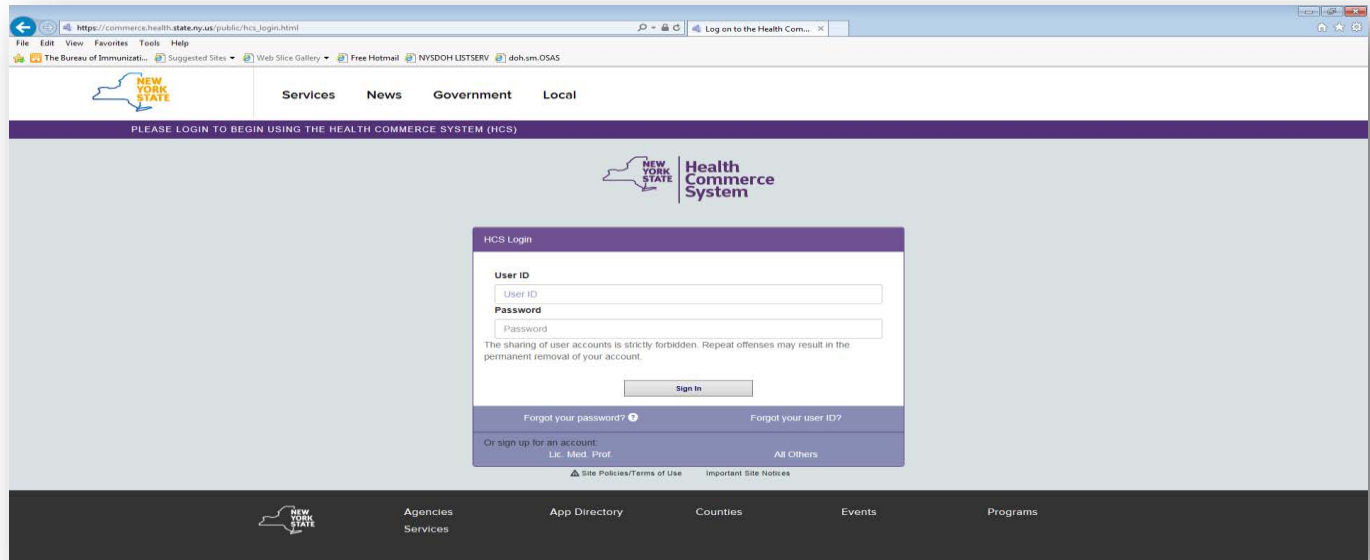


## Instructions for Accessing and Completing the Day Care and Pre-k Immunization Survey

Please log on to the Health Commerce System (HCS) at: <https://commerce.health.state.ny.us>, to verify that your account is active.



The screenshot shows a web browser window displaying the HCS Login page. The page features the New York State logo and the Health Commerce System logo. A central login form titled "HCS Login" contains fields for "User ID" and "Password", a "Sign In" button, and links for "Forgot your password?" and "Forgot your user ID?". Below the form, there are links for "Or sign up for an account" with sub-links for "Lic. Med. Prof." and "All Others". The footer includes navigation links for "Agencies Services", "App Directory", "Counties", "Events", and "Programs".

- 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:

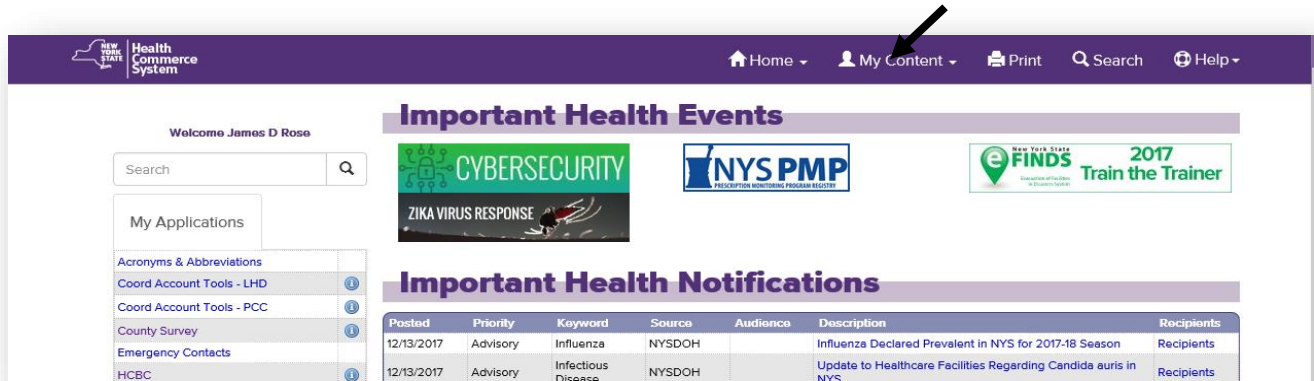
1. Log onto the HCS.
2. Click on **Coordinator's Update Tool**.
3. **Choose the school organization** you wish to update with the school data reporter role, and click on **Select**.
4. Click on **Manage Role Assignments**.
5. Click on **Modify** next to the role that you want to assign an individual.
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**.
8. 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.

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 an 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 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)**

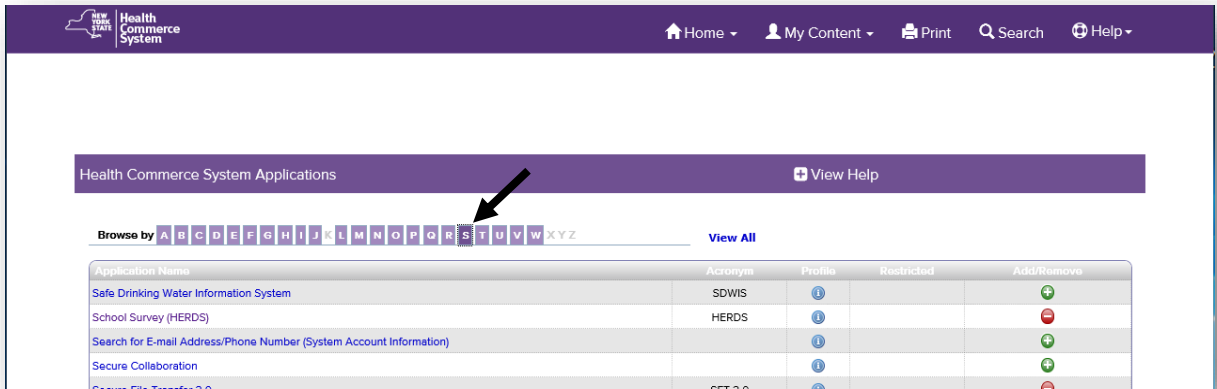
1. Go to: <https://commerce.health.state.ny.us>
2. Select **My Content** on the menu bar at the top of the screen.



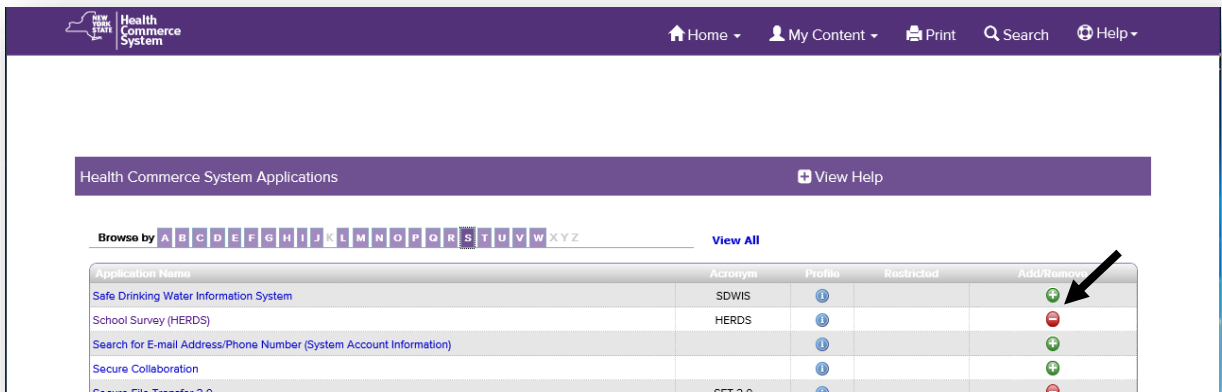
3. Select **All Applications** from the drop down box.



4. Select **S** to locate the School Survey application from the list of HCS applications



- 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

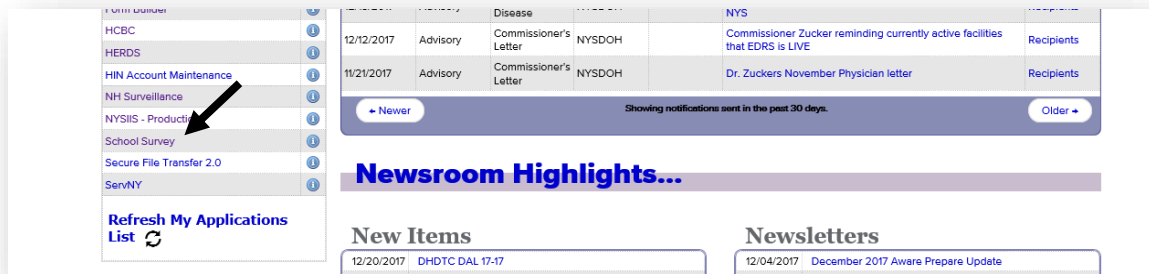


If you are not the HCS Coordinator, you need to be assigned to a role to access the survey. Contact the HCS Coordinator for assistance.

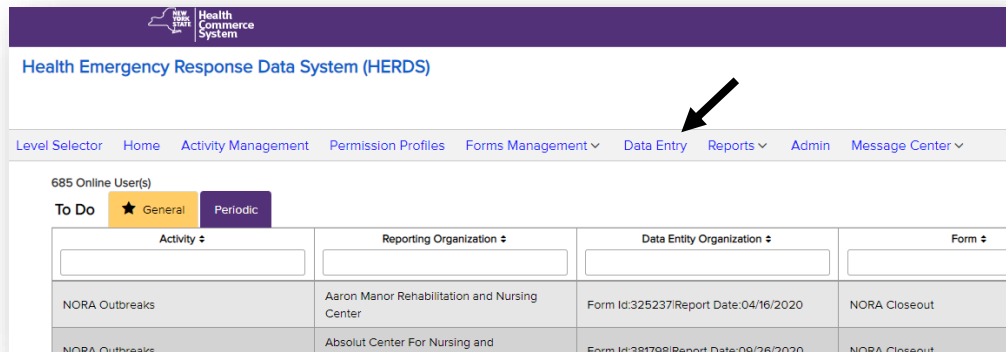
## Instructions for Completing the Day Care and Pre-k Immunization Survey

Instructions for Accessing and Completing the Day Care and Pre-k Immunization Survey  
 NYSDOH, Bureau of Immunization  
 February 2022

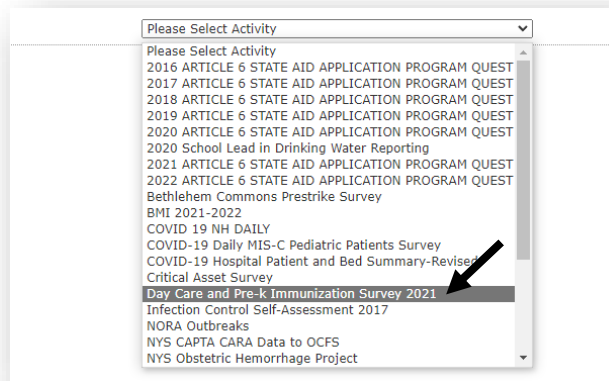
- 1) Click on **School Survey** (the words "School Survey" not the blue circle with an 'i' in the middle):



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



- 3) Select **Day Care and Pre-k Immunization Survey 20XX** from the activity drop down box. If you are only assigned for the **Day Care and Pre-k Immunization Survey 20XX**, 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 a 'Data Entry' form with several fields. The 'Organization' field is highlighted with a black arrow pointing to the dropdown menu. The dropdown menu is open, showing the selected organization: 'Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)'. Below the dropdown menu, there is a button labeled 'Show Organization Info'. Other fields include 'Activity: \*' (Day Care and Pre-k Immunization Survey 2021), 'Form: \*' (Day Care and Pre-k Immunization Survey 2021), '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 is a zoomed-in view of the 'Organization' dropdown menu and the 'Show Organization Info' button. A black arrow points to the 'Show Organization Info' button, which is located below the selected organization name 'Z TEST SCHOOLS TEST DAY CARE CENTERS (999999D99999)'. The dropdown menu is still open, showing the selected organization name.

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

This screenshot shows the facility information displayed on the screen after clicking 'Show Organization Info'. The information is displayed in a list format. A black arrow points to the 'Hide Organization Info' button, which is located above the facility information. The facility 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'. A bracket on the left side of the screenshot groups the address, room, city, and state information.

- 7) To enter data in the survey, go down to **Grade Groups**:

Form Information

Navigational Style:

**Day Care and Pre-k Immunization Survey 2021**

Grade Groups

Comments

**Day Care and Pre-k Immunization Survey 2021**

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

Form Information

Navigational Style:

**Day Care and Pre-k Immunization Survey 2021**

Grade Groups

Comments

**Day Care and Pre-k Immunization Survey 2021**

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

Grade Groups

1. Grade Groups

Pre-k Grade Groups \*

Total Number of Children	<input type="text"/>
Number without Immunization Record	<input type="text"/>
Number with Medical Exemption	<input type="text"/>
Diphtheria Tetanus and Pertussis (DTaP) Vaccine - See instructions for # of doses	<input type="text"/>

Select a value

- Select a value
- Pre-k/Day Care Less Than 1 Year of Age
- Pre-k/Day Care 1 Year of Age and Older

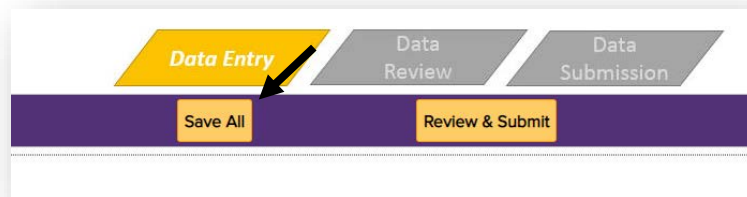
10) Enter data for the grade group (A) and click on **Save & Add** again (B). Repeat steps 8 and 9 if you have both day care and pre-k grade groups in your facility:

The screenshot shows the 'Grade Groups' form. At the top, there are buttons for 'Save & Add' and 'Delete All'. An arrow labeled 'B' points to the 'Save & Add' button. Below this, there is a section for '1. Grade Groups' with a 'Delete' button. The form includes a dropdown menu for 'Pre-k Grade Groups \*' set to 'Pre-k/Day Care Less Than 1 Year of Age'. Below this are several input fields with help icons and refresh buttons:

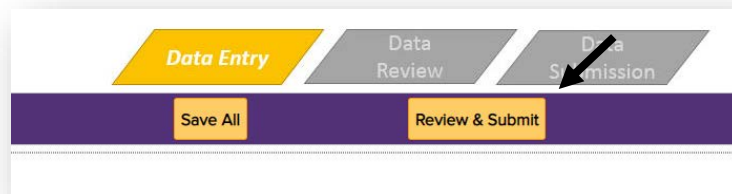
Total Number of Children	10
Number without Immunization Record	1
Number with Medical Exemption	0
Diphtheria Tetanus and Pertussis (DTaP) Vaccine - See instructions for # of doses	0
Polio Vaccine- See instructions for # of doses	9

An arrow labeled 'A' points to the input fields for 'Number without Immunization Record', 'Number with Medical Exemption', 'Diphtheria Tetanus and Pertussis (DTaP) Vaccine', and 'Polio Vaccine'.

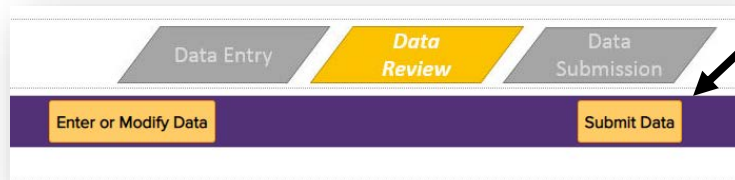
11) Once you have completed entering data for **all** your grade groups, click on **Save All**:



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



13) Click on **Submit Data**:



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

