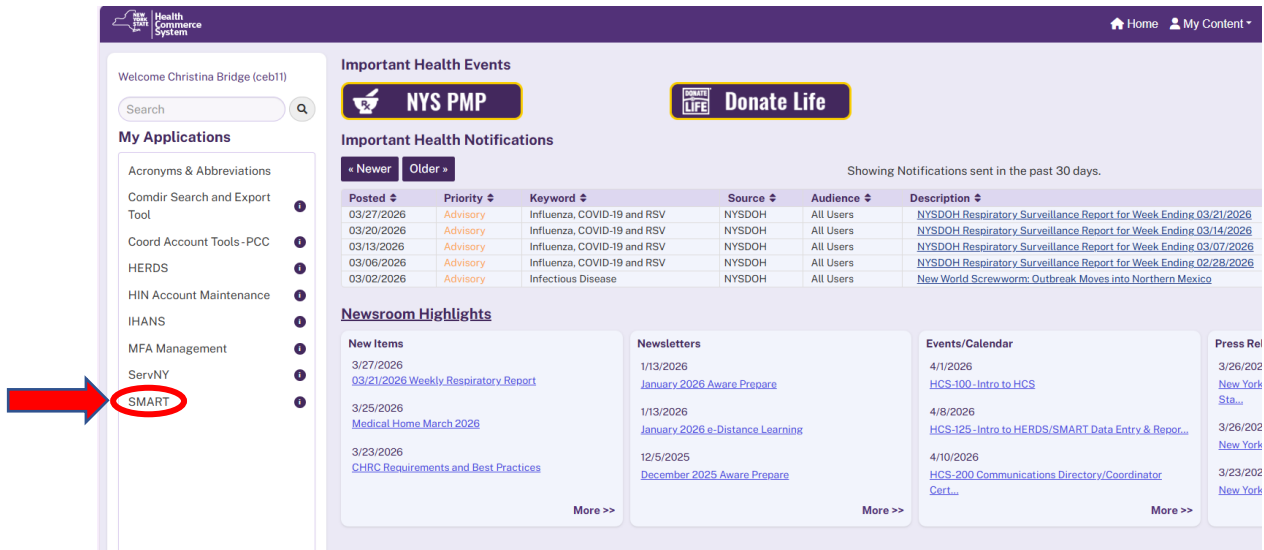


How to Access the 2026-2028 SMART Reporting Form on Health Commerce System

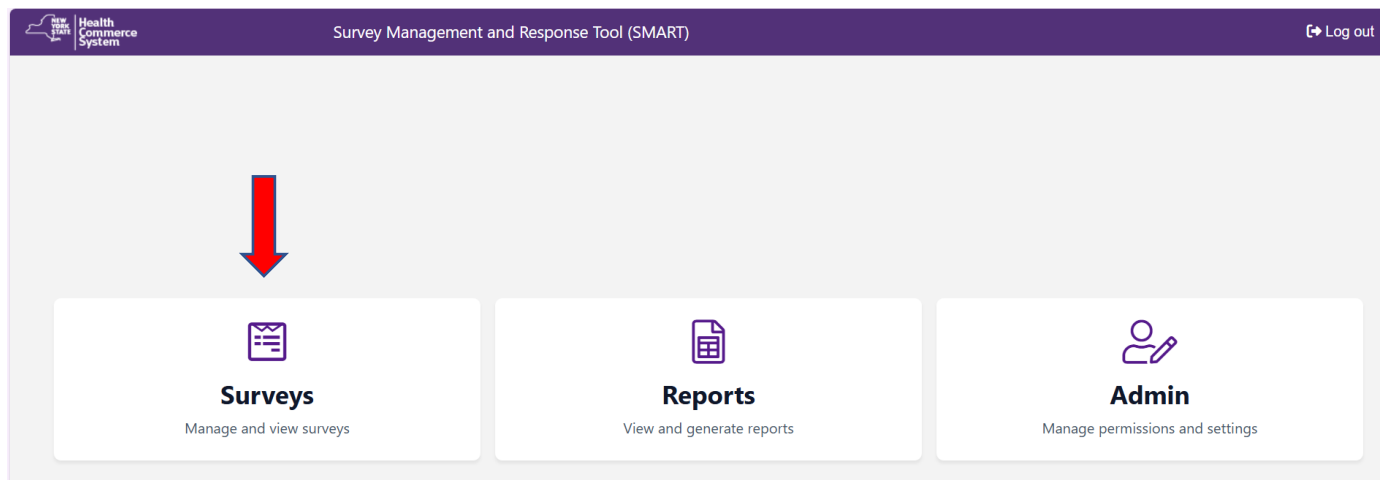
To access the SMART reporting form on the Health Commerce System (HCS), follow these directions:

1. Sign into [HCS](#)
2. Select **SMART** from 'My Applications' (located on the left side of your screen)

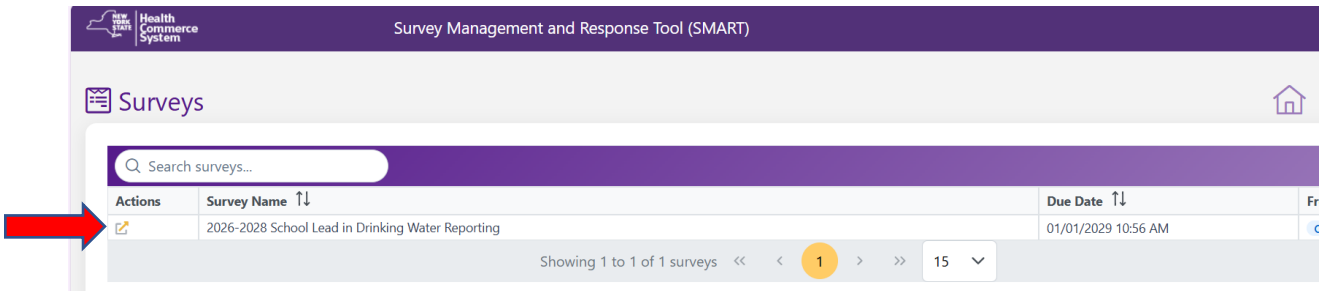


Note: If you do not see SMART in "My Applications", you can add a shortcut by following the instructions provided below under "How to Add SMART to "My Applications"

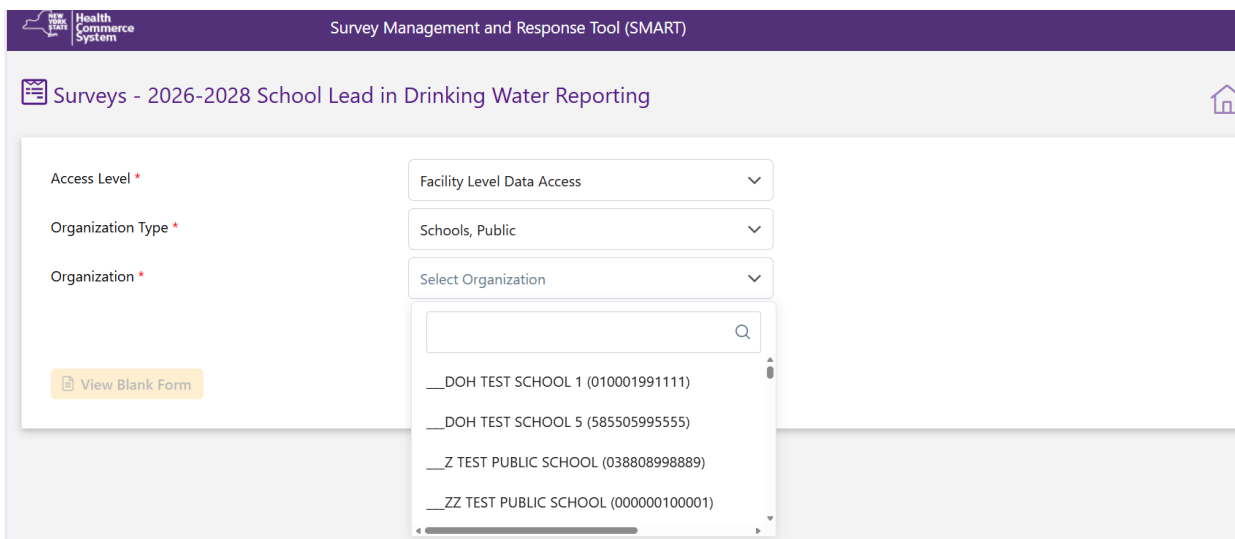
3. Click on the 'Surveys' tab



- Click on the **yellow box** under the **'Actions'** column next to the **'2026-2028 School Lead in Drinking Water Reporting'** survey



- Under **'Access Level'** ensure that you select **'Facility Level Data Access'**
- Under **'Organization Type'** select either **'Public, Charter, or BOCES'**
- Under **'Organization'** select the school building you will be reporting for
 - Be careful when selecting the school for which you are reporting if you are reporting for more than one school**



Note: If the 2026-2028 School Lead in Drinking Water Reporting survey is not visible, then the following may have occurred:

- The School Lead in Drinking Water Reporter role has not yet been assigned to the user. In such case, refer to the Health Commerce System Resources Section for "assigning roles".
- There may be a lag in the activation of the assigned role. In this case, the user should try to sign in again in an hour.
- If the first two steps do not resolve the issue, there may have been an error in assigning the role. Please email the NYS DOH at lead.in.school.drinking.water@health.ny.gov for assistance.
- The building is missing from HCS and needs to be added. Please email us at lead.in.school.drinking.water@health.ny.gov to add and/or remove buildings from HCS

Complete the SMART form by answering the questions and providing required information. The SMART form should be updated whenever there is new or more information is available. The data reported in the SMART form should reflect the current status of your lead testing program throughout the compliance

period. Information that may change over the course of the compliance period and require the SMART form to be updated include:

- total number of “applicable outlets”
- number of outlets with results 5 ppb and greater
- number of outlets with results less than 5 ppb
- status of remediation
- remediation methods used
- remediation reimbursement requests, if applicable

How to Add SMART to “My Applications”

On the HCS “homepage, click on:

“My Content”, then

“All Applications”



Health Commerce System

Welcome Christina Bridge (ceb11)

Search

My Applications

- Acronyms & Abbreviations
- Comdir Search and Export Tool
- Coord Account Tools -PCC
- HERDS
- HIN Account Maintenance
- IHANS
- MFA Management
- ServNY
- SMART

Important Health Events

NYS PMP **Donate Life**

Important Health Notifications

Showing Notifications sent in the last 30 days

Posted	Priority	Keyword	Source	Audience	Description
03/27/2026	Advisory	Influenza, COVID-19 and RSV	NYSDOH	All Users	NYSDOH Respiratory 03/21/2026
03/20/2026	Advisory	Influenza, COVID-19 and RSV	NYSDOH	All Users	NYSDOH Respiratory 03/14/2026
03/13/2026	Advisory	Influenza, COVID-19 and RSV	NYSDOH	All Users	NYSDOH Respiratory 03/07/2026

Newsroom Highlights

- New Items**
3/27/2026
[03/21/2026 Weekly Respiratory Report](#)
- Newsletters**
1/13/2026
[January 2026 Aware Prepare](#)
- Events/Calendar**
4/1/2026
[HCS-100 - Intro to HCS](#)
- Press Releases**
3/26/2026
[New York State Department of Health Announces Sta...](#)

My Content

- Documents by Group
- My Favorites
- My Applications**
- All Applications
- Quick Links
- Change my password...
- Change my security questions...
- Change my contact information...
- Look up my coordinators
- See what roles I hold
- View/Modify PIN
- See what organizations I am affiliated with
- See the IHANS notification lists I am on

Click on “S” in the letter row.

Health Commerce System Applications

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		+
SDW Sample Reporting System		i	Yes	
Secure Collaboration		i		+
Secure Collaboration (v.2.0)				+
Secure File Transfer	SFT	i		+
ServNY	SERVNY	i	Yes	
SIIMS - Final Actions		i	Yes	
SOFA Train Elder Abuse E-MDT	SOFAEMDT	i		+
SOFA Training Statewide Client Data System		i		+
State Wide Perinatal Data System Core	SPDS	i	Yes	
Survey Management and Response Tool	SMART	i	Yes	
Symptom Monitoring System	SyMon	i		+

Roll cursor over “Survey Management and Response Tool” so that the line highlights. With your cursor follow the line across to the right side and click on the green plus sign.

Application Name	Acronym	Profile	Restricted	Add/Remove
Safe Drinking Water Information System	SDWIS	i		+
SDW Sample Reporting System		i	Yes	
Secure Collaboration		i		+
Secure Collaboration (v.2.0)				+
Secure File Transfer	SFT	i		+
ServNY	SERVNY	i	Yes	
SIIMS - Final Actions		i	Yes	
SOFA Train Elder Abuse E-MDT	SOFAEMDT	i		+
SOFA Training Statewide Client Data System		i		+
State Wide Perinatal Data System Core	SPDS	i	Yes	
Survey Management and Response Tool	SMART	i	Yes	+
Symptom Monitoring System	SyMon	i		+

Click on the HCS logo on the top left side of your screen to refresh and return to the HCS homepage. You will now see that you have added the shortcut to SMART in “My Applications” on the homepage of HCS.

Welcome Christina Bridge (ceb11)

Search

My Applications

- Acronyms & Abbreviations
- Comdir Search and Export Tool
- Coord Account Tools -PCC
- HERDS
- HIN Account Maintenance
- IHANS
- MFA Management
- ServNY
- SMART**

Refresh My Applications List

Important Health Events

NYS PMP

Donate Life

Important Health Notifications

Showing Notifications sent in the past 30 days.

Posted	Priority	Keyword	Source	Audience	Description	Recipients
03/27/2026	Advisory	Influenza, COVID-19 and RSV	NYSDOH	All Users	NYSDOH Respiratory Surveillance Report for Week Ending 03/21/2026	Recipients
03/20/2026	Advisory	Influenza, COVID-19 and RSV	NYSDOH	All Users	NYSDOH Respiratory Surveillance Report for Week Ending 03/14/2026	Recipients
03/13/2026	Advisory	Influenza, COVID-19 and RSV	NYSDOH	All Users	NYSDOH Respiratory Surveillance Report for Week Ending 03/07/2026	Recipients
03/06/2026	Advisory	Influenza, COVID-19 and RSV	NYSDOH	All Users	NYSDOH Respiratory Surveillance Report for Week Ending 02/28/2026	Recipients
03/02/2026	Advisory	Infectious Disease	NYSDOH	All Users	New World Screwworm Outbreak Moves into Northern Mexico	Recipients

Newsroom Highlights

New Items

- 3/27/2026
- 03/21/2026 [Weekly Respiratory Report](#)
- 3/25/2026
- Medical Home March 2026
- 3/23/2026
- CHRC Requirements and Best Practices

Newsletters

- 1/13/2026
- January 2026 Aware Prepare
- 1/13/2026
- January 2026 e-Distance Learning
- 12/5/2025
- December 2025 Aware Prepare

Events/Calendar

- 4/1/2026
- HCS-100 - Intro to HCS
- 4/8/2026
- HCS-125 - Intro to HERDS/SMART Data Entry & Repor...
- 4/10/2026
- HCS-200 Communications Directory/Coordinator Cert...

Press Releases

- 3/26/2026
- New York State Department of Health Announces Sta...
- 3/26/2026
- New York State Department of Health Launches Stat...
- 3/23/2026
- New York State Department of Health Provides Upda...

The Health Commerce System version 5.0