

2016 Adult Care Facility Annual Statistical Information Report Data Entry Instructions

**PLEASE READ THROUGH ALL OF THE DIRECTIONS BEFORE STARTING THE SURVEY.
DOING SO WILL HELP AVOID ANY CONFUSION WHILE ENTERING DATA.**

Overview:

The Adult Care Facility Annual Statistical Information Report captures data regarding facility, occupancy, and resident characteristics. The primary purpose of the report is to ensure that the Department has accurate emergency contact information and to track information regarding adult care facility residents.

The 2016 Adult Care Facility Annual Statistical Information Report, encompassing the time frame from January 1, 2016 through December 31, 2016 must be completed and submitted by **January 31, 2017**.

Please be aware of the session time limit for data entry. If the session times out before the fields are successfully saved, or if "Preview Data to Be Submitted" is selected before successfully saving data, all data entered during that session will be lost.

Data Entry Steps for the 2016 Adult Care Facility Annual Statistical Information Report:

- Step 1: Start by logging onto the Health Commerce System (HCS) website:
<https://commerce.health.state.ny.us>.
- Step 2: Enter User ID and Password. Click "Sign In".
- Step 3: In "My Applications," click "HERDS" if available, and then continue to Step 6. The "HERDS" link will only be available under "My Applications" if you have previously created that shortcut. If the "HERDS" link is not available, continue with step 4 to create the shortcut. (Note: The right-facing arrow in the top left corner of the Welcome screen may need to be clicked in order to see the left-side panel.)
- Step 4: Under "My Content," located on the upper right side of the HCS welcome page, select "All Applications".
- Step 5: Browse by letter "H" and scroll down to "Home and Community Based Care (HERDS)" and click. To skip Steps 4 and 5 in the future, click on the green + sign to add to "My Applications".
- Step 6: In the top menu of the Health Electronic Response Data System (HERDS) page, click "Data Entry." (Note: The size of the right-side panel can be increased by clicking on the left-facing arrow near the HCS logo.)
- Step 7: In the "Activity" dropdown box, select "Annual 2016 Statistical Information Report" to enter data for the time period January 1, 2016 through December 31, 2016.
- Step 8: If associated with more than one facility, select the proper facility name from the "Organization" dropdown box. If associated with more than one "User Reporting Organization" (e.g., ACF and LHCSA), first verify that the correct organization is selected. If a blank report is needed to collect data, select "Blank Form PDF" directly under the "Save All" and "Reset" buttons at the top of the report form.
- Step 9: Once the census has been completed, click "Save All" in the lower right-hand corner of the screen to ensure that data are saved. Failure to do so may result in data being lost. A green "Form Saved" confirmation message will appear just above the report title.

Step 10: Click "Review & Submit". If there are no errors, proceed with Step 12 below.

Step 11: If errors exist, scroll down to see error messages. The problem(s) must be corrected or the data will not be saved. Click "Modify" and correct the entries. Repeat Steps 9 and 10.

Step 12: Click "Submit Data to DOH".

Step 13: The following confirmation message will appear:

Data have been submitted to DOH successfully.

If the system is unable to be accessed, the facility's HPN Coordinator should check and modify role assignments in the Communications Directory, if indicated. **NOTE:** While individuals in the roles of Administrator, HPN Coordinator, and Data Reporter may enter data, the "Administrator" must review data entries and complete and date the attestation statement.