

DOH STATE OF NEW YORK
DEPARTMENT OF HEALTH

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Antonia C. Novello, M.D., M.P.H. Dr. P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

January 13, 2006

DAL/DQS: 06-02
Subject: Evacuation Transportation Survey on
the Nursing Home Surveillance and
Reporting System

Dear Long Term Care Facility Administrator,

The Department has activated an Evacuation Transportation Survey on the Nursing Home Surveillance and Reporting System. The Evacuation Transportation survey will contain questions about in-house and contract transportation services that your facility would use in the case of an evacuation. The data collected will facilitate area-wide analysis by emergency management staff and NYSDOH.

The link to the application is <https://commerce.health.state.ny.us/doh3/applinks/nuhsur/mainMenu.do> and can be found on the Nursing Home page under Data Systems on the HPN, as well as on the HPN News Bulletin. Please complete the survey and submit the information through the HPN by COB January 27th, 2006.

The following roles in the Communications Directory have access to enter data into the Nursing Home Surveillance and Reporting System: Administrator, Director of Nursing, Safety/Security Director, Emergency Response Coordinator, HPN Coordinator, HPN Organizational Security Coordinator, Infection Control Practitioner, Medical Director, Plant Manager and Nursing Home Data Reporter.

If you would like other staff to have access to enter data into the Nursing Home Surveillance and Reporting System, please have your HPN Coordinator add their contact information and HPN account ID to the Nursing Home Data Reporter role in the Communications Directory.

Attached you will find step-by-step instructions on how to access the NHSRS and how to complete and submit the Evacuation Transportation survey online. If you have any questions about how to access the application, need technical assistance or assistance in using the application please call the Commerce Trainers at 518-473-1809. If you need clarification on the survey questions please call John Peterson at (518)- 408-5163.

Sincerely,



Bruce I. Fage, Director
New York State Department of Health
Health Systems Emergency Preparedness



Keith W. Servis, Director
Division of Quality and Surveillance
for Nursing Homes and ICFs/MR

Topic: Evacuation Transportation Survey

Description: This training tip gives detailed instructions for completing the Evacuation Transportation Survey using the Nursing Home Surveillance and Reporting System.

Step 1: Start by logging onto the HPN website.

[\(https://commerce.health.state.ny.us/\)](https://commerce.health.state.ny.us/)

Step 2: Enter User ID and Password. Click “Login.”

Step 3: Click “HPN: The Health Providers Network.”

Step 4: Click “Health Care Organizations” found on the left menu under INFO by USER TYPE.

Step 5: Choose “Nursing Homes.”

Step 6: Select “Nursing Home Surveillance and Reporting System (NHSRS)”

Step 7: On the main menu, click “Data Entry.”

Step 8: Select “Evacuation Transportation Survey”. Click “Next Selection.”

Step 9: Confirm choice and click “Continue.”

Step 10: On right menu, click “Evacuation Transportation.”

Step 11: Select “Facility Owned Transportation.”

Step 12: Enter data for one vehicle type and click “Save”.

Step 13: To enter data for another vehicle type, click “Add Another”.

Step 14: Enter data for another vehicle type and click “Save”. To enter additional vehicle types refer back to step 13.

Step 15: To proceed with the survey select “Transportation Vendors (Written Agreements”) on the Navigation Frame.

Step 16: Enter the data for one vendor and click “Save”. To enter data for additional vendors, click “Add Another”, enter data and click “Save”. Repeat until data for all vendors has been entered.

Step 17: To proceed with the survey select “Evacuation Facilities” on the Navigation Frame.

Step 18: Enter data for one evacuation facility and click “Save”. To add data for another evacuation facility click “Add Another”, enter data and select “Save”. Repeat until all data has been entered for all evacuation facilities.

Step 19: To proceed with the survey select “Contact Information” on the Navigation Frame.

Step 20: Enter data and click “Save”.

Step 21: Click “Preview Data to be Submitted”

Step 22. Click “Proceed to Submit Data to DOH”.

Step 23: A confirmation message appears. Click “Here” to complete the activity.

Step 24: Change the activity status to complete and click “Set”.

Step 25: A confirmation of a status change with date, time and user will appear.

If you require technical assistance, please call 518-473-1809.