



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

January 2020

Dear Day Care/Pre-K Administrator:

The New York State Department of Health (NYSDOH), Bureau of Immunization Online Day Care and Pre-K Immunization Survey is ready for day care and pre-k programs to use. **It is mandatory for all day care and pre-k programs to complete the immunization survey online and report the immunization status of all children enrolled at your facility by March 5, 2020.** Failure to complete and submit the survey form is a violation of Public Health Law, which may result in the imposition of a civil penalty of up to \$2,000.

The immunization survey is posted on the Health Commerce System (HCS) secure network at <https://commerce.health.state.ny.us>. Each facility must have an active HCS account to access the survey. If your facility has not yet received an HCS account, please send an email to osas@health.ny.gov for information on how to apply for an account.

To assist you in completing the survey, the following resources are available at:
<http://www.health.ny.gov/prevention/immunization/schools>:

- Instructions for Accessing and Completing the Day Care and Pre-K Immunization Survey;
- School Survey Instruction Booklet;
- Immunization worksheets; and
- Recorded webinar training.

Please contact the NYSDOH, Bureau of Immunization, School Assessment and Compliance Unit at 518-474-1944 or send an email to osas@health.ny.gov if you have any questions.

Thank you for your assistance in monitoring immunization information and helping to ensure high immunization rates among the children of New York State.

Sincerely,

Elizabeth Rausch-Phung, M.D., M.P.H.
Director, Bureau of Immunization

cc Rosamaria Figliomeni-Albanese, Director, School Assessment Unit
Regional Supervisors
IAP Coordinators