



Quick Tips -- Submitting School H1N1 Absenteeism and Dismissal Surveillance Data on the New York State Department of Health, Health Commerce System (HCS; aka HPN)

There are three sections to this document:

- A. Finding and Using the School Surveillance application on HCS and navigating to the H1N1 absenteeism and school dismissal surveys.
- B. FAQs for gaining access to the Health Commerce System (HCS) and the School Surveillance Application
- C. FAQs for gaining access to the Health Commerce System (HCS) and the School Surveillance Application

Section A. Finding and Using the School Surveillance application on HCS and navigating to the H1N1 absenteeism and school dismissal surveys:

A link to a more extensive, self-paced training module that will walk you through the entire data entry process, is available on the homepage of the School Surveillance application.

Additionally, if you prefer a real time training session, please go to

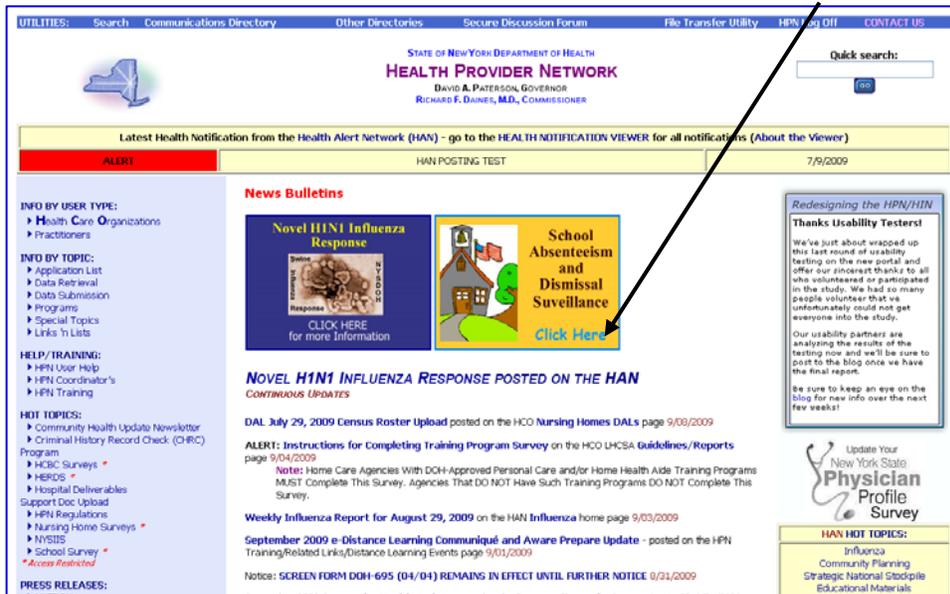
<http://nyvbcc.webex.com/meet/cti> to register for a webinar session that meets your schedule

1. To get to the School Surveillance application:

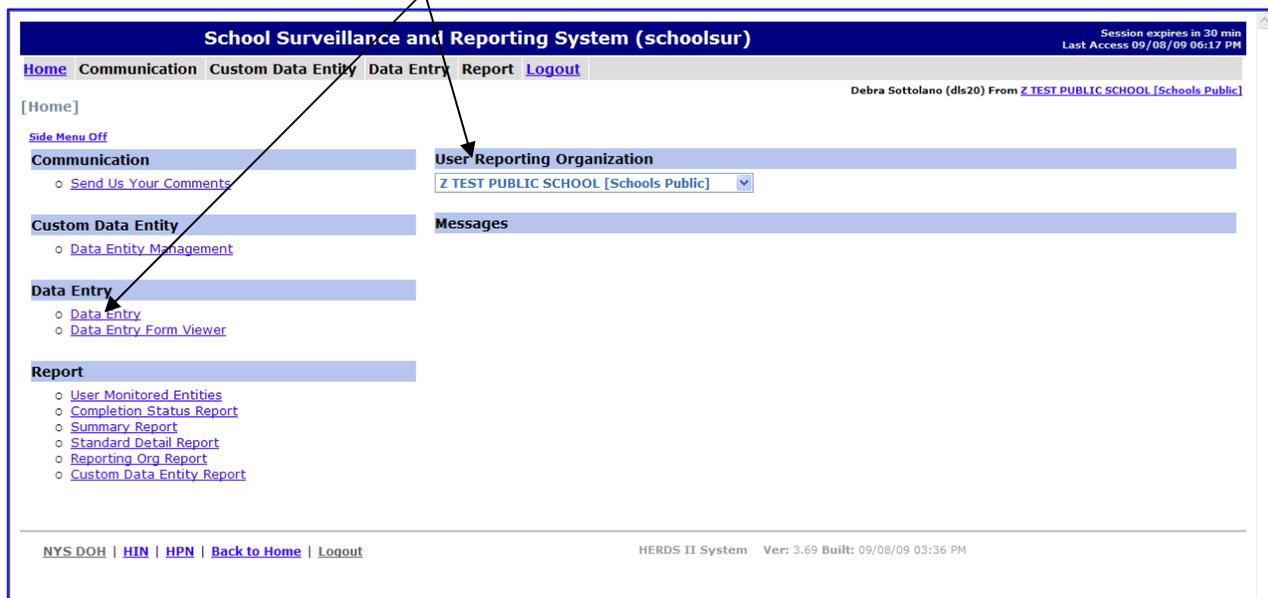
Browse to <https://commerce.health.state.ny.us/hpn> and enter your HPN ID and password.

A screenshot of the NYSDOH HCS login page. The page has a blue header with "Welcome to NYSDOH HCS" on the left and "David A. Paterson, Governor | Richard F. Daines, M.D., Commissioner" on the right. Below the header is a blue bar with the text "Please login to begin using the Health Commerce System". The main content area features the HCS logo on the left and a login form on the right. The login form has two input fields: "User Id:" and "Password:". Below the password field is a "Sign In" button. To the right of the login form is a "Site Policies/Terms of Use" section with a warning icon and text about account suspension and removal. Below that is an "Important Site Notices" section with a blue header and text about reporting problems to hinweb@health.state.ny.us. At the bottom of the page is a footer with "© 2008 NYS Department of Health - HCS". A black arrow points from the text "enter your HPN ID and password" to the "User Id:" input field.

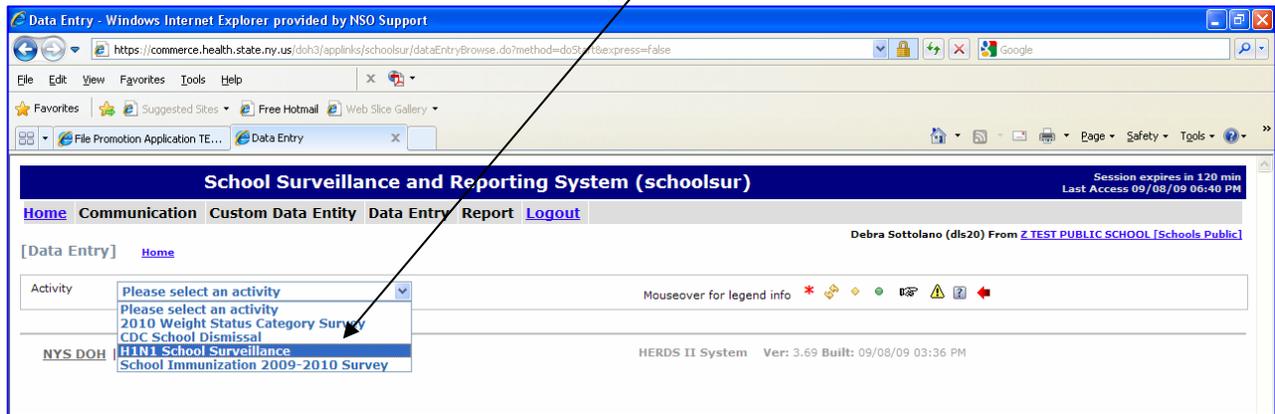
2. Click the “School Absenteeism and Dismissal Surveillance” link to go to the School Surveillance application:



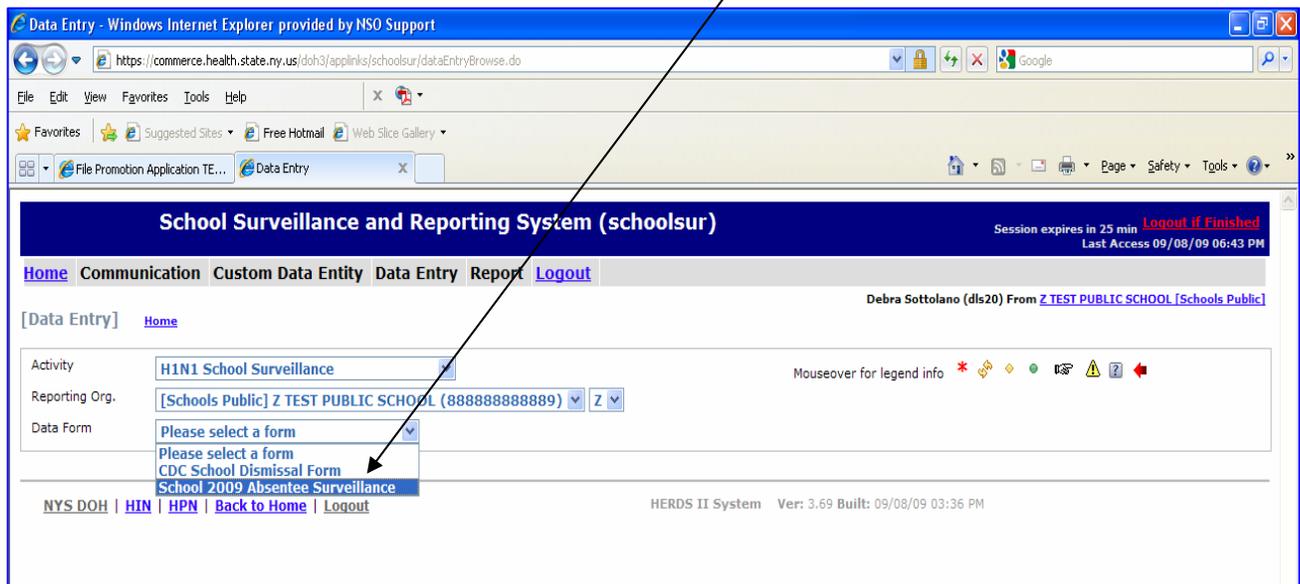
3. At the homepage of the School Surveillance application, look at the “User Reporting Organization” drop down arrow. If you are a user from an individual public or private school, you will see the name of your school here, and you may proceed to clicking on “Data Entry” to begin responding to the survey. If you are a user from a School District, you will see the names of all the schools in the district in this drop down menu. You need to select the name of the school for which you are doing data entry before proceeding to do “Data Entry”.



4. Once you have clicked on Data Entry, you will select the “H1N1 School Surveillance Activity”.



5. The last step before entering data is to choose the school absenteeism form or the school dismissal form, depending upon which data you are planning to enter. You need only complete the dismissal form if your school is closing that day, otherwise you would immediately select the “School 2009 Absentee Surveillance” form, and do your data entry.



Final Important Tips for Data Entry staff:

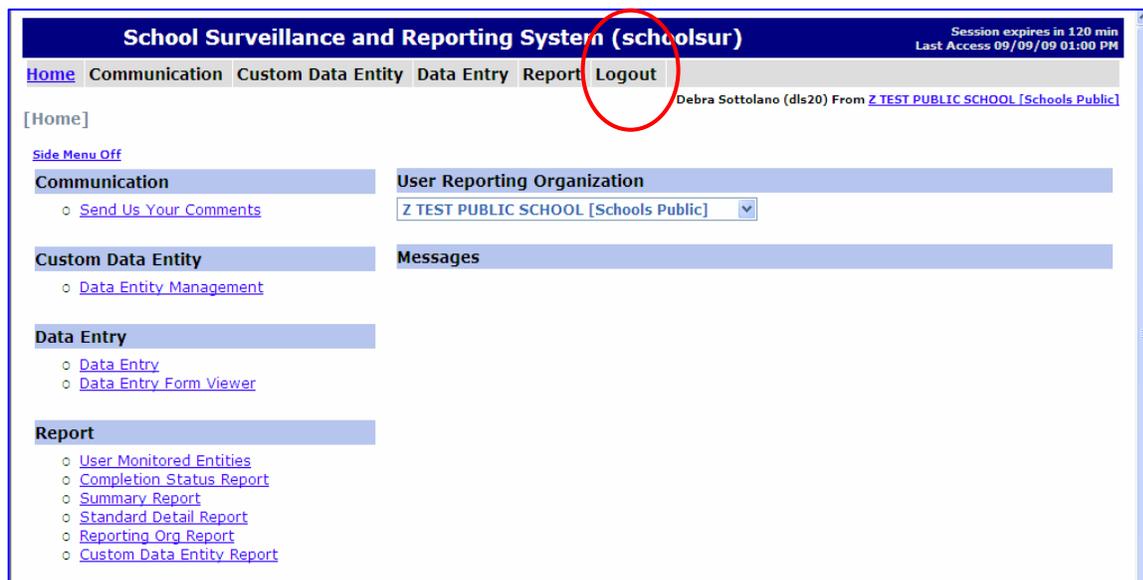
1. Several thousand schools will be reporting data to the School Surveillance application. To ensure maximum performance of the application for this large number of users we have limited the amount of time the application may be open and *idle* on a user’s computer (i.e., without any user interaction) to 30 minutes. After 30 minutes of idle time, the application session will time out and the user will need to go back into the application. It is important that the user has saved their data, or if the session times out without it being saved, the data will be lost.

Please note this time out *only takes affect if the application has been idle*. As long as the user is

working in the application, they can continue to do so without it timing out until they are done entering their data, or using other application features.

Related to this, we do provide a “Log Out” button at the top of the application page.

Whenever you have completed your work on the application, we do ask that you click the “Log Out” button. This frees up the session for another user and helps us keep application performance at a maximum.



Section B. General FAQs about entering data in the School Absenteeism and Dismissal Surveys.

Q. Can I have more than one person have access to the survey, in case I am out?

A. Yes, you can have as many people as you would like to meet your needs.

Q. Is this reporting mandatory?

A. No reporting is not mandatory for the CDC School Dismissal or H1N1 School Surveillance surveys but strongly recommended by Department of Health and the State Education Department.

Q. Can you enter the data on Friday for the entire week?

A. The Department of Health strongly recommends entering the data daily so that both the schools themselves and NYSDOH may see trends or spikes in illness more immediately, as they occur.

Q. Where do I enter information if my school is closed for the day/half day due inclement weather, staff development day, senior skip day, etc?

A. You can enter this information in the additional comments, in case the report show a peak for that day, staff can look back to see the reason why.

Q. Can I update a previous day’s worth of data if I receive additional information regarding why a child was absent?

A. Yes, for the current week and previous Friday.

Q. Does the absent/illness for medical reasons include family members?

A. No, only Students and Faculty members

Q. When does data get cleared out?

A. The data is cleared out of the form on Saturday evening for the current week (Monday -Friday tabs).

Q. If I missed entering data on a Friday, can I enter or update that Friday's data during the following week?

A. Yes, you will need to select the Previous Friday tab on the survey and enter the missed data there.

Q. If we don't have information to why a student or faculty member was absent do we enter them as unknown?

A. Yes

Q. Where do I get access to the reports?

A. A link to the reports will be posted on the School Surveillance and Reporting System main menu when they are available.

<p>Section C. FAQs for gaining access to the Health Commerce System (HCS) and the School Surveillance Application</p>

1. I am an HCS Coordinator for my school district/school. How do I assign one of our staff with an HCS account to a Communications Directory role?

- Log into the HPN
- Click on “Communications Directory” in the blue bar along the top of the page
- Click on “Coordinator's Update Tool”
- Choose your organization, and click “select”
- Click “Manage Role Assignments”
- Click “Modify” next to the name of the role to which you wish to assign people
- Check the box next to each person's name you wish to assign to the role and click “Add Role Assignment”
- If the person you want to assign to the role is not on the list, you can search for them in the Directory by use the search box;, enter their last name into the Search box . Highlight their name (check it is the correct account ID) and click on “Add Role Assignment”.

2. How does my staff gain access to the School Surveillance application?

Staff are granted access to the application when the school's HCS Coordinator assigns them to specific “roles” in the Health Commerce System (aka HPN) Communications Directory. The following table outlines the Communications Directory roles that will grant School Surveillance application access to the to any individuals assigned to these roles in the Directory:

Type of School	Communications Directory Roles that provide access to the School Surveillance application
Public Schools	<ul style="list-style-type: none"> ▪ School Absenteeism and Dismissal Data Reporter * ▪ Public School Nurse ▪ School Principal/Administrator
Private Schools	<ul style="list-style-type: none"> ▪ School Data Reporter ▪ School Absenteeism and Dismissal Data Reporter ▪ Non-Public School Nurse ▪ School Principal/Administrator
School Districts	<ul style="list-style-type: none"> ▪ School Data Reporter ▪ School District Nurse ▪ School Principal/Administrator
BOCES	<ul style="list-style-type: none"> ▪ School Absenteeism and Dismissal Data Reporter ▪ School Data Reporter ▪ Non-Public School Nurse ▪ School Principal/Administrator
<p>* The School Absenteeism and Dismissal Data Reporter is a new role created for clerical and other non-School Nurse Staff that need to access and do data entry for school absenteeism and dismissal surveillance surveys</p>	

3. If I am having difficulty activating my HCS account (previously known as HPN account) or need a new password, who do I contact for assistance?

Please contact the Commerce Accounts Unit at: 1-866-529-1890 for assistance with all of these questions.

4. How do we request HCS user accounts for our staff?

Each school that is already affiliated with the NYSDOH as a user of the Health Commerce System (aka, HPN) has one or more individuals designated as an “HCS Coordinator”. HCS Coordinators are able to request user accounts for any school staff you wish to participate in doing data entry for absenteeism and dismissal surveillance (see question #7 below).

5. I’m not sure who our HCS Coordinator is or if we have one.

Please contact the Commerce Accounts Unit at: 1-866-529-1890 for assistance.

6. My school is not yet affiliated with HCS. How does our school become affiliated and assign HCS Coordinator(s)?

- **Designate a Director and an HCS Coordinator.** For a school district, the Director is the superintendent and for non-public schools, the Director is the school administrator. The HCS Coordinator can be whoever the district or school designates. The HCS Coordinator(s) are responsible for requesting and maintaining user accounts for the school, and ensuring that individuals are assigned to “roles” in the HCS Communications Directory.
- **Send an e-mail to osas@health.state.ny.us requesting an HCS account.** School Assessment staff of the NYSDOH Bureau of Immunization will e-mail you the Online School Assessment Survey Superintendent/School Administrator and HCS Coordinator Form.

- **Complete the Online School Assessment Survey Superintendent/School Administrator and HCS Coordinator Forms** and either FAX it to 518-486-2249, or e-mail it to osas@health.state.ny.us.
- The superintendent or school administrator will then receive the HCS Document 1 with the Schedule 2.A signature page for “Directors” by e-mail that he/she must print out and sign in the presence of a notary.
- The HCS Coordinator will receive an HCS 1 Document with the Schedule 2.B signature page by e-mail that he/she must print out and sign in the presence of a notary.
 - The superintendent or school administrator must also sign this document on line six where it says “Director,” but his/her signature does not have to be notarized.
- **Please mail both documents with original signatures in the same envelope to:**
 NYSDOH.
 Commerce Accounts Management Unit (CAMU) Supervisors
 800 North Pearl Street, Room 214
 Albany, NY 12204
- HCS accounts will be created for the superintendent or school administrator and the HCS Coordinator. Each will be sent a letter containing the information needed to activate their accounts.
- Please keep a copy of the notarized document. You will need the temporary access word on it to activate your HCS account.

7. I am an HCS Coordinator for my school or the school district. How do I request additional HCS user accounts for our school/district?

To obtain accounts for users at your organization use the electronic documents found on the HCS Coordinator's page <https://commerce.health.state.ny.us/hpn/help/hpncoord.html>.

1. Log onto the Health Commerce System (aka HPN)
 <https://commerce.health.state.ny.us/hpn>
2. Click **HCS Coordinator's** under Help and Training.
3. Select **Document 2/P**.
4. Click on **Request an account for a user, (Document 2)**.
5. Click **Continue**.
6. Enter name of user and click on **Continue**.
7. Fill in the telephone number, FAX number, email address, and month and day of birth, then click on **Continue**.
8. Review the information to make sure it's accurate, then click on **CREATE DOC 2**.
9. Print a copy of the document.
10. The HCS Coordinator needs to sign on line 7 of the document.
11. The User signs on line 8 of the document.
12. The notary completes lines 9 and 10 and stamps the document.
13. Make a copy of the notarized document for the user; he/she will need the temporary access word on the form to activate his/her account.