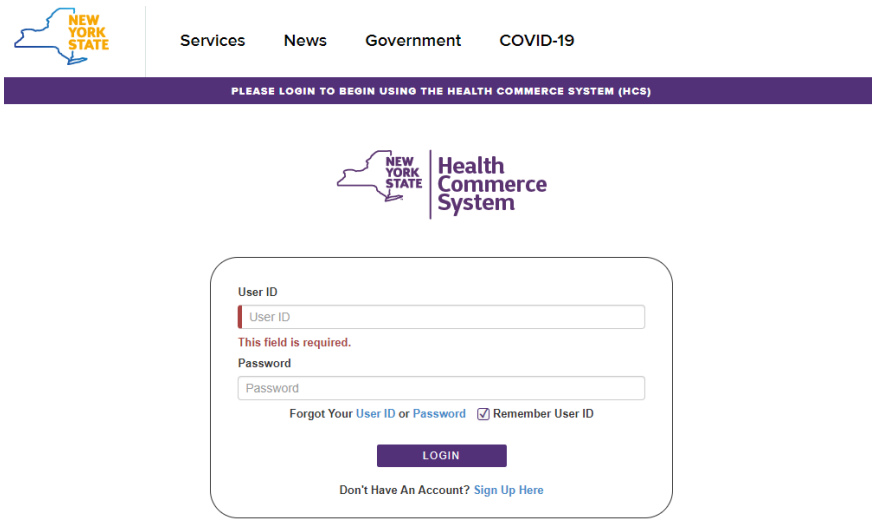
Instructions for Accessing and Completing the School Immunization Survey

Please 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: https://health.ny.gov/prevention/immunization/schools/docs/hcs_account_k12_form.pdf



- 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 School 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.

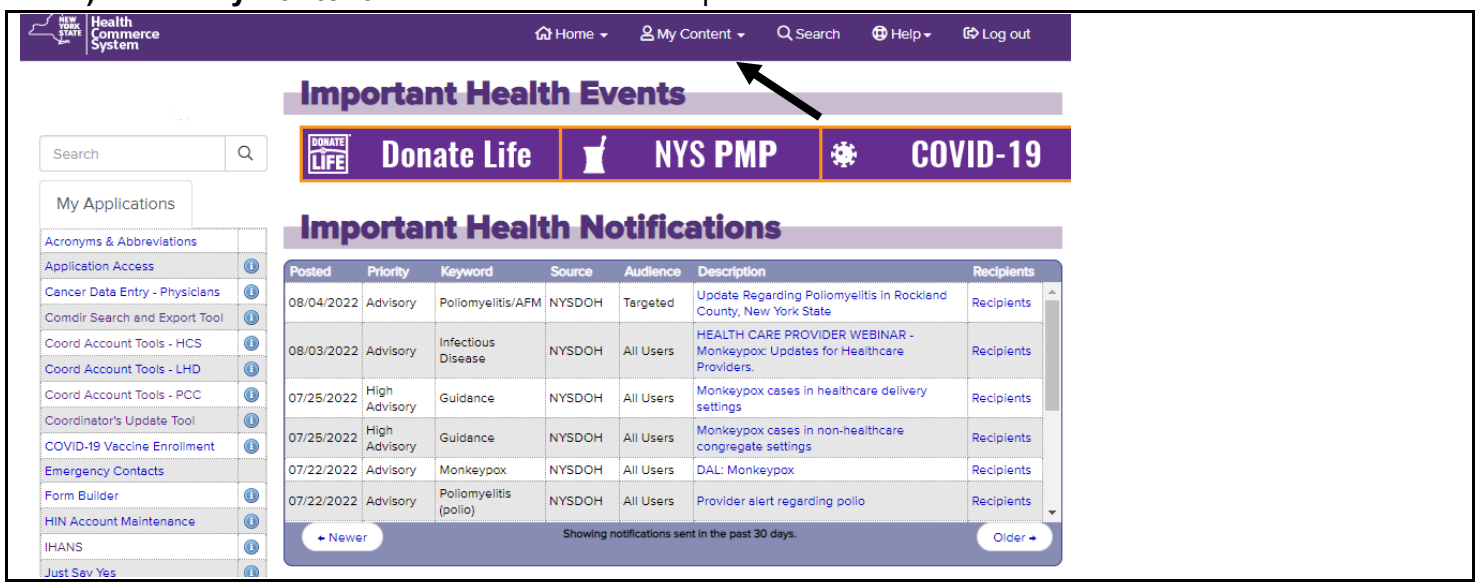
Assigning Roles by the HCS Coordinator:

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 **School 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. Add a User Account and Assign Role
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.

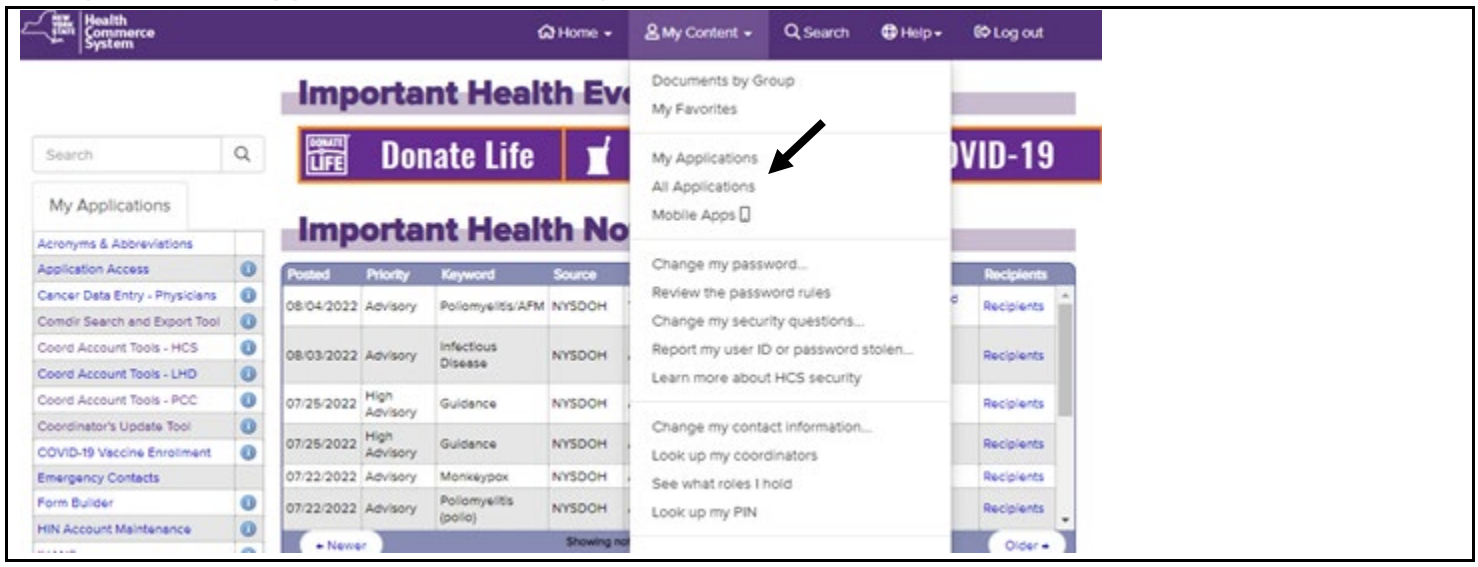
Accessing the School Survey Link
(<u>You only need to complete the steps for accessing the School Survey Link once.</u>)

1) Go to: https://commerce.health.ny.gov.

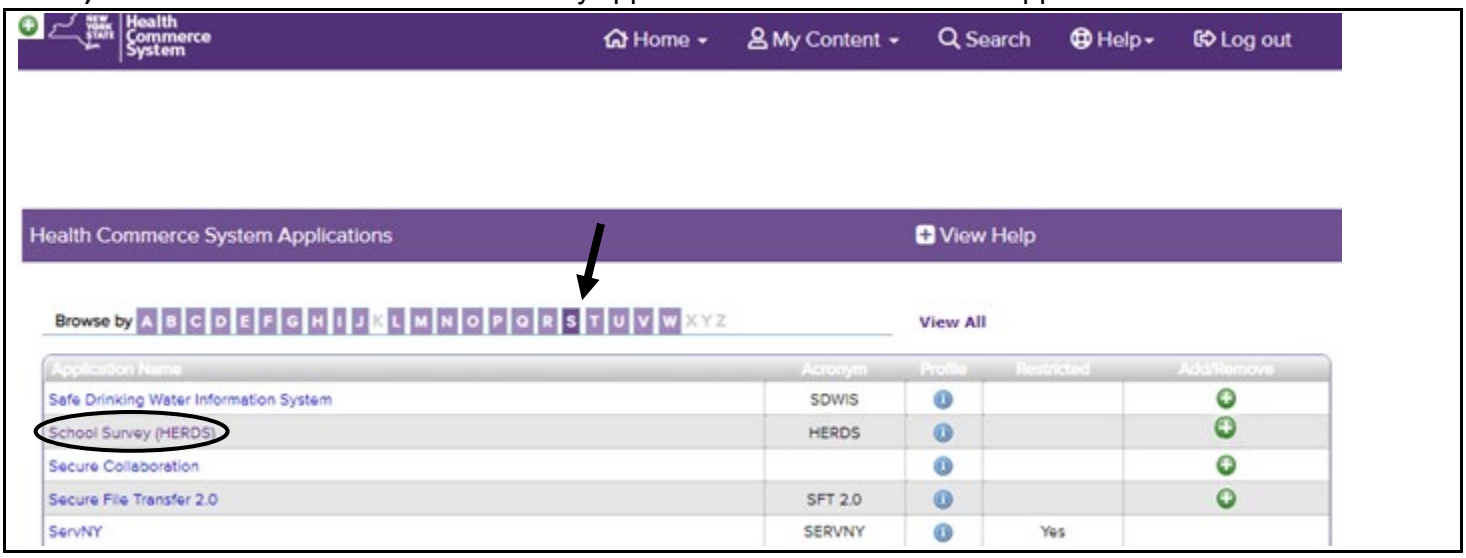
2) Select **My Content** on the menu bar at the top of the screen.



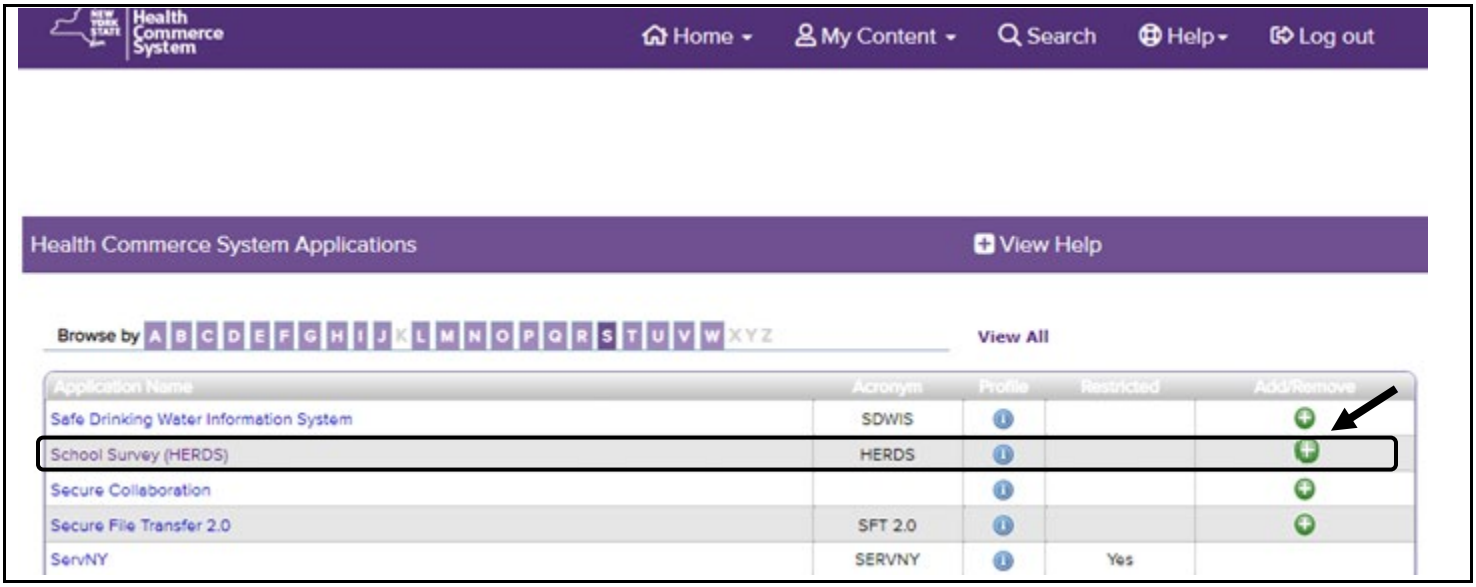
3) Select **All Applications** from the drop-down box.



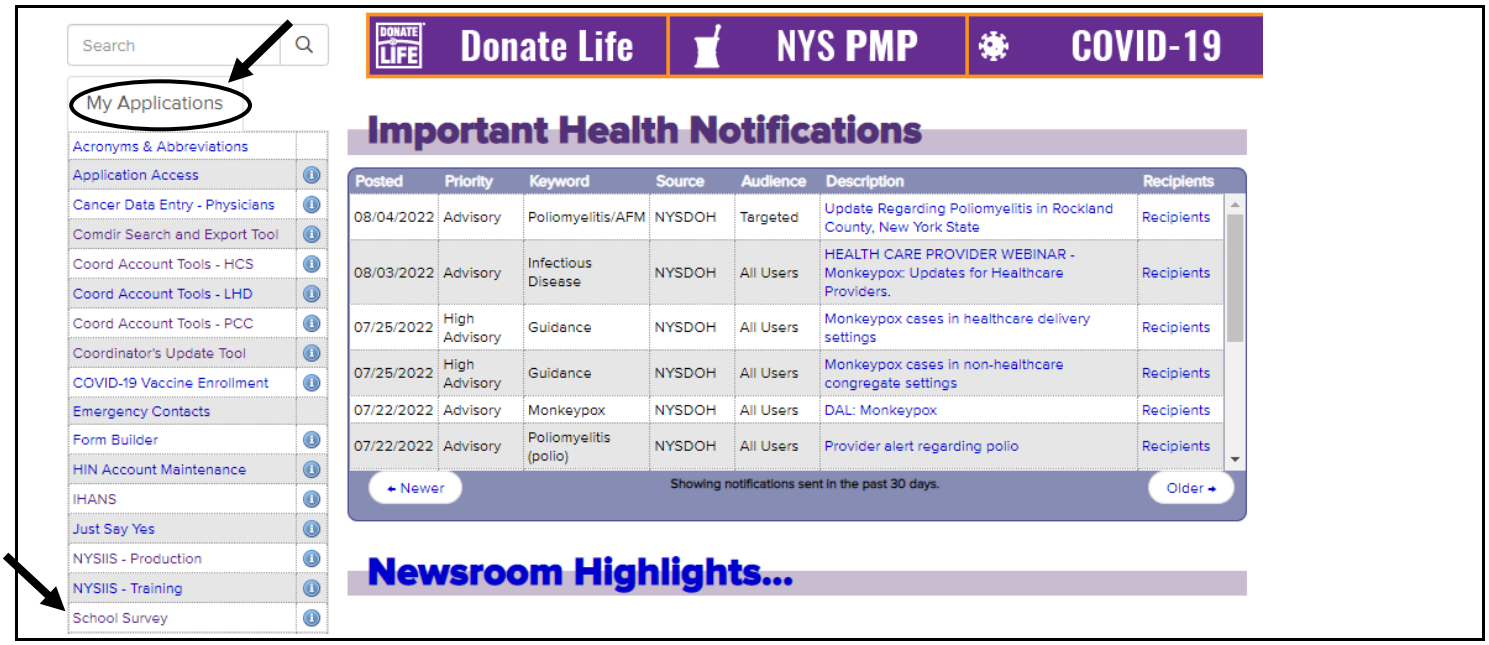
4) Select **S** to locate the School Survey application from the list of HCS applications.



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



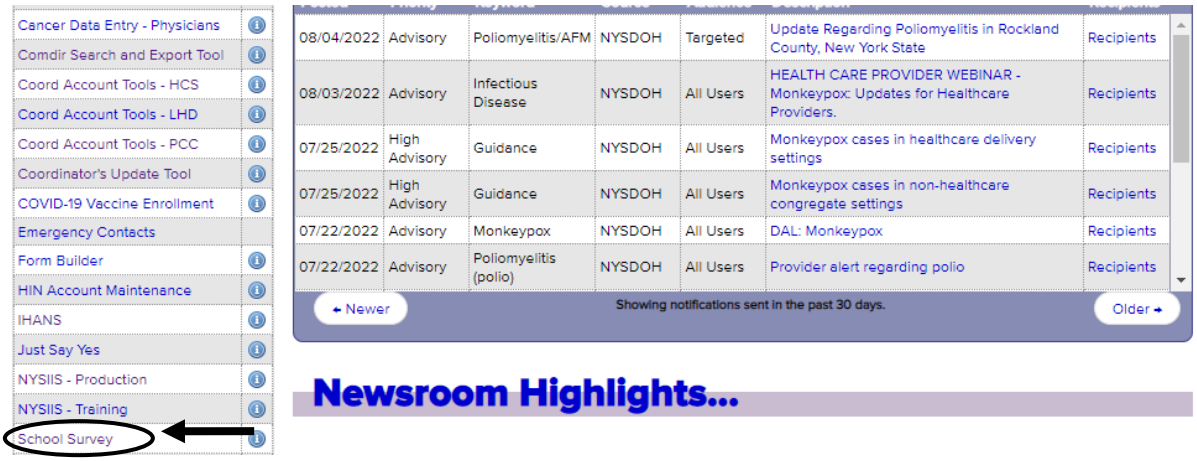
6) The **School Survey** link should now appear under **My Applications** in the menu to the left of your screen.



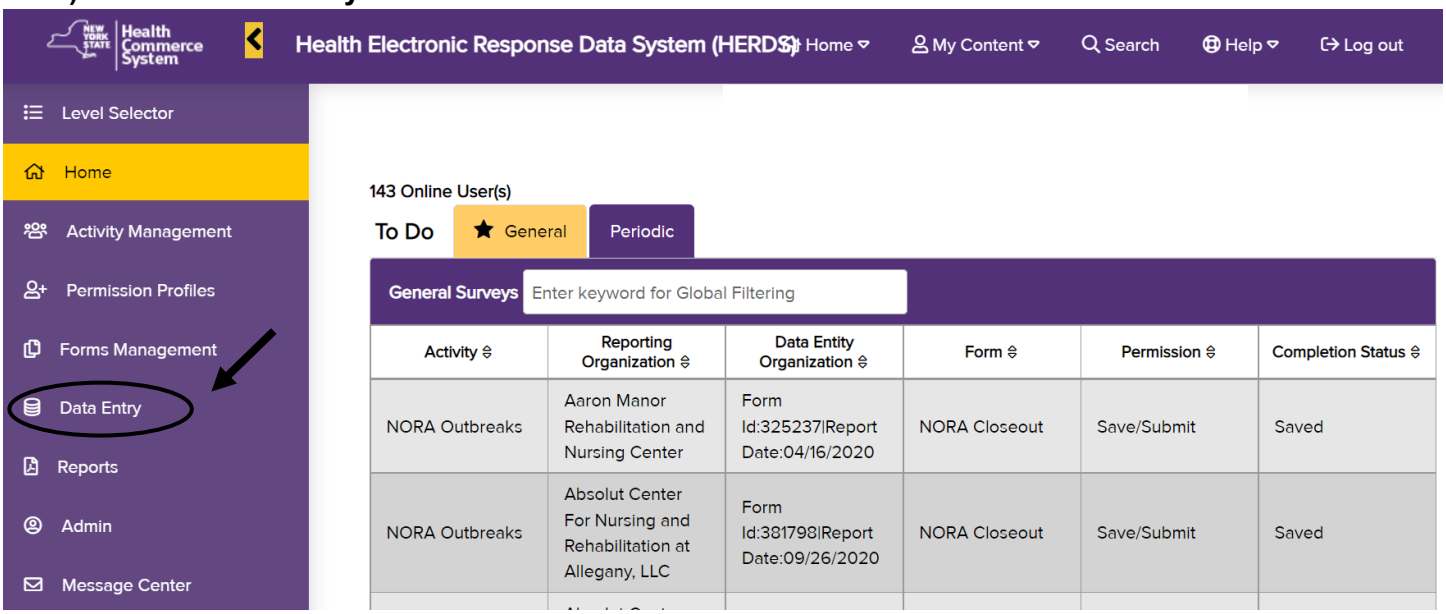
If you are not the HCS Coordinator, you need to be assigned to a role to access the survey. Contact your HCS Coordinator for assistance.

Instructions for Completing the School Immunization Survey

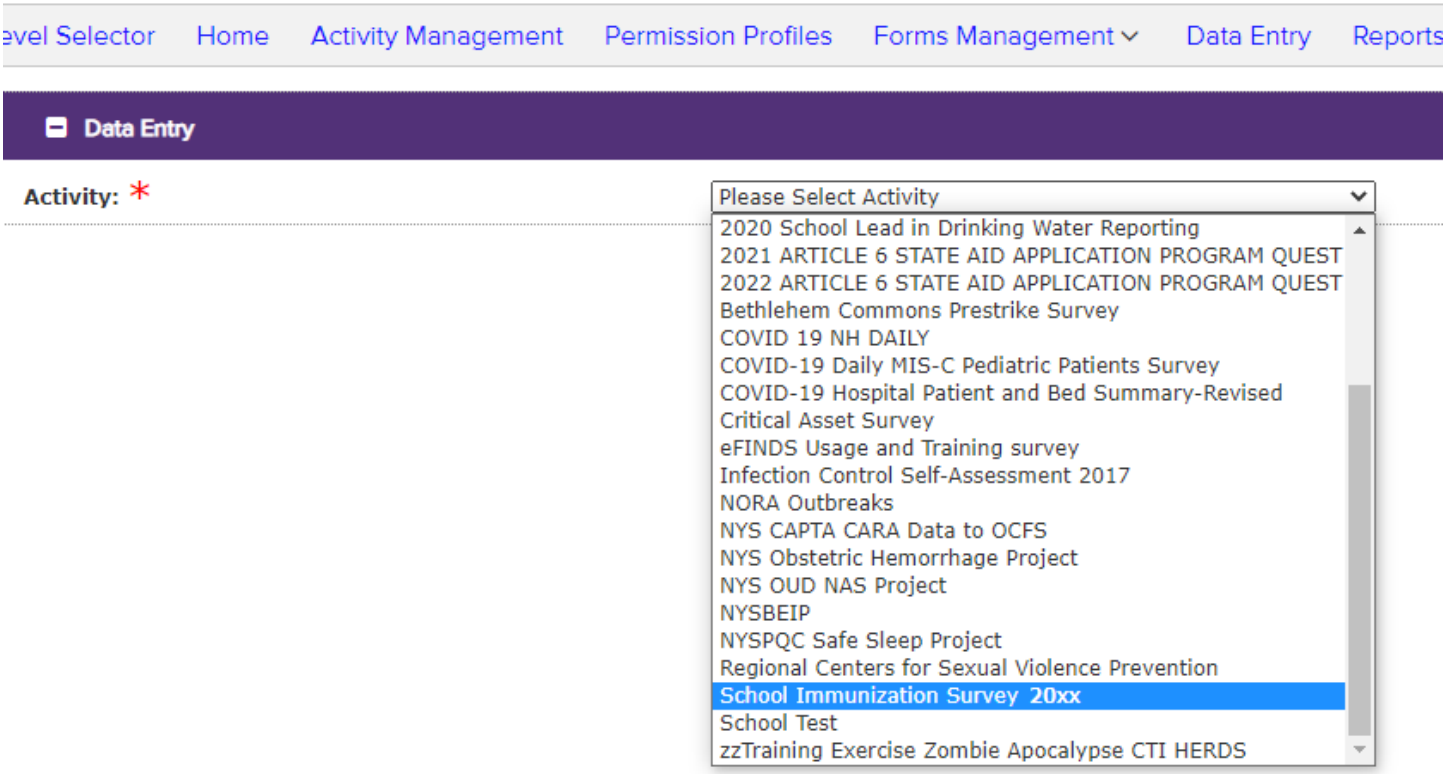
1) Click on **School Survey** (the words "School Survey" not the blue circle with an "i" in the middle):



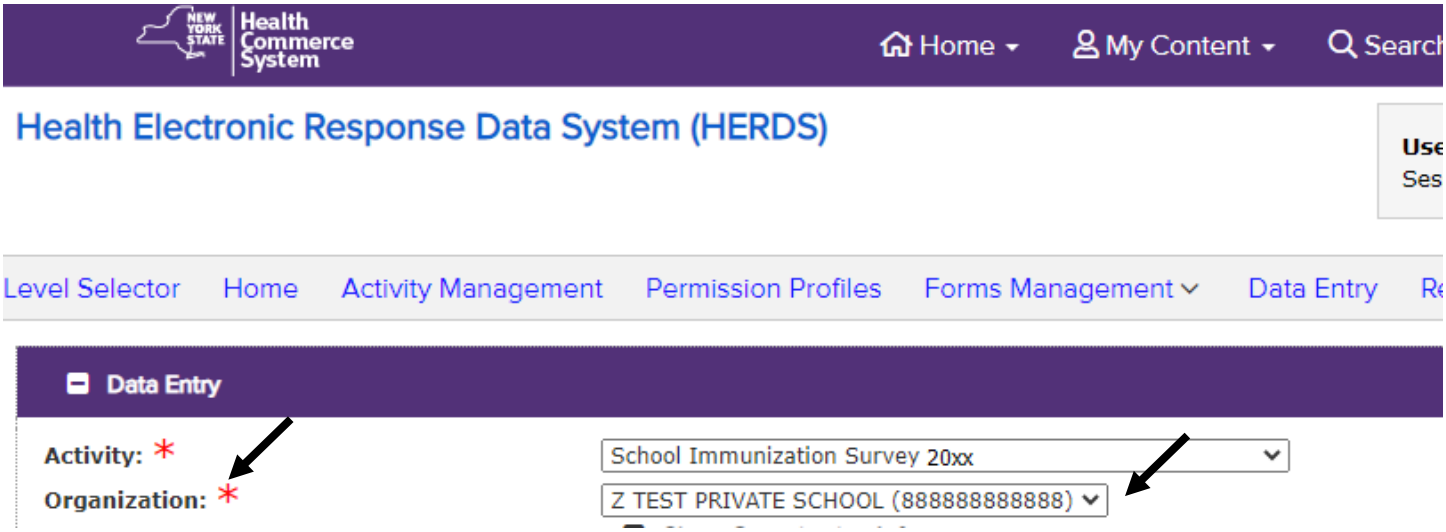
2) Click on **Data Entry.**



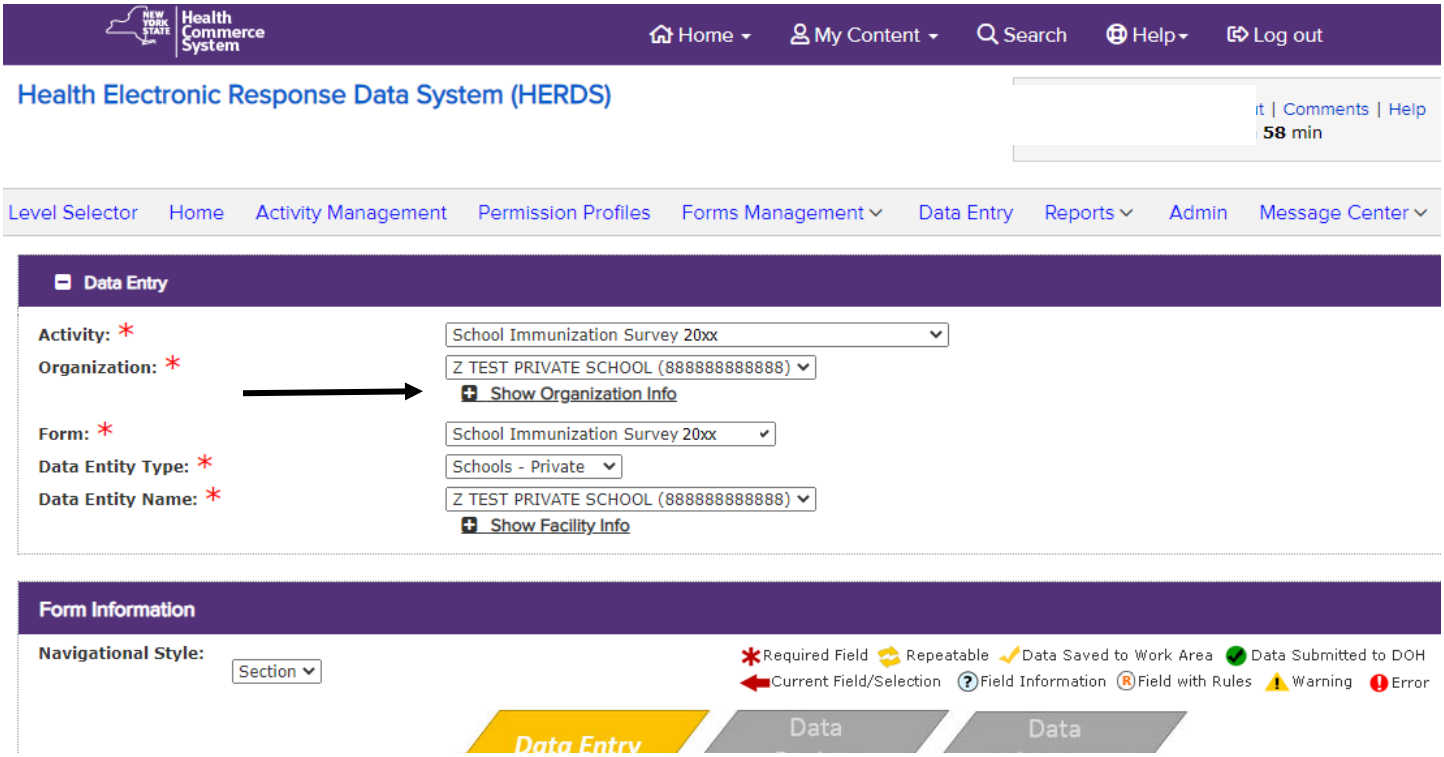
3) Select **School Immunization Survey 20xx** (select current year survey) from the activity drop down box. If you are only assigned for the **School Immunization Survey 20xx,** the activity will be automatically selected for you:



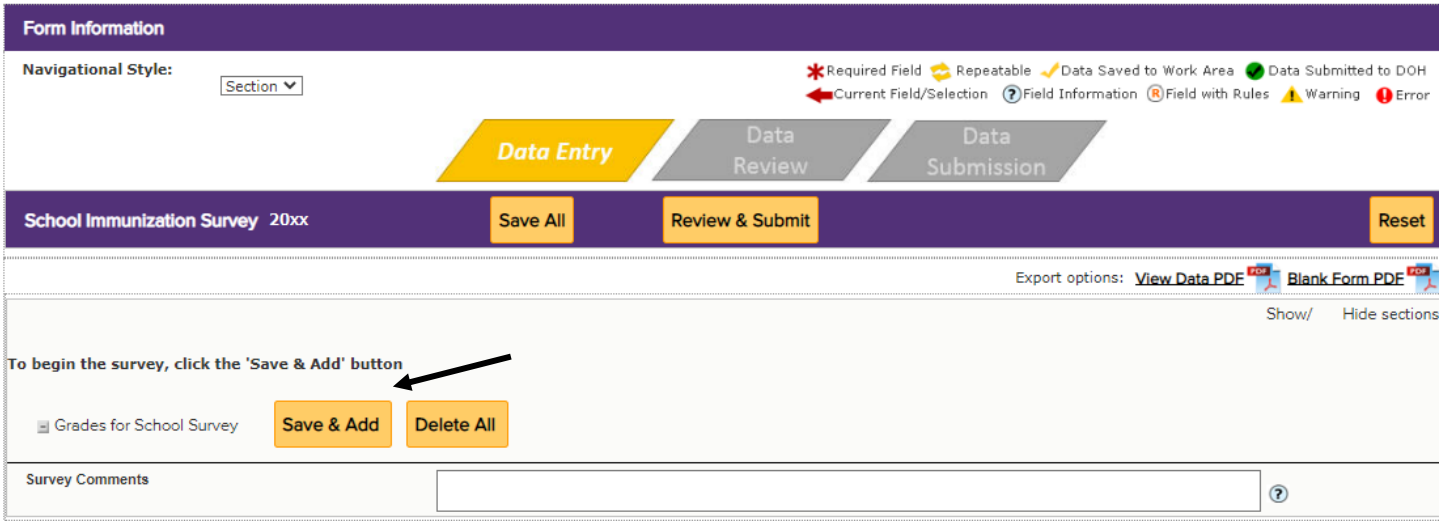
4) Select the appropriate facility from the **Organization** drop down box.



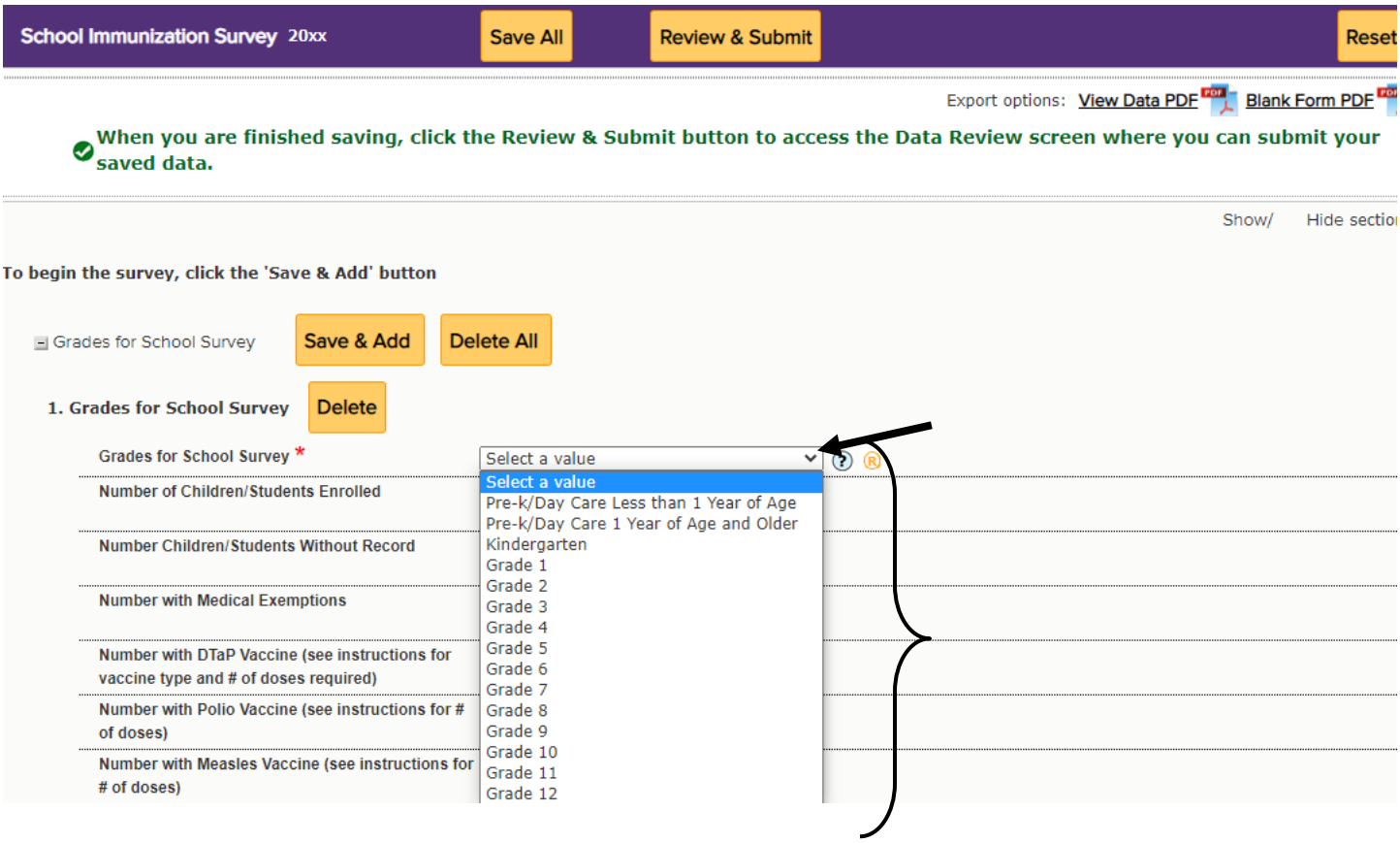
5) Click on **Show Organization Info** to confirm the school's name, address, and phone number.



6) To begin the survey, click the 'Save & Add' button.

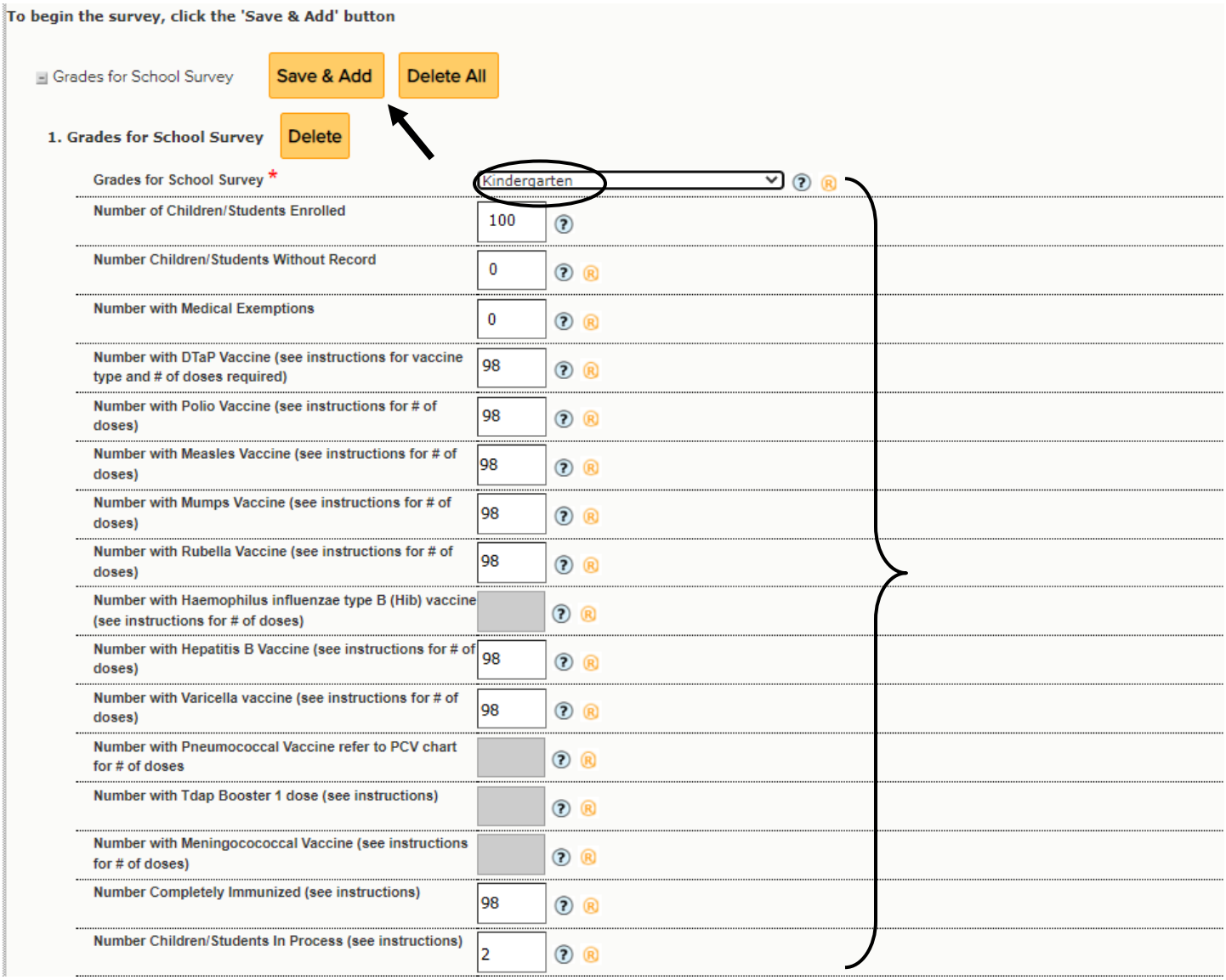


7) Select a Grade for School Survey from the **Select a value** drop down box

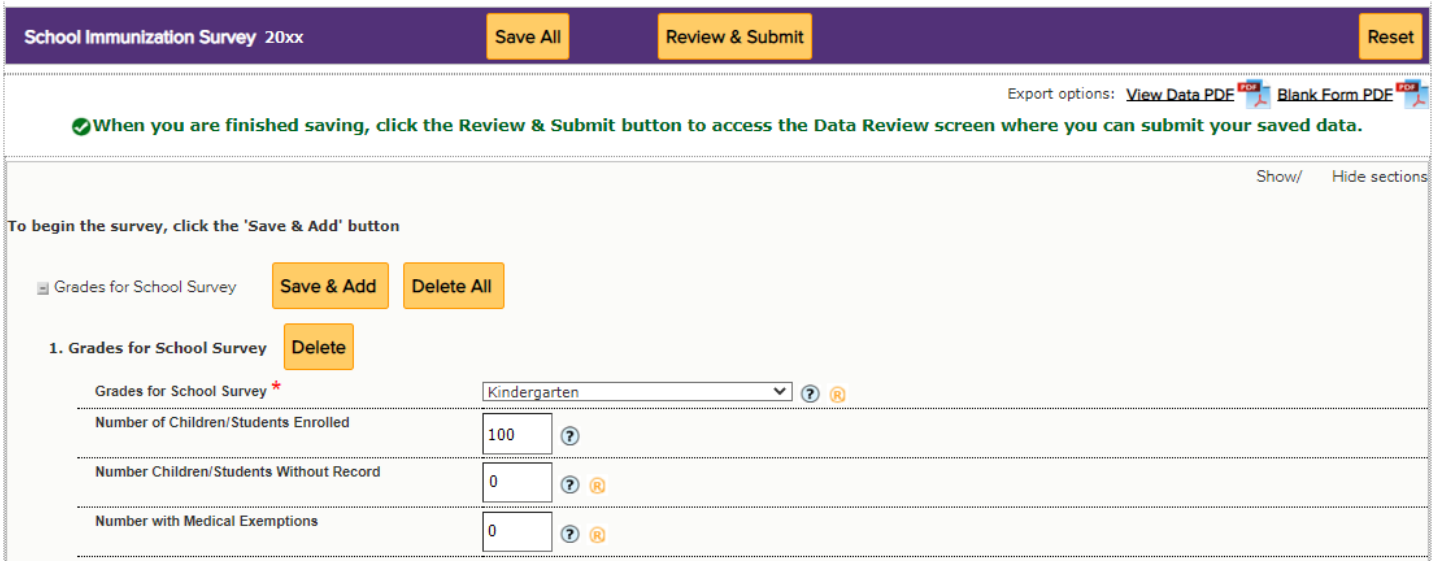


8) Enter data for each grade and ensure the data is entered correctly, click on **Save & Add** again to add the next grade's school survey data. **Repeat steps 7 and 8 for each grade.**

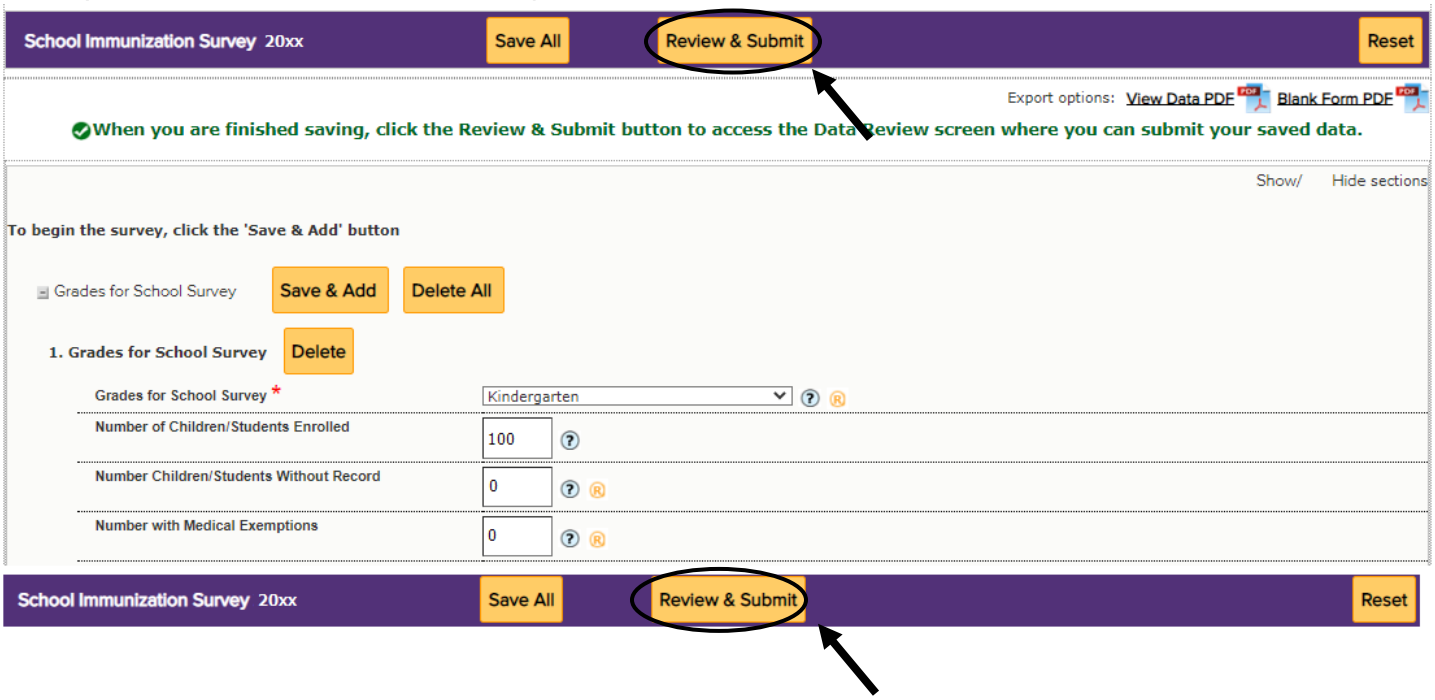
NOTE: For Number of Children/Students Enrolled – includes students between two months and eighteen years of age.



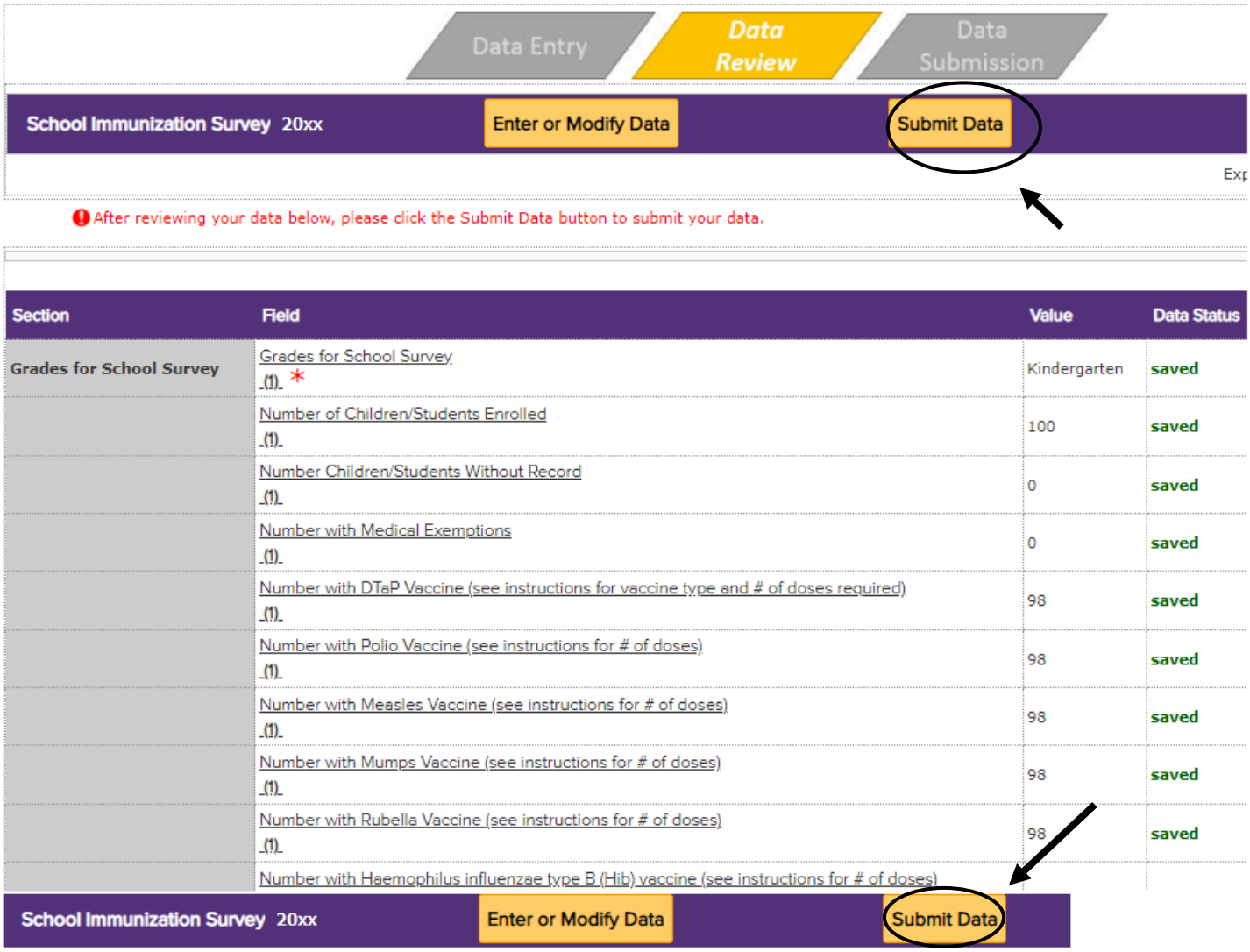
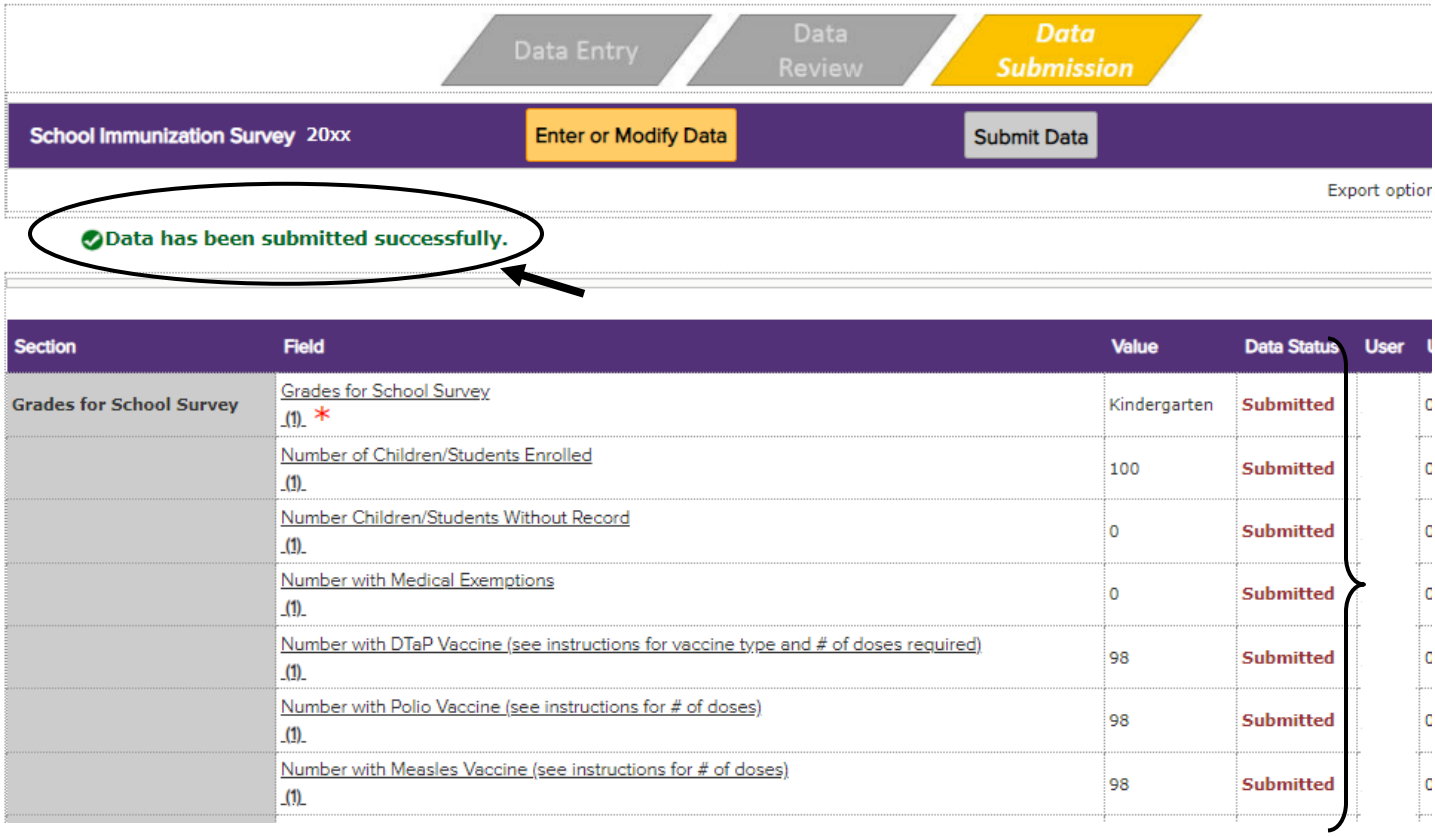
9) Ensure the "Completely Immunize" box is completed for those completely immunized for the grade level. Once you have completed entering data for **all** your grade groups, click on **Save All**.



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



10) **Review the data,** once satisfied that it is accurate, click **Submit Data** at the top or bottom of the screen.



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