

2018 Adult Care Facility 4th Quarter Statistical Information Report Data Entry Instructions

**PLEASE READ THROUGH ALL THE DIRECTIONS BEFORE STARTING THE SURVEY.
DOING SO WILL HELP AVOID ANY CONFUSION WHILE ENTERING DATA.**

- Step 1: Start by logging onto the Health Commerce System (HCS) website:
<https://commerce.health.state.ny.us>.
- Step 2: Enter User ID and Password. Click "Sign In".
- Step 3: In "My Applications," click "HERDS" if available, and then continue to Step 6. The "HERDS" link will only be available under "My Applications" if you have previously created that shortcut. If the "HERDS" link is not available, continue with step 4 to create the shortcut. (Note: The right-facing arrow in the top left corner of the Welcome screen may need to be clicked in order to see the left-side panel.)
- Step 4: Under "My Content," located on the upper right side of the HCS welcome page, select "All Applications".
- Step 5: Browse by letter "H" and scroll down to "Home and Community Based Care (HERDS)" and click. To skip Steps 4 and 5 in the future, click on the green + sign to add to "My Applications".
- Step 6: In the top menu of the Health Electronic Response Data System (HERDS) page, click "Data Entry." (Note: The size of the right-side panel can be increased by clicking on the left-facing arrow near the HCS logo.)
- Step 7: In the "Activity" dropdown box, select "4th Quarter 2018 Statistical Information Report" to enter data for the time period October 1, 2018 through December 31, 2018.
- Step 8: If associated with more than one facility, select the proper facility name from the "Organization" dropdown box. If associated with more than one "User Reporting Organization" (e.g., ACF and LHCSA), first verify that the correct organization is selected. If a blank report is needed to collect data, select "Blank Form PDF" directly under the "Save All" and "Reset" buttons at the top of the report form.
- Step 9: Once the census has been completed, click "Save All" in the lower right-hand corner of the screen to ensure that data is saved. Failure to do so may result in data being lost. A green "Form Saved" confirmation message will appear just above the report title.
- Step 10: Click "Review & Submit". If there are no errors, proceed with Step 12 below.
- Step 11: If errors exist, scroll down to see error messages. The problem(s) must be corrected or the data will not be saved. Click "Modify" and correct the entries. Repeat Steps 9 and 10.
- Step 12: Click "**Submit Data to DOH**".
- Step 13: The following confirmation message will appear:

Data have been submitted to DOH successfully.

If the system is unable to be accessed, the facility's HPN Coordinator should check and modify role assignments in the Communications Directory, if indicated. **NOTE:** While individuals in the roles of Administrator, HPN Coordinator, and Data Reporter may enter data, the "Administrator" must review data entries and complete and date the attestation statement.