Meningitis Section	PHI § 2167: Total Number of Students Registered for 6 Semester Hours	100	Submitted	rls05	09/17/2015 01:00 PM
	Meningococcal Meningitis Vaccination	20	Submitted	rls05	09/17/2015 02:06 PM