

School Reporting Requirements for the Health Commerce System

New York State Public Schools and Boards of Cooperative Educational Services (BOCES) must complete reports using the Health Commerce System (HCS) for the School Immunization Survey, Student Weight Status Category Reporting (BMI) Survey, and the School Lead in Drinking Water Program. Follow the instructions below for reporting in each data system.

School Immunization Survey

- **Due every year on December 15th.** Opens the first week of November.
- Use the Survey Management and Response Tool (SMART) in HCS.
- Every school must submit its own survey, not at the district level.
- The district superintendent must be the school's HCS coordinator. They can provide access to staff and assign user roles to report data.
- Staff must be an HPN/HCS coordinator, a school nurse, or a school data reporter to access and report data in SMART.
- For help with HCS access or questions about requirements contact osas@health.ny.gov
- For help with the survey health.ny.gov/prevention/immunization/schools/

Student Weight Status Category Reporting (BMI Survey)

- **Due January 31st, typically once every two years.** Districts will be notified each year if the survey must be submitted.
- Use the Health Electronic Record Data System (HERDS) in HCS.
- Each district must submit its own survey at a district level. All school building data must be aggregated by building level on the School Tally Sheet(s) and then aggregated by district level on the District Tally Sheet(s) before reporting into HERDS. Individual school buildings will not have access to the HERDS survey.
- The district superintendent must be the school's HCS coordinator. They can provide access to staff and assign user roles to report data.
- The school district nurse role is the only role eligible to report. No other roles will have access to the BMI surveys.
- Visit schoolhealthny.com/data-reporting/nysdoh-weight-status-category for help with BMI surveys.
- Contact schoolbmi@health.ny.gov or 518-473-7817 for help with completing the BMI/Student Weight Status Category/Health Conditions surveys.

School Lead in Drinking Water Reporting Survey

- **Compliance testing must occur on a 3-year schedule. The survey will remain open for that time period.**
- All public schools and BOCES are required to sample for lead in school drinking water and report summary results of applicable outlets using the HERDS electronic reporting system on HCS.
- Data is reported on a facility/school building level, not at the district level, and each must have its own HCS coordinator.
- The superintendent can delegate access to other staff to manage user roles and report data.
- When assigning roles and accessing the School Lead in Drinking Water Reporting survey in HERDS, ensure that "Facility" is chosen at the level selector in HCS where applicable.
- To access the survey in HERDS, users must be assigned the role of School Lead in Drinking Water Reporter.
- The survey is designed to be updated when new information like new sampling results are received and/or after remediation is complete.
- As remedial actions are taken, the number of outlets reported above the action level should decrease.
- Schools cannot update the survey after requesting remediation reimbursement.
- Visit health.ny.gov/environmental/water/drinking/lead/lead_testing_of_school_drinking_water.htm for more information about Lead in School Drinking Water.
- Contact lead.in.school.drinking.water@health.ny.gov for help with HCS, HERDS, and/or School Lead in Drinking Water reporting.

New York State
School Environmental Health Program



Department
of Health

