

## Instructions for Entering Data in the ACF Annual Financial Report Using the Health Commerce System (HCS)

***Please read through all the directions once before starting the reports. Doing so will help avoid any data entry errors.***


### **Overview:**

The Adult Care Facility (ACF) Annual Financial Report collects the financial data for all Adult Care Facilities. This document provides instructions for completing the Financial Reports using the Home and Community Based Care Surveillance (HCBC) system. The system is also known as the Health Electronic Response Data System (HERDS).

Please be aware of the session time limit for data entry. We recommend that you save the form periodically while entering data to avoid losing data should the system time out. **\*\* Also please save the form after entering data in Section I. The fields that are not applicable to the facility will be shaded. The facility is then required to complete only the fields that are not shaded.**

Faxed or printed copies of the annual financial report will not be accepted. However, the ACF CPA Certification and the Certification of Operation must be emailed to [acffinrpt@health.ny.gov](mailto:acffinrpt@health.ny.gov).

### **Steps for Data Entry:**

1. Log onto the HCS website at the URL below or clicking on the following link:  
<https://commerce.health.state.ny.us>.
2. Enter User ID and Password. Click "Sign In."
3. On the HCS Home Page → click "My Applications" → click "HCBC" (if available) and then continue to Step 6. If not available, continue to step 4.
4. Locate "My Content" in the upper right side of the main menu, and click on its down arrow. Select "All Applications" from the drop-down list.
5. In the HCS Applications window, browse by "H" and scroll down to "Home and Community Based Care (HERDS)." To skip Steps 4 and 5 for future use, click on the green  (plus) sign to add to "My Applications," or only click on "Home and Community Based Care" to open without adding.
6. In the top menu of the Health Electronic Response Data System (HERDS) screen, click "Data Entry." A "Please Select Activity" box will appear. Select the applicable "2019 ACF Annual Financial Report".
7. If you are associated with more than one facility you will have to select the proper facility name from the "Organization" drop-down box. Then the "Form" box will appear.
8. In the "Please Select Form" drop-down box, select "2019 ACF Annual Financial Report" to be completed.

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9. If you need a blank form, select the “Blank Form PDF” which is in the upper right of each form.
10. Complete data entry, periodically clicking “Save All.” Please click “Save All” after completing Section 1 of the form. This will open all the fields that are relevant to the facility. Click “Save All” again when data entry is complete. A yellow check mark will appear next to each completed and saved entry. If a required data field is left blank, an error message will appear (and a red exclamation mark). If all data is correct, the “Form Saved” message will appear.
11. Click “Review and Submit.” Check the “Data Status” column next to each field to determine status: Saved (green), Submitted (red) or Required field is blank (red exclamation mark).
12. Click the “Modify” button to return to the data entry screen. Repeat steps 10 and 11 as needed.
13. The review data step may be completed by an individual in the role of Financial Data Reporter, as specified in the Communications Directory. However, only the Financial Submitter role is able to approve the submission of the forms to the Department.
14. Click “Submit Data to DOH.” All “saved” data should now state “Submitted” in red print.
15. The following confirmation message appears above the report:  
“Data have been submitted to DOH successfully.”
16. A confirmation of a status change with date, time and user will appear.

### **Completing the process:**

If you are not able to access the system, ask your HPN Coordinator to check and modify your role assignments in the Communications Directory. The Financial Data Reporter may enter data, but only the “Financial Submitter” is allowed to submit the completed forms. If you require technical assistance with HCS or HCS access or If you require assistance with the data entry form or with submitting the data, please send a detailed email to: [acffinrpt@health.ny.gov](mailto:acffinrpt@health.ny.gov).

The signed Certification statements must be emailed to: [acffinrpt@health.ny.gov](mailto:acffinrpt@health.ny.gov).