How to Access SMART on the Health Commerce System (HCS)

LEAD IN SCHOOL DRINKING WATER PROGRAM

MARCH 2026

OUTLINE

- **Health Commerce System (HCS) Access**

- **Survey Management and Response Tool (SMART) Data Entry Application Access**

- **How to Open SMART**

- **How to Report in SMART**

- **Troubleshooting**

OVERVIEW OF STEPS TO ACCESS SMART DATA ENTRY FORMS

1. **Obtain a Health Commerce System (HCS) account**

2. **Be assigned the 'School Lead in Drinking Water Reporter' role by your HCS coordinator**

3. **Enter the SMART (data entry application) on HCS**

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HEALTH COMMERCE SYSTEM (HCS) ACCESS

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WHERE TO REGISTER

1. Open your web browser and enter this web address in the address bar: https://commerce.health.state.ny.us/

2. On the HCS log in page, click: **Sign Up Here**

3. Answer the pop-up to choose the type of account you will register for, then:
   a) Register for an account
   b) Enroll your account on the HCS
      -Must be done with your HCS Coordinator.
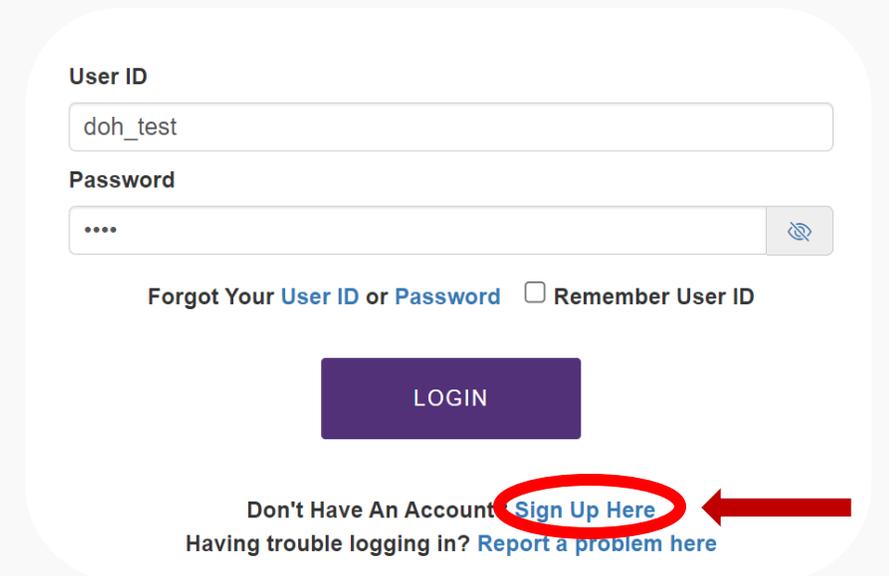
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Create an Account

Do you hold a healthcare professional license issued by the New York State Department of Education?

Yes   No   Cancel

HOW TO REGISTER: 'NO' TO HEALTHCARE PROFESSIONAL LICENSE

1. Complete the Name, Address, and Policy Statement sections and click **Continue**
   - **NOTE:** Your name must match what is on your Photo ID

2. Create a user ID and password, click **Continue**

3. Answer at least 6 of the 27 secret questions, click **Register**

4. Verify your account information, and click **Confirm**

5. Print your Account Registration Completion information, click **OK**

6. Print your confirmation email that your user ID was created

7. See your *HCS Coordinator with your Account Registration Completion email printout and your Photo ID. Your HCS Coordinator will finalize your new HCS user account.

*If you do not know your HCS Coordinator, or your school needs a new HCS Coordinator, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1, M-F 8am-4:45pm

Most school personnel **WILL** register for this type of account

REGISTER ONLY ONCE!

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HOW TO REGISTER: 'YES' TO HEALTHCARE PROFESSIONAL LICENSE

Apply for an HCS Medical Professions Account

Most school personnel **will NOT** register for this type of account

1. Select '**Click here to apply for an HCS Medical Professions account**'
2. Click either '**I have a NYS driver's license or Non-driver Photo ID**' or '**I do not have a NYS Driver's license or non-driver Photo ID**'

    Note: a non-NYS ID user can take up to seven business days to obtain an HCS account

3. Enter your medical profession information and click **Submit**

    Important! Your first and last name, license type, professional license number, and SSN must match what is in the NYSED Office of the Professions

4. Enter your DMV information from your driver's license or non-driver photo ID exactly as it appears on your driver's license, click **Submit**

    Important! Your first and last name, license number, date of birth, gender, and zip codes must match what is on your NYS drivers license or NYS Non-driver photo ID

5. Enter your contact information (fields marked with an asterisk are required)
6. Agree to terms outlines in the Security and Use Policy (SAUP), check the box, and **Submit**
7. Congratulations, you have an HCS account! Keep your User ID as it will be required for HCS access.

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*If you have issues logging in, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1, M-F 8am-4:45pm

SMART (DATA ENTRY APPLICATION) ACCESS

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Role Assignment Required for SMART Form Access

- To access the school lead in drinking water forms, the user must first be assigned the following **role** by their HCS Coordinator:

School Lead in Drinking Water Reporter

School Lead in Drinking Water
Reporter - 1215

SMART ACCESS: ROLE ASSIGNMENT

Request Access to the SMART application for a new user (with HCS access)

Have the <u>individual designated to report</u> on school lead in drinking water email their HCS Coordinator requesting to be added to the **School Lead in Drinking Water Reporter** role for <u>each individual school building</u> they will be reporting for.

If you do not know who your HCS Coordinator is and you have an HCS account, you can look them up following these steps:

1. Log into HCS

2. Click **My Content** and select **Look up my coordinators**

3. A list will appear with the name, phone number, and email address of your HCS coordinators.

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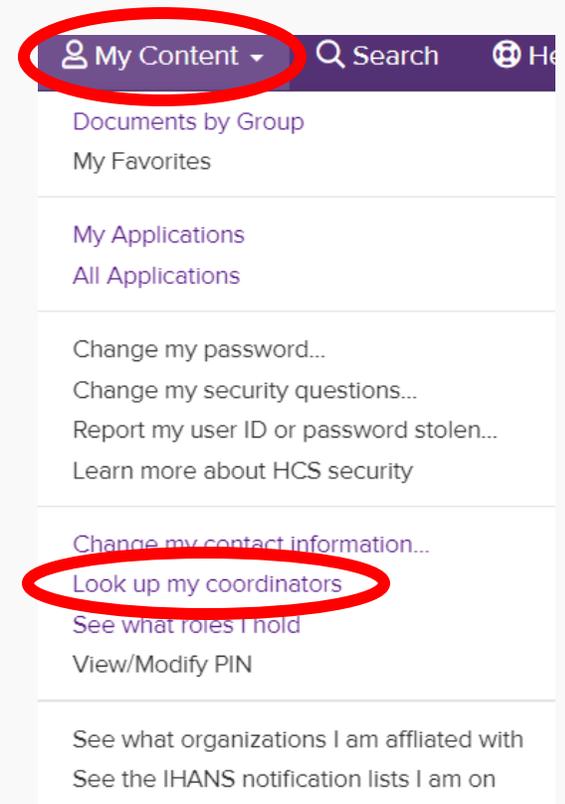
SMART ACCESS: ROLE ASSIGNMENT

How to assign a role in the HCS Communications Directory
(For HCS Coordinators)

1. Click **Coordinator's Update Tool**

    -If given an option at the Level Selector, be sure to select **Facility** and **NOT** District

    -The role will not show up under **District**

2. Select the appropriate organization

3. Click **Select**

4. Click **Manage Role Assignments** (blue tab)

5. Click the **Modify** link located to right of a role name

    (**School Lead in Drinking Water Reporter**)

6. Locate option to Add Role Assignment

7. Select the checkbox corresponding to the user ID

    Avoid adding a person to the role if you see an "na" after their name

8. Click **Add Role Assignment**

OR

7. Search for user by Last Name

8. Click **Submit**

9. Select the person from the list with a valid user ID

10. Click **Add Role Assignment**

Important: This step will need to be repeated for each building in your district that requires reporting

Role Assignments

6 Choose from the options below to select a person for *Emergency Response Coordinator* at *Z TEST LHCSA*

1) Users already assigned to this role. To remove one or more users from this role, check the checkbox next to their name and click Remove Role Assignments.

Cornick, Kimberly - charlie2 ☐ — User already in role
Remove Role Assignments

- OR -

2) Click on the check boxes next the names of the persons you wish to assign to this role, then click on the Add Role Assigments button to add them. This list contains individuals already entered in the Communications Directory and associated, or hold roles, with your organization.

Feature Three, Test X - tf386013 ☐
Gribble, Dell J - dg310142 ☐
Shuba-Birch, Valerie X - vas06b ☐ — Check box to assign
Submitter, Lhcsa X - nysecon1 ☐
Updater, Lhcsa X - nysecon2 ☐
Add Role Assignments

-- OR --

3) If user does not appear in your Manage People List, and you know this user has an HCS ID, then search by user's last name or first few letters of the last name only. This searches all the active users. Click Submit.

Scroll down the results on next page to find the person and their user ID. Select the user and click Add Role Assignment.

Search for Person(s) by Name [____] ← Search by last name
Submit

Not sure if you have the role for each school building?

Check to see what roles you have for each organization in HCS

- Log into HCS
- Select 👤 My Content ▾ from the top of the screen
- Click **See what roles I hold**
- Search by **User** and enter your First and Last Name and/or HCS ID
- Click **Search**
- A list will appear
  - If you do not see "School Lead in Drinking Water Reporter" assigned to you for each individual school building you are to report under, then work with your HCS Coordinator to have the role added.

Role ⇕	Org Type ⇕	Org Name ⇕	Organization ID ⇕	Primary Organization ⇕
HERDS System Administrator - 150	NYSDOH CEH - 10200	NYSDOH CEH	6315	NYSDOH CEH
School Data Reporter - 973	Schools, Public - 74	___Z TEST PUBLIC SCHOOL	038808998889	NYSDOH CEH
School Lead in Drinking Water Reporter - 1215	Schools, Public - 74	___DOH TEST SCHOOL 1	010001991111	NYSDOH CEH
School Lead in Drinking Water Reporter - 1215	Schools, Public - 74	___Z TEST PUBLIC SCHOOL	038808998889	NYSDOH CEH

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HOW TO OPEN SMART (DATA ENTRY APPLICATION)

New York State Department of Health

Sign into Health Commerce System

https://commerce.health.state.ny.us/public/hcs_login.html

*If you have issues logging in, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1, M-F 8am-4:45pm

SMART ACCESS

How to add SMART to 'My Applications'

- Log into HCS

- Select **My Content** from the top of the screen

- Click **All applications**

- Select **S**, then **Survey Management and Response Tool (SMART)** from the applications listed

- Click the green circle with a plus sign under the **Add/Remove** application

  -

- Return to Home page, it will now appear under **My Applications**

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SMART ACCESS

How to add SMART to 'My Applications'

Health Commerce System Applications + View Help

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

Getting into SMART: Click on it from 'My Applications'

REPORTING IN SMART (DATA ENTRY APPLICATION)

SMART REPORTING

1. Click **SMART** under **My Applications**
2. Click the **Surveys** box
3. Click the yellow arrow under the **Actions** column next to the **2026-2028 School Lead in Drinking Water Reporting** survey
4. Under **Access Level** select **Facility Level Data Access**

   - If you only have facility-level access you may not see options, just skip this step
5. Under **Organization Type** select your school building category (BOCES, Public, Charter)
6. Under **Organization** select the desired school building
7. Enter results into designated areas of the survey
8. Ensure all result fields are complete and accurate

   -You may receive an error if fields are incomplete and you will not be able to submit the survey
9. Be sure to click Submit to ensure a successful survey submission

   - If you click Draft it will save your information, but it will **NOT** officially submit the survey

You can only edit the School Lead in Drinking Water survey from the Facility Level
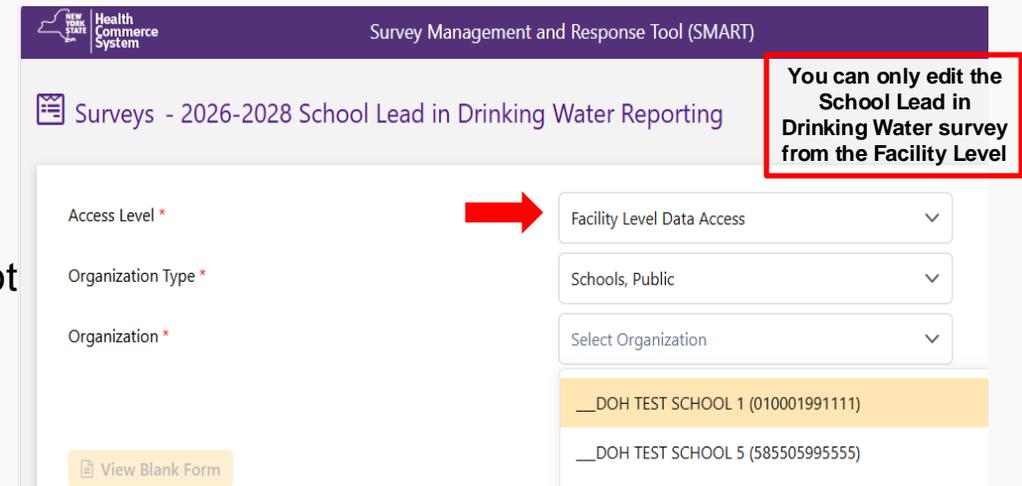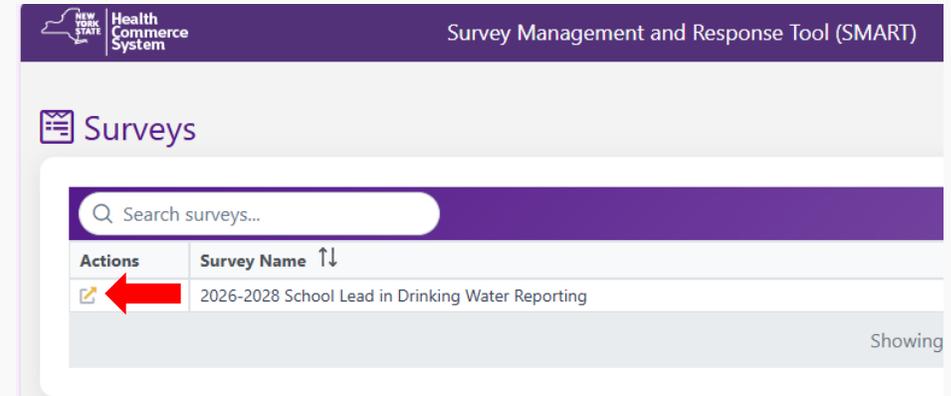
Important: These steps will need to be repeated for each building in your district that requires reporting

SMART REPORTING

⟵ Log out

📅 Surveys - 2026-2028 School Lead in Drinking Water Reporting

Organization Information

Access Level: Facility Level Data Access

Organization Type: Schools, Public

[Print]

Organization: __ZZ TEST PUBLIC SCHOOL (000000100001) Change

Please update and submit this form as additional results are received.

Update the questions in **red text** as remediation is performed and post-remediation lead results are received.

Selected information you provide will be made available to the public on Health Data NY (https://health.data.ny.gov/). The data displayed on Health Data NY is updated periodically.

For assistance with **completing this form**, please email the NYS Department of Health at: lead.in.school.drinking.water@health.ny.gov. Additional information is available at https://www.health.ny.gov/environmental/water/drinking/lead/lead_testing_of_school_drinking_water.htm.

You must report initial exceedances to your local health department (LHD) within **1 business day** of receiving results. Copy and paste the following link for an interactive map that has links to contact information for each LHD:
http://www.health.ny.gov/environmental/water/drinking/doh_pub_contacts_map.htm

If applicable, the lead remediation reimbursement section of the survey will be available after a school or BOCES building has:

1. completed all remediation sampling **and**

2. submitted all post-remediation sampling in this form **and**

3. confirmed zero applicable outlets exceed the action level of 5ppb.

After all outlets are tested, remediated, retested, and no longer exceed the action level, Question 18 can be answered as "Complete". Then, you will gain access to additional questions to submit information for reimbursement of remediation costs. Please note, you will be required to answer all remediation questions to submit the form. All remediation projects involving large scale construction must have appropriate permits from the New York State Education Department (NYSED).

General Information

1. I understand that the information I am reporting is for the lead testing in school drinking water program for the 2026-2028 compliance period. ❓ *

☐ Yes

2. Enter the website address where the laboratory reports and remedial action plans are posted for your school's lead testing of drinking water program. ❓ *

Sampling Information

3. I acknowledge that all samples must be analyzed by an environmental laboratory certified by the NYS DOH's Environmental Laboratory Approval Program (ELAP) to conduct lead in drinking water analysis. ❓ *

☐ Yes

4. How many total outlets, both applicable and non-applicable, are on building grounds? ❓ *
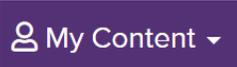

5. How many total outlets have been identified by the school that require sampling for lead (applicable outlets)? ❓ *

TROUBLESHOOTING

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TROUBLESHOOTING

"I don't see the 2026-2028 School Lead in Drinking Water Reporting survey in SMART"

- You likely do not have the 'School Lead in Drinking Water Reporter' role assigned to you

- You will need to work with your HCS Coordinator to have the role assigned

- To find your HCS Coordinator click **My Content** , then **Look up my coordinators**

- Have your HCS Coordinator follow the steps in **Slide 12** to add the 'School Lead in Drinking Water Reporter' role

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TROUBLESHOOTING

"I don't see the School Lead in Drinking Water Reporter role to assign" – HCS Coordinator

- The School Lead in Drinking Water Reporter role only exists at the **Facility/School Building** level

- If your HCS Coordinator states they can't see the role, then they are most likely trying to add it under the **District** building level

- Advise them to select **each building individually** that requires reporting to and add the role

THANK YOU!

ADDITIONAL QUESTIONS?

EMAIL US AT LEAD.IN.SCHOOL.DRINKING.WATER@HEALTH.NY.GOV

OR CALL US AT 518-402-7800

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