

Instructions for Accessing and Completing the School Immunization Survey 2024-2025

Please log on to the Health Commerce System (HCS) at:

<https://commerce.health.ny.gov/>

to verify that your account is active.

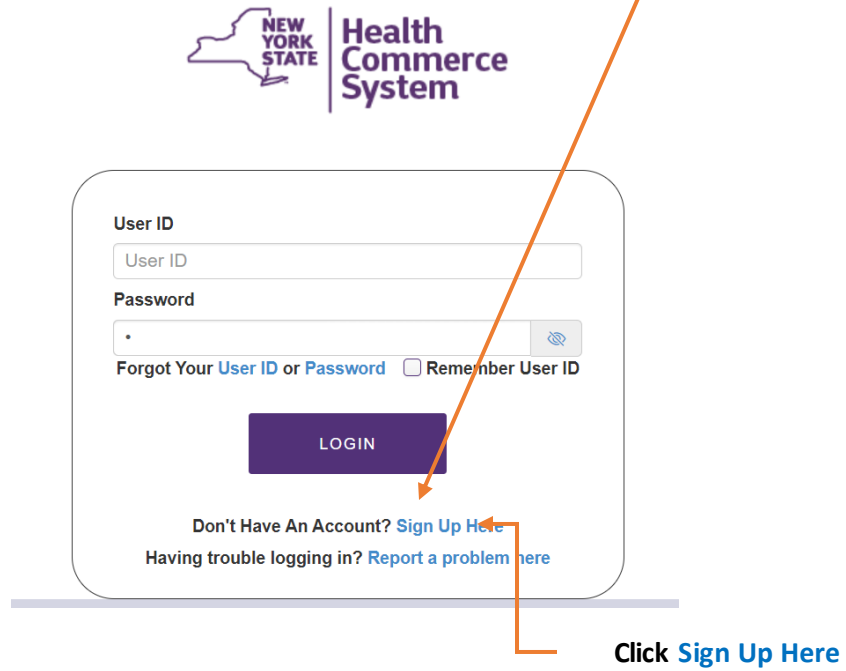
When you click the above link it will take you to a screen that looks like this:

A screenshot of the login page for the Health Commerce System. The page is white with a rounded rectangular login box. At the top left of the box is the "User ID" label above a text input field containing "User ID". Below that is the "Password" label above a password input field with a single dot and a toggle icon. Under the password field are two links: "Forgot Your User ID or Password" and "Remember User ID" with an unchecked checkbox. A purple "LOGIN" button is centered below the fields. At the bottom of the box are two links: "Don't Have An Account? Sign Up Here" and "Having trouble logging in? Report a problem here".

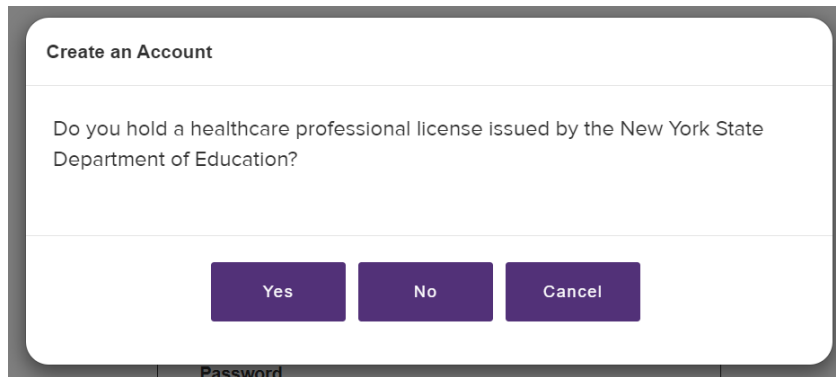
Enter your user ID and Password in the appropriate boxes and LOGIN if you have an account.

If you already have an account in HCS and can log in without any issues, skip to Page [10](#) for survey instructions.

Cannot log into HCS and need to create a new user account?



When you click the Sign Up Here hyper link it will take you to a screen that looks like this:




Answer as appropriate.

Click this hyperlink to show you how the two-step process works:

[New HCS Account \(ny.gov\)](#)

The hyperlink will take you to a page that looks like this:



New HCS User Account

Need a Health Commerce System (HCS) account? Follow these steps (Register only once):

- A. Create your unique User ID and set up Security Questions.
- B. Go to your HCS Coordinator with your user ID and valid photo ID for verification.
- C. Set your password and login.

FIRST—The New User will...

A. Create User ID & Set Up Security Questions

1. Go to <https://commerce.health.state.ny.us>
2. Click **Sign Up Here**
3. Click **No** (I do not hold a healthcare professional license issued by the NYS Department of Education)
4. **Click here to register for an account (for non medical professionals)**
5. Create/Enter a unique User ID
6. Enter your First Name, Last Name and Email Address
NOTE: Name is same as it is on your Photo ID
7. Click the **User Security and Use Policy** link and review
8. Check the box to confirm you read and understand the Security and Use Policy
9. Click **Continue**
10. Answer six (6) Security Questions and click **Save**
11. Confirm: Step 1 Success message
You will receive two emails from camu@health.ny.gov:
"HCS Self Registration Account Created for <user ID>" and
"HCS security questions and answers have been changed for <user ID>."
Check junk mail if not received.
12. **Go to your organization's HCS coordinator** with your <user ID> and a valid photo ID e.g. NYS DMV Driver's License, NYS DMV Non-driver Photo ID, Passport, Unexpired Foreign Passport, US Driver's license (out-of-state users), etc.

SECOND—The HCS Coordinator will...

B. Affiliate you with the organization

1. Login the HCS
2. Click **Coord Account Tools - HCS** under My Applications
3. Scroll down to **Request an account for a... User**
4. Click **User**
5. Select your organization from the list
6. Enter the user's HCS ID and click **Next**
7. Select option: **NYS Photo ID** or **Non NYS Photo ID**
NOTE: The information must match exactly. If the ID is not a NYS driver license, please enter the out-of-state ID number in the Non NYS ID Value field.
8. Complete user's information based on photo ID and click **Next**
9. Enter the user's business contact information and click **Submit** Confirm confirmation message "**Registration Success**" displays
10. Instruct the *newly* enrolled user to look for "Congratulations! You are enrolled on the HCS" email. This contains their link to set their password. *Existing users do not need to reset password.*

User Sets Password & Logs in...

C. Set your password upon receipt of "Congratulations! You are enrolled on the Health Commerce System (HCS)" email:

1. Click the link in your email **Note: Only newly enrolled users will receive an email; existing users will not.**
2. Enter your user ID
3. Click **Continue**
4. From the Forgot your Password? screen, click one option e.g. [Reset my password using my NYS Driver License or NYS Non-Driver Photo ID](#) or for out-of-state users: [Reset my password using my security question answers](#)
5. Enter your user ID and NYS DMV or security questions info, etc. and **Login** to HCS.

* If you do not know your HCS Coordinator, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 option 1 (M-F 8am-4:45pm) Revised Oct 2023

Your job as a new user is to set up a new user account.

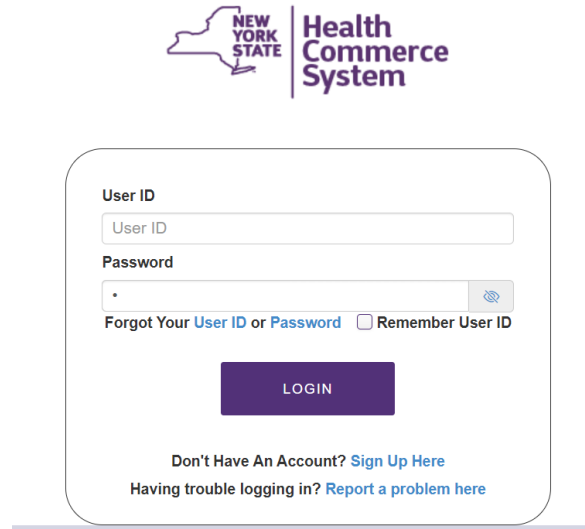
Once your new user account is set up, it's up to the HCS Coordinator to request your account to be activated and assign your role or roles.

Assigning Roles by the HCS Coordinator:

Log onto the HCS.

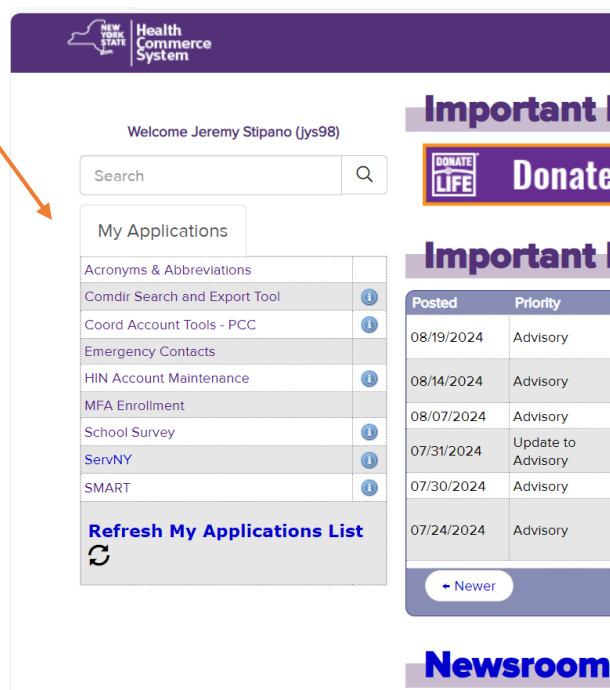
<https://commerce.health.ny.gov/>

When you click the above link above it will take you to a screen that looks like this:




Enter your user ID and Password in the appropriate boxes and **LOGIN**.

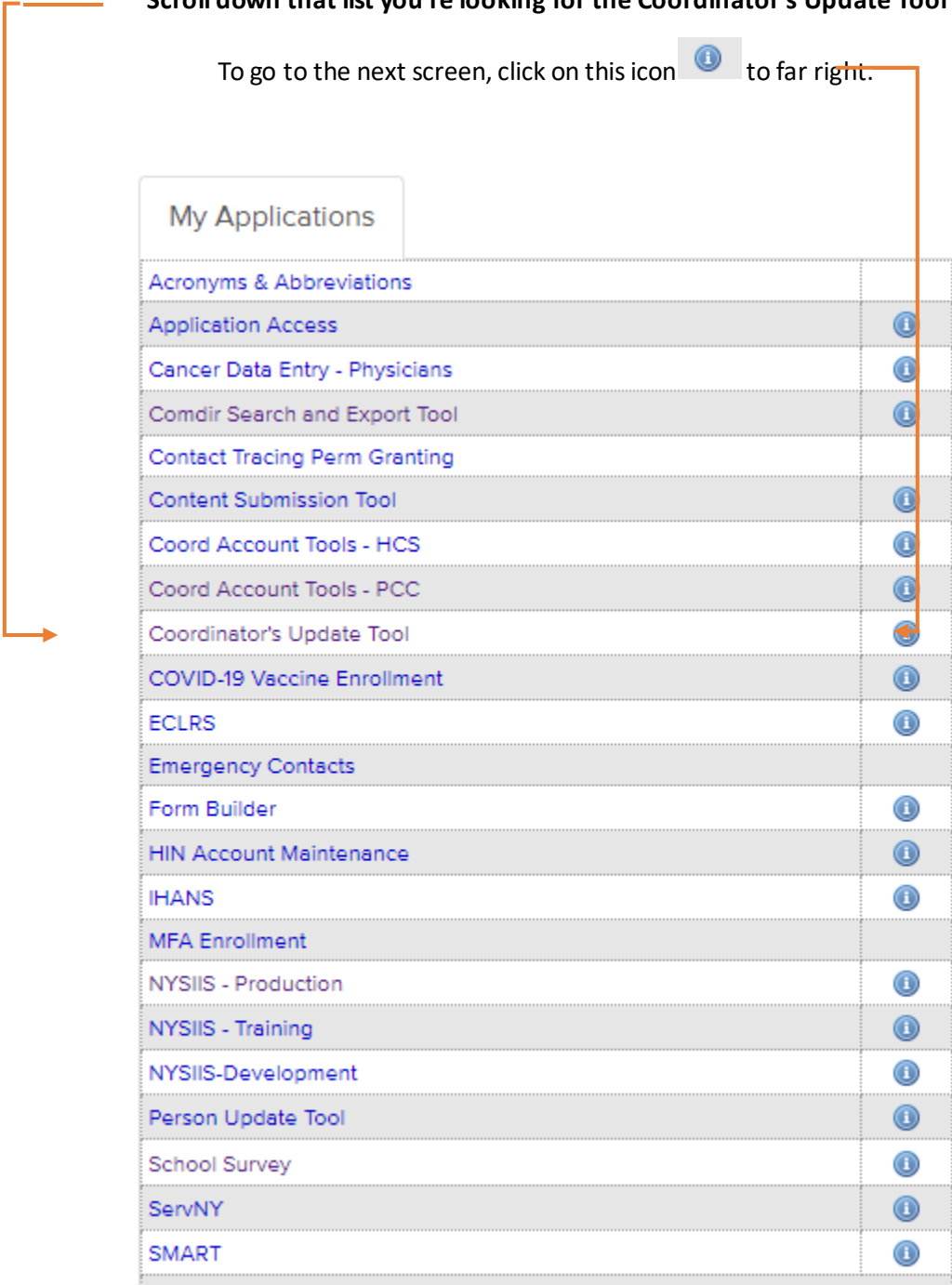
Once you're logged in to HCS **look to the left side of the computer screen**. You're looking for a header that says **My Applications**. From there you need to scroll down the list and find a hyper link titled Coordinator's Update Tool.






















Posted	Priority
08/19/2024	Advisory
08/14/2024	Advisory
08/07/2024	Advisory
07/31/2024	Update to Advisory
07/30/2024	Advisory
07/24/2024	Advisory

Scroll down that list you're looking for the Coordinator's Update Tool

To go to the next screen, click on this icon  to far right.



My Applications	
Acronyms & Abbreviations	
Application Access	
Cancer Data Entry - Physicians	
Comdir Search and Export Tool	
Contact Tracing Perm Granting	
Content Submission Tool	
Coord Account Tools - HCS	
Coord Account Tools - PCC	
Coordinator's Update Tool	
COVID-19 Vaccine Enrollment	
ECLRS	
Emergency Contacts	
Form Builder	
HIN Account Maintenance	
IHANS	
MFA Enrollment	
NYSIIS - Production	
NYSIIS - Training	
NYSIIS-Development	
Person Update Tool	
School Survey	
ServNY	
SMART	

The next screen you will see looks like the image below:

Coordinator's Update Tool

Main Menu

Main Menu

Please select an organization for which you are a coordinator

[Your Institution]

- OR -

Please select a proxy organization for which you are a coordinator

<input type="radio"/> Emergency Volunteers - County
<input type="radio"/> Fire Districts
<input type="radio"/> Multi-County Coordinated Applications
<input type="radio"/> Account access - Limited
<input type="radio"/> EMS Services
<input type="radio"/> Early Intervention Provider
<input type="button" value="Select"/>

name.
Step 4

Send questions or comments to
[Communications Directory Help](#)

Choose Your Institution and click on Select.

Please select an organization for which you are a coordinator

[Your Institution]

Enlargement of Above Picture to show details.

When you click on select the next screen you will see is this one. You will want to find the tab at the top of the screen in blue titled **Manage Role Assignments**.

Next: Click on **Manage Role Assignments**.

Coordinator's Update Tool

Main Page
Location
Manage People
Organizational Offices
Manage Role Assignments
Reports
Add a New Person
Special Accounts

Form Name:
Location Information for *NYSDOH Center for Community Health*

Primary ID: 6307	Secondary ID: NYSDOH	Org Type: NYSDOH CCH
Name: NYSDOH Center for Community Health		
*Addr. Line 1	Corning Tower, 1415	
Addr. Line 2	Empire State Plaza	
*Town or City	Albany	Albany County <small>Not NYS Albany</small>
*State or Province	NY	*Country: USA
Postal Code	12237	
Phone	518-402-5382	Fax: 518-486-1455
Changed On	04/05/2022	Changed By: rxs14 * required field(s)

Click here to **Modify Role Assignments**

Step 5

Role Assignments

Select a Role to Assign/Modify
for *NYSDOH Center for Community Health*

Role Description	Person in Role?	Modify Role Assignments
CCH Director	Yes	Modify
CCH Logistics Chief	No	Modify
CCH/DCDPAH Logistics Chief	Yes	Modify
CCH/DEPI Logistics Chief	No	Modify
CCH/DFH Finance Chief	No	Modify
CCH/DFH Operations Chief	No	Modify
CCH/DON Logistics Chief	No	Modify
CCH/DON Operations Chief	No	Modify
CCH/OIT Logistics Chief	No	Modify
CCH/OMH Logistics Chief	No	Modify
CCH/OPHP Finance Chief	Yes	Modify
CCH/OPHP Logistics Chief, Alternate	Yes	Modify
CCH/OPHP Operations Chief, Alternate	Yes	Modify
CCH/PHIG Operations Chief, Alternate	Yes	Modify
Countermeasure Data Management System (CDMS) Data Operator	Yes	Modify
Countermeasure Data Management System (CDMS) NYSDOH Administrator	Yes	Modify
Countermeasure Data Management System (CDMS) Registration Support	No	Modify
Directory Coordinator	Yes	Modify
HERDS Survey Reader	Yes	Modify
HPN Coordinator	DOH Assigned	Modify
NORA Closeout Reporter	Yes	Modify
NYLEADS Epidemiologist	Yes	Modify
NYS PVS Manager	Yes	Modify
Regional Epidemiologist	Yes	Modify
Regional Epidemiology Program Manager	Yes	Modify
SDE Analyst	Yes	Modify
School Survey Coordinator	Yes	Modify
Smallpox Vaccination Coordinator/Liaison	No	Modify
VHOC User	Yes	Modify
Vaccination Logistics Coordinator	No	Modify
Vaccination Medical Screener	No	Modify
Vaccine Adverse Event, Site and Take Coordinator	No	Modify
Vaccine Educator	No	Modify

Steps 6-9 (also edited this one so it didn't have names on it)

A pop-up list will be displayed of the individuals affiliated with your school district/school who have HCS accounts.

Role Assignments

Choose from the options below to select a person for *School Survey Manager* at *NYSDOH Center for Community Health*

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

Role Assignments

Choose from the options below to select a person for *School Survey Manager* at *NYSDOH Center for Community Health*

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.

Sample A, Test - abc01	<input type="checkbox"/>
Sample B, Test - abc02	<input type="checkbox"/>
<input type="button" value="Remove Role Assignments"/>	

- OR -

To Add Roles

2) Select names from the drop down list of the persons you wish to assign to this role, then click on the Add Role Assignments button to add them (Use Ctrl/left click for multiple selections or to unselect). Avoid assigning a role to a "na" account. This does not give user any permissions.

Note: This list is limited to the users in your Manage People, that is, users with a primary organization of this facility or agency.

Sample A, Test - abc01
Sample B, Test - abc02
Sample C, Test - abc03
Sample D, Test - abc04
Sample E, Test - abc05
Sample F, Test - abc06
Sample G, Test - abc07
Sample H, Test - abc08

Select names from the drop-down list of the persons you wish to assign this role, then click on the Add Role Assignments button to add them (use ctrlleft mouse click for multiple selections or to unselect). Avoid assigning a role to a "na" account. This does not give users any permissions.

NOTE: This list is limited to the users in your Manage People, that is, users with a primary organization of this facility or agency.

-- OR --

Search for Person(s) by Name

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 will search all active users. Click Submit. Scroll down the results on the next page to find the person and their user ID. Select the user and click Add Role Assignment.

If your account is not active, contact CAMU (Commerce Account Management Unit) at 1-866-529-1890

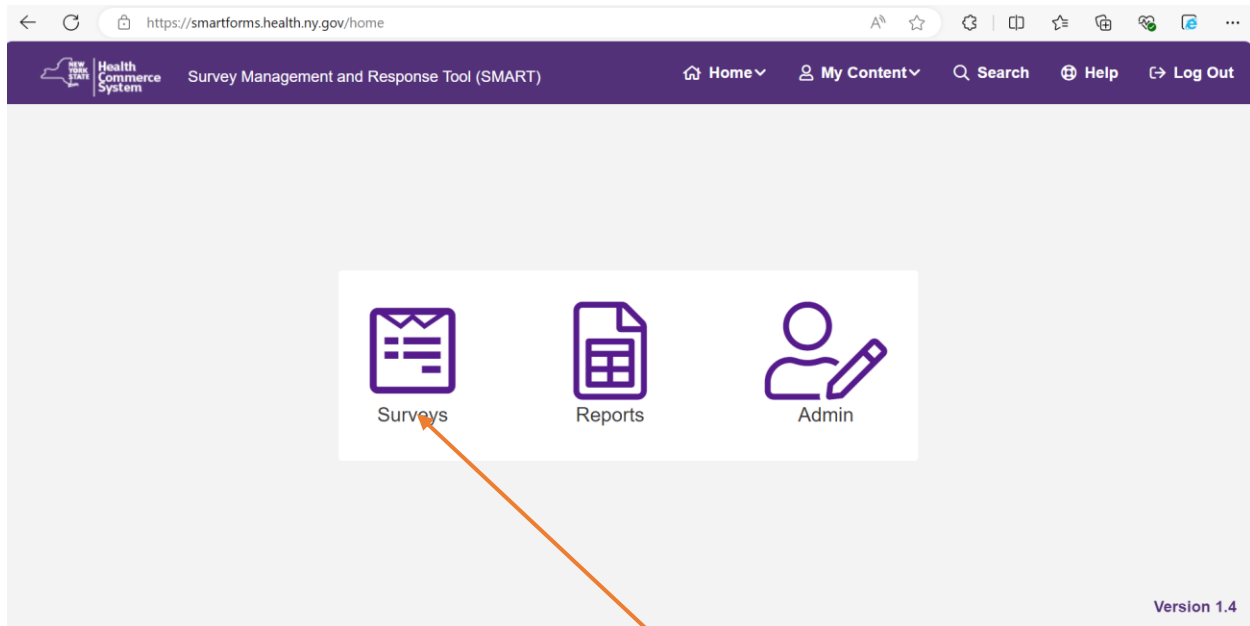
If you are the HCS Coordinator you do not have to assign yourself to any roles to take the survey.

Any other staff must to be assigned the role of Data Reporter to access the survey.

Accessing the School Immunization Survey



Click this link - <https://smartforms.health.ny.gov/home>

The next screen you will see looks like this:



Click the first icon that is labeled **Surveys**

The next screen you will see will show all surveys you have access to:

	Due Date	Frequency	Action
Secondary Immunization Survey 2024-2025	10/31/2024	one_time	Open
tudents Impacted by Vaccine Fraud	03/20/2025	daily	Open  
K12 Immunization Survey 2024-2025	12/16/2024	one_time	Open

Click the yellow open box located on the left side of the screen to open the top line titled School Immunization Survey 2024 – 2025.

Enter your School's full name, District/Network if applicable, Health Commerce System ID.

The screenshot shows the 'Surveys' section of the SMART interface. The header includes the Health Commerce System logo and navigation links for Home, My Content, Search, Help, and Log Out. The main content area contains a form with the following fields:

- School Name *
- School District/School Network (if applicable)
- Health Commerce System Organization ID

A 'Print' button is located in the top right corner of the form area.

Enter your institution's primary contact's name, title, email address, and phone number. Additional contact information is encouraged but not required.

The screenshot shows a contact information form with the following fields:

- Primary Contact Name and Title *
- Primary Contact Email *
- Primary Contact Phone Number with Area Code *
- Additional Contact Name and Title
- Additional Contact Email
- Additional Contact Phone Number with Area Code

Check to confirm whether your school's HCS ID matches the BEDS ID; if unknown it will NOT cause any issue with survey submission.

The screenshot shows a confirmation question with the following text and options:

Does your school's HCS ID match your BEDS ID?

- Yes
- No
- Unknown

If your school does not have a written exclusion policy, choose "No," but we recommend that you create one as soon as possible. There is no penalty for not having a written exclusion policy, but it is helpful for ensuring all students are being treated equally.

The screenshot shows a question with the following text and options:

Does your school have an exclusion policy for students without vaccination records or otherwise out of compliance with Public Health Law §2164? *

- Yes
- No

If your school has an on-site pre-kindergarten or day care program that is not run by an external organization, check the Pre-Kindergarten/Day Care box. Otherwise, proceed to the Kindergarten-Grade 12 portion of the survey.

ONLY REPORT PRE-KINDERGARTEN/DAY CARE STUDENTS IF THE PRE-K/DAY CARE IS IN THE SAME BUILDING AS OTHER GRADES AND THE PROGRAM IS RUN DIRECTLY BY YOUR SCHOOL'S ADMINISTRATION

Check here if your school has any Pre-Kindergarten/Day Care Students

When you check the pre-kindergarten/daycare box, additional questions will appear. Be sure to enter data in both age-group tabs.

MAKE SURE TO CLICK ON BOTH AGE-GROUP TABS.

If you do not have any students in a particular age-group, enter "0" in the "Total Number of Students" field and move to the next tab.

Pre-K/Day Care Under 1 Year of Age Pre-K/Day Care 1 Year of Age or Older

Total Number of Pre-K/Day Care Students Under 1 Year of Age *

Once you enter the number of students in an age-group, additional questions for that age-group will appear, including sections for each required vaccine series. Make sure to answer every question in these sections. Enter zeros where needed, do not leave blanks.

Pre-K/Day Care Under 1 Year of Age Pre-K/Day Care 1 Year of Age or Older

Total Number of Pre-K/Day Care Students Under 1 Year of Age *

Number of Pre-K/Day Care Students Under 1 Year of Age with Medical Exemptions *

DTaP

Number Up-to-Date with DTaP Vaccine ? *

Number with DTaP Medical Exemptions *

Polio

In the K-12 portion of the survey, make sure to enter data on every grade-level tab. If your school does not have students in all grades, enter zero in the “total number of students” field in that tab. Once you enter a numerical value of students for a particular grade, additional questions will appear.

MAKE SURE TO CLICK ON EVERY GRADE-LEVEL TAB.

If you do not have any students in a particular grade, enter "0" in the "Total Number of Students" field and move to the next tab.

DO NOT REPORT STUDENTS WHO ARE 18 OR OLDER

Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9 Grade 10 Grade 11
Grade 12

Total Number of Kindergarten Students *

Once you enter the number of students in a grade, additional questions for that age-group will appear, including sections for each required vaccine series. Make sure to answer every question in these sections. Enter zeros where needed, do not leave blanks.

Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9 Grade 10 Grade 11
Grade 12

Total Number of Sixth Grade Students *

Number of Sixth Grade Students with Medical Exemptions *

DTaP

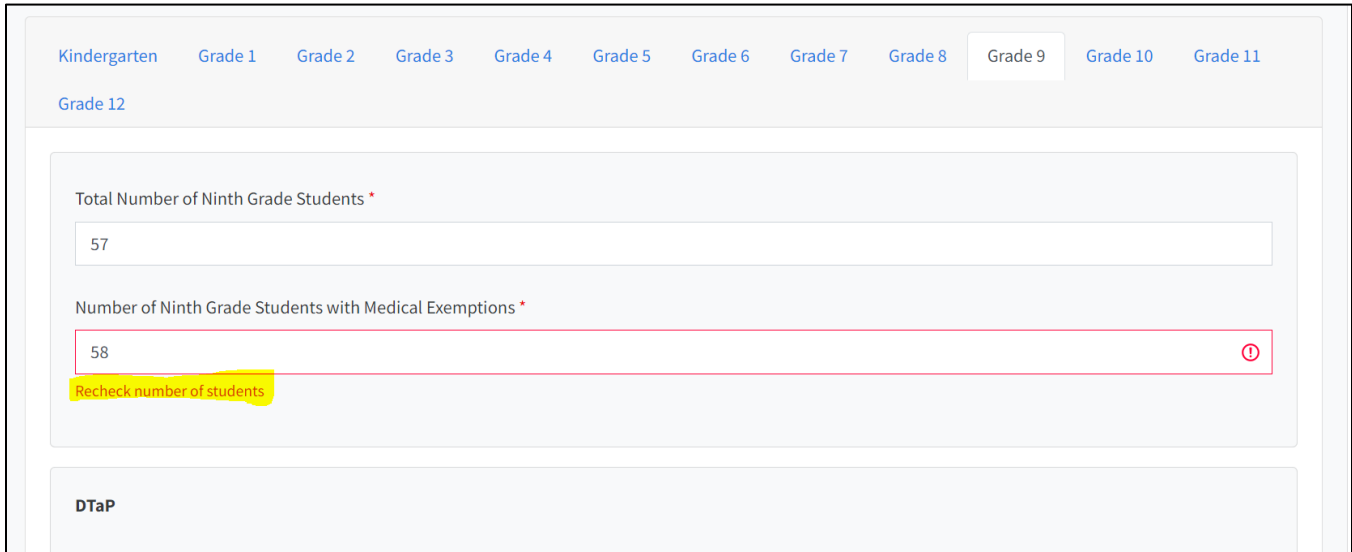
Number Up-to-Date with DTaP Vaccine ? *

Number of Students with DTaP Medical Exemptions *

Polio

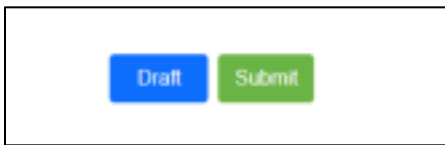
Number Up-to-Date with Polio Vaccine ? * Number with Polio Titer ? * Number with Polio Medical Exemptions *

Error messages will appear if a value entered conflicts with another field or if you have forgotten to answer a required question. For example, the error message below appeared because the number of students with medical exemptions is higher than the total number of students in the grade. If you see an error message, check that all of your numbers make sense together.



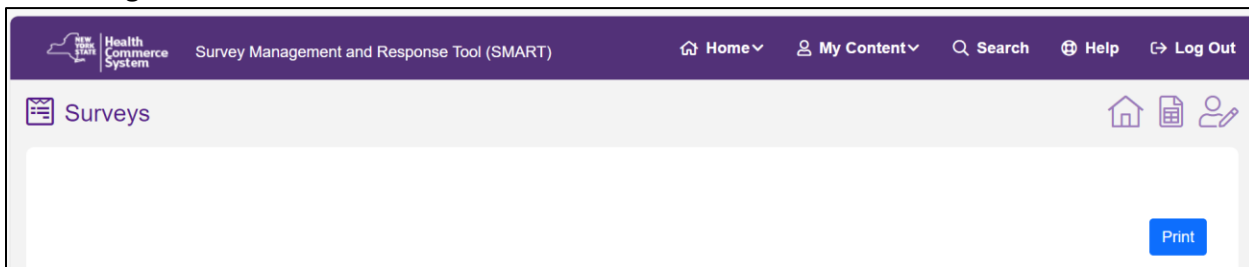
The screenshot shows a survey interface with a navigation bar at the top containing links for Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, Grade 8, Grade 9 (selected), Grade 10, and Grade 11. Below the navigation bar, the text "Grade 12" is visible. The main form area contains two input fields. The first field is labeled "Total Number of Ninth Grade Students *" and contains the value "57". The second field is labeled "Number of Ninth Grade Students with Medical Exemptions *" and contains the value "58". A red border surrounds the second field, and a red circle with a white exclamation mark is positioned to its right. A yellow tooltip with the text "Recheck number of students" is displayed below the second field. Below the input fields, the text "DTaP" is visible.

At the bottom of the screen, click “Submit” once completed, or “Draft” to save your progress and come back later.



The screenshot shows two buttons: a blue button labeled "Draft" and a green button labeled "Submit".

You can download a PDF at any point by clicking “Print” at the top of the screen either before or after submitting.



The screenshot shows the top of the survey management tool interface. The header bar is purple and contains the New York State Health Commerce System logo, the text "Survey Management and Response Tool (SMART)", and navigation links for Home, My Content, Search, Help, and Log Out. Below the header bar, the text "Surveys" is visible, along with icons for home, document, and user. A blue button labeled "Print" is located in the bottom right corner of the main content area.