

Instructions for Accessing and Completing the Post-Secondary Immunization Survey

NYS [Public Health Law Section 2165](#) and [NYCRR Title 10, Subpart 66-2](#) requires students attending post-secondary institutions who were born on or after January 1, 1957 and registered for 6 or more credits to provide proof of immunity against measles, mumps, and rubella, and for institutions to annually provide a summary of compliance.

The instructions below detail how to complete the summary of compliance survey. This survey also covers the requirement to share and collect information about the optional meningitis vaccine, set forth in NYS [Public Health Law Section 2167](#).

Log on to the Health Commerce System (HCS) at: <https://commerce.health.ny.gov> to verify that your account is active. If you do not have an account, visit: [Instructions for HCS Accounts for Post-Secondary Institutions](#)

NEW YORK STATE

Services News Government COVID-19

PLEASE LOGIN TO BEGIN USING THE HEALTH COMMERCE SYSTEM (HCS)

NEW YORK STATE Health Commerce System

User ID
User ID
This field is required.

Password
Password

Forgot Your User ID or Password Remember User ID

LOGIN

Don't Have An Account? [Sign Up Here](#)

- 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 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 everyone 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**.

- 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. [Add a User Account and Assign Role](#)
- 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.ny.gov>.

2) Select **My Content** on the menu bar at the top of the screen.

The screenshot shows the Health Commerce System interface. At the top, there is a navigation bar with 'Home', 'My Content', 'Search', 'Help', and 'Log out'. Below the navigation bar, there are banners for 'Important Health Events' (with 'Donate Life', 'NYS PMP', and 'COVID-19' sub-banners) and 'Important Health Notifications'. The 'Important Health Notifications' section contains a table with the following data:

Posted	Priority	Keyword	Source	Audience	Description	Recipients
08/04/2022	Advisory	Polioyelitis/AFM	NYSDOH	Targeted	Update Regarding Poliomyelitis in Rockland County, New York State	Recipients
08/03/2022	Advisory	Infectious Disease	NYSDOH	All Users	HEALTH CARE PROVIDER WEBINAR - Monkeypox: Updates for Healthcare Providers.	Recipients
07/25/2022	High Advisory	Guidance	NYSDOH	All Users	Monkeypox cases in healthcare delivery settings	Recipients
07/25/2022	High Advisory	Guidance	NYSDOH	All Users	Monkeypox cases in non-healthcare congregate settings	Recipients
07/22/2022	Advisory	Monkeypox	NYSDOH	All Users	DAL: Monkeypox	Recipients
07/22/2022	Advisory	Polioyelitis (polio)	NYSDOH	All Users	Provider alert regarding polio	Recipients

Below the table, it says 'Showing notifications sent in the past 30 days.' There are 'Newer' and 'Older' buttons.

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

The screenshot shows the Health Commerce System interface with the 'My Content' dropdown menu open. The menu options are: 'Documents by Group', 'My Favorites', 'My Applications', 'All Applications', and 'Mobile Apps'. An arrow points to 'All Applications'. The background shows the same 'Important Health Notifications' table as in the previous screenshot.

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

Health Commerce System Applications [View Help](#)

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** [View All](#)

Application Name	Acronym	Profile	Restricted	Add/Remove
Safe Drinking Water Information System	SDWIS	i		+
School Survey (HERDS)	HERDS	i		+
Secure Collaboration		i		+
Secure File Transfer 2.0	SFT 2.0	i		+
ServNY	SERVNY	i	Yes	

5) Click on the **green and white plus icon** in the Add/Remove column.

Health Commerce System Applications [View Help](#)

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** [View All](#)

Application Name	Acronym	Profile	Restricted	Add/Remove
Safe Drinking Water Information System	SDWIS	i		+
School Survey (HERDS)	HERDS	i		+
Secure Collaboration		i		+
Secure File Transfer 2.0	SFT 2.0	i		+
ServNY	SERVNY	i	Yes	

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

The screenshot displays a web application interface. On the left is a navigation menu with a search bar at the top. The 'My Applications' link is circled in red, and an arrow points to it from the text above. Below it are various tool links like 'Acronyms & Abbreviations', 'Application Access', 'Cancer Data Entry - Physicians', etc. At the bottom of the menu, 'School Survey' is listed. The main content area has a purple header with 'DONATE LIFE', 'NYS PMP', and 'COVID-19'. Below the header is a section titled 'Important Health Notifications' containing a table of notifications. At the bottom of the main content area is a section titled 'Newsroom Highlights...'.

Posted	Priority	Keyword	Source	Audience	Description	Recipients
08/04/2022	Advisory	Poliomyelitis/AFM	NYSDOH	Targeted	Update Regarding Poliomyelitis in Rockland County, New York State	Recipients
08/03/2022	Advisory	Infectious Disease	NYSDOH	All Users	HEALTH CARE PROVIDER WEBINAR - Monkeypox: Updates for Healthcare Providers.	Recipients
07/25/2022	High Advisory	Guidance	NYSDOH	All Users	Monkeypox cases in healthcare delivery settings	Recipients
07/25/2022	High Advisory	Guidance	NYSDOH	All Users	Monkeypox cases in non-healthcare congregate settings	Recipients
07/22/2022	Advisory	Monkeypox	NYSDOH	All Users	DAL: Monkeypox	Recipients
07/22/2022	Advisory	Poliomyelitis (polio)	NYSDOH	All Users	Provider alert regarding polio	Recipients

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):

Cancer Data Entry - Physicians	08/04/2022	Advisory	Poliomyelitis/AFM	NYSDOH	Targeted	Update Regarding Poliomyelitis in Rockland County, New York State	Recipients
Comdir Search and Export Tool	08/03/2022	Advisory	Infectious Disease	NYSDOH	All Users	HEALTH CARE PROVIDER WEBINAR - Monkeypox: Updates for Healthcare Providers.	Recipients
Coord Account Tools - HCS	07/25/2022	High Advisory	Guidance	NYSDOH	All Users	Monkeypox cases in healthcare delivery settings	Recipients
Coord Account Tools - LHD	07/25/2022	High Advisory	Guidance	NYSDOH	All Users	Monkeypox cases in non-healthcare congregate settings	Recipients
Coord Account Tools - PCC	07/22/2022	Advisory	Monkeypox	NYSDOH	All Users	DAL: Monkeypox	Recipients
Coordinator's Update Tool	07/22/2022	Advisory	Poliomyelitis (polio)	NYSDOH	All Users	Provider alert regarding polio	Recipients

Showing notifications sent in the past 30 days.

Newsroom Highlights...

2) Click on **Data Entry**.

Health Electronic Response Data System (HERDS)

User: Facility | About | Comments | Help
Session idle time expires in 60 min

Level Selector Home **Data Entry** Reports

To Do ★ General Periodic

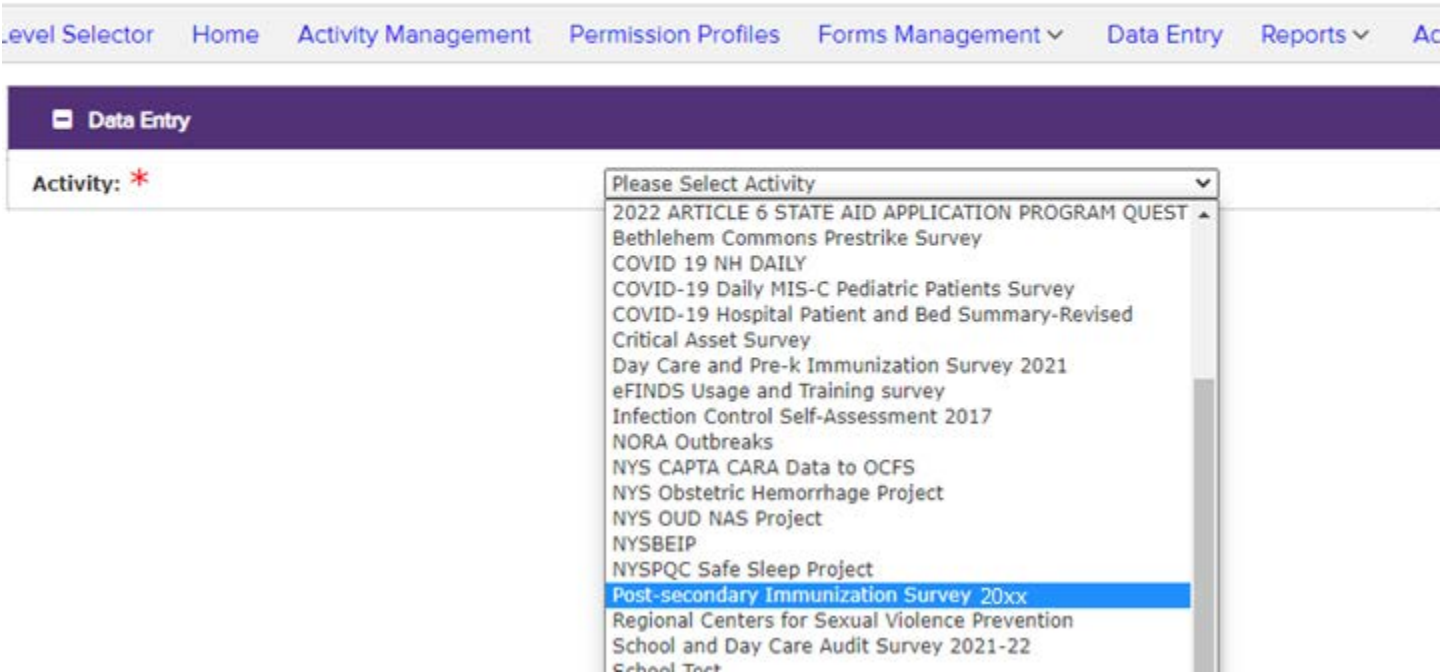
Activity	Reporting Organization	Data Entry Organization	Form	Permission	Completion Status
None					

System/Activity Messages

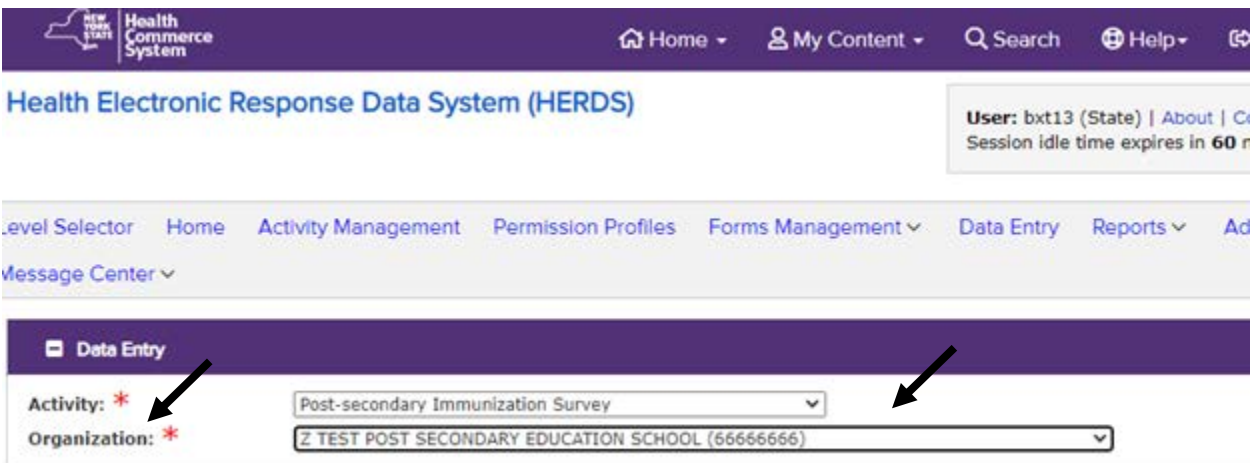
Message Type	Activity	Message Posted	Message
None			

- 3) Select **Post-secondary Immunization Survey 20xx** (select current year survey) from the activity drop down box. If you are only assigned for the **Post-secondary Immunization Survey 20xx**, the activity will be automatically selected for you:

Health Electronic Response Data System (HERDS)



- 4) Select the appropriate facility from the **Organization** drop down box.



- 5) Click on **Show Organization Info** to confirm the school's name, address, and phone number. If any changes need to be made to this information, please email OSAS@health.ny.gov.

The screenshot displays the Health Electronic Response Data System (HERDS) interface. At the top, there is a navigation bar with the New York State Health Commerce System logo and links for Home, My Content, Search, Help, and Log out. Below this is the title 'Health Electronic Response Data System (HERDS)'. A secondary navigation bar includes links for Level Selector, Home, Activity Management, Permission Profiles, Forms Management, Data Entry, Reports, and Admin. A Message Center link is also present. The main content area is titled 'Data Entry' and contains several fields: 'Activity' (Post-secondary Immunization Survey), 'Organization' (Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)), 'Form' (Post-secondary Immunization Survey), 'Data Entity Type' (Schools Post Secondary), and 'Data Entity Name' (Z TEST POST SECONDARY EDUCATION SCHOOL (66666666)). A black arrow points to the 'Show Organization Info' link below the Organization field. Below the 'Data Entry' section is the 'Form Information' section, which includes a 'Navigational Style' dropdown set to 'Scroll' and a legend for field types: Required Field (red asterisk), Repeatable (yellow circle), Data Saved to Work Area (green checkmark), Data Submitted to DOH (green circle), Current Field/Selection (red arrow), Field Information (blue question mark), Field with Rules (red circle), Warning (yellow triangle), and Error (red exclamation mark). At the bottom, there are three tabs: 'Data Entry' (highlighted in yellow), 'Data', and 'Data'.

6) Enter survey data for Public Health Law § 2165 and § 2167. Ensure the “Total No. Completely Immune” box is completed for those completely immunized for Measles, Mumps and Rubella.

Navigation Style: * Required Field 🔄 Repeatable ✓ Data Saved to Work Area 🟢 Data Submitted to DOH
🔍 Current Field/Selection ⓘ Field Information ⚠ Field with Rules ⚠ Warning ❌ Error

Data Entry Data Review Data Submission

Post-secondary Immunization Survey

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

Measles, Mumps, Rubella Section

PHL § 2165: Total Students Born on or after 1/1/57 and enrolled for 6 or more credit hours *	<input type="text" value="200"/>	🔍 🟢
Total No. of Students Without Records *	<input type="text" value="0"/>	🔍 🟡 🟢
Medical Exemption *	<input type="text" value="2"/>	🔍 🟡 🟢
Religious Exemption *	<input type="text" value="1"/>	🔍 🟡 🟢
Measles (2 doses) *	<input type="text" value="197"/>	🔍 🟡 🟢
Mumps (1 dose) *	<input type="text" value="197"/>	🔍 🟡 🟢
Rubella (1 dose) *	<input type="text" value="197"/>	🔍 🟡 🟢
Total No. Completely Immune *	<input type="text" value="197"/>	🔍 🟡 🟢
Students in Process *	<input type="text" value="0"/>	🔍 🟡 🟢
Does the institution exclude students who are not in compliance with PHL Section 2165? *	<input type="text" value="Yes"/>	🔍 🟢
Comments	<input type="text"/>	🔍

Meningococcal Meningitis Section

PHL § 2167: Total Number of Students Registered for 6 Semester Hours	<input type="text" value="200"/>	🔍
Meningococcal Meningitis Vaccination	<input type="text" value="150"/>	🔍 🟡
Meningococcal Meningitis Response Form	<input type="text" value="50"/>	🔍 🟡
Does the institution exclude students who are not in compliance with PHL Section 2167?	<input type="text" value="Select a value"/>	🔍

Post-secondary Immunization Survey

7) Click on **Save All** at the top or bottom of the screen.

The screenshot shows the 'Post-secondary Immunization Survey' form. At the top, there are three buttons: 'Save All', 'Review & Submit', and 'Reset'. The 'Save All' button is circled in red, and a black arrow points to it from the right. Below the header, there are two sections: 'Measles, Mumps, Rubella Section' and 'Meningococcal Meningitis Section'. Each section contains several data entry fields with numerical values and status indicators (green, yellow, or red circles). The 'Save All' button is also circled in red at the bottom of the form, with a black arrow pointing to it from the left.

Section	Field	Value	Status
Measles, Mumps, Rubella Section	PHL § 2165: Total Students Born on or after 1/1/57 and enrolled for 6 or more credit hours	200	Green
	Total No. of Students Without Records	0	Green
	Medical Exemption	2	Green
	Religious Exemption	1	Green
	Measles (2 doses)	197	Green
	Mumps (1 dose)	197	Green
	Rubella (1 dose)	197	Green
	Total No. Completely Immune	197	Green
	Students in Process	0	Green
Meningococcal Meningitis Section	PHL § 2167: Total Number of Students Registered for 6 Semester Hours	200	Green
	Meningococcal Meningitis Vaccination	150	Yellow
	Meningococcal Meningitis Response Form	50	Yellow
	Does the institution exclude students who are not in compliance with PHL Section 2167?	Select a value	Green

8) Click **Review & Submit** at the top or bottom of the screen.

The screenshot shows the same 'Post-secondary Immunization Survey' form as above. In this view, the 'Review & Submit' button at the top is circled in red, and a black arrow points to it from the right. The 'Save All' button is also circled in red at the bottom of the form, with a black arrow pointing to it from the left.

Section	Field	Value	Status
Measles, Mumps, Rubella Section	PHL § 2165: Total Students Born on or after 1/1/57 and enrolled for 6 or more credit hours	200	Green
	Total No. of Students Without Records	0	Green
	Medical Exemption	2	Green
	Religious Exemption	1	Green
	Measles (2 doses)	197	Green
	Mumps (1 dose)	197	Green
	Rubella (1 dose)	197	Green
	Total No. Completely Immune	197	Green
	Students in Process	0	Green
Meningococcal Meningitis Section	PHL § 2167: Total Number of Students Registered for 6 Semester Hours	200	Green
	Meningococcal Meningitis Vaccination	150	Yellow
	Meningococcal Meningitis Response Form	50	Yellow
	Does the institution exclude students who are not in compliance with PHL Section 2167?	Select a value	Green

9) Review the data and click **Submit Data** at the top or bottom of the screen.

Data Entry
Data Review
Data Submission

Post-secondary Immunization Survey Export options: [View Table PDF](#)

Enter or Modify Data
Submit Data

ⓘ After reviewing your data below, please click the Submit Data button to submit your data.

Section	Field	Value	Data Status	User	Updated
Measles, Mumps, Rubella Section	PHS § 2165b, Total Students Born on or after 1/1/57 and enrolled for 6 or more credit hours	200	Submitted	jdj02	09/28/2021 12:39 PM
	Total No. of Students Without Records	0	Submitted	jdj02	09/28/2021 12:39 PM
	Medical Exemption	2	Submitted	jdj02	09/28/2021 12:39 PM
	Religious Exemption	1	Submitted	jdj02	09/28/2021 12:39 PM
	Measles (2 doses)	197	Submitted	jdj02	09/28/2021 12:39 PM
	Mumps (1 dose)	197	Submitted	jdj02	09/28/2021 12:39 PM
	Rubella (1 dose)	197	Submitted	jdj02	09/28/2021 12:39 PM
	Total No. Completely Immune	197	Submitted	jdj02	09/28/2021 12:39 PM
	Subjects in Process	0	Submitted	jdj02	09/28/2021 12:39 PM
	Does the institution exclude students who are not in compliance with PHS, Section 2165f?	Yes	Submitted	jdj02	09/28/2021 12:39 PM
	Comments				
Meningococcal Meningitis Section	PHS § 2167, Total Number of Students Registered for 6 Semester Hours	200			
	Meningococcal Meningitis Vaccination	150			
	Meningococcal Meningitis Response Form	50			
	Does the institution exclude students who are not in compliance with PHS, Section 2167f?	Yes			

Post-secondary Immunization Survey Export options: [View Table PDF](#)

Enter or Modify Data
Submit Data

10) You will receive the **Data has been submitted successfully** message. You have completed the survey process.

Data Entry Data Review Data Submission

Post-secondary Immunization Survey Enter or Modify Data Submit Data

Export options: [View Table PDF](#)

✔ Data has been submitted successfully.

Section	Field	Value	Data Status	User	Updated	
Measles, Mumps, Rubella Section	PHS § 2165: Total Students Born on or after 1/1/97 and enrolled for 6 or more credit hours	0	Submitted	200	09/28/2021 12:39 PM	
	Total No. of Students Without Records	0	Submitted	0	09/28/2021 12:39 PM	
	Medical Exemption	0	Submitted	2	09/28/2021 12:39 PM	
	Religious Exemption	0	Submitted	1	09/28/2021 12:39 PM	
	Measles (2 doses)	0	Submitted	197	09/28/2021 12:39 PM	
	Mumps (1 dose)	0	Submitted	197	09/28/2021 12:39 PM	
	Rubella (1 dose)	0	Submitted	197	09/28/2021 12:39 PM	
	Total No. Completely Immune	0	Submitted	197	09/28/2021 12:39 PM	
	Students in Process	0	Submitted	0	09/28/2021 12:39 PM	
	Does the institution exclude students who are not in compliance with PHS, Section 2165?	Yes	Submitted	**	09/28/2021 12:39 PM	
	Comments					
	Meningococcal Meningitis Section	PHS § 2167: Total Number of Students Registered for 6 Semester Hours			200	
Meningococcal Meningitis Vaccination				150		
Meningococcal Meningitis Response Form				50		
Does the institution exclude students who are not in compliance with PHS, Section 2167?				Yes		

Post-secondary Immunization Survey Enter or Modify Data Submit Data