

Topic: 2008 Telehealth Annual Survey

Description: This document provides instructions for completing the 2008 Telehealth Annual Survey using the Home and Community Based Care Surveillance and Reporting System.

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

Step 1: Start by logging onto the HPN website.

(<https://commerce.health.state.ny.us/>)

Step 2: Enter User ID and Password. Click “Sign In.”

Step 3: Click “HPN: The Health Providers Network.”

Step 4: Click “Health Care Organizations” found on the left menu under INFO BY USER TYPE.

Step 5: Choose “LTHHCPS”, “LHCSAs”, etc. as appropriate.

Step 6: Within the “INFO BY TOPIC” area on the left of the screen, under the “Data Systems/Applications” heading Click “HCBC Surveys” (Home and Community Based Care Data System (HCBC)

Step 7: On the main menu, click “Data Entry.”

Step 8: On the “Activity” dropdown box select “2008 Telehealth Annual Survey.”

Step 9: If you are associated with more than one facility you will have to select the proper facility name from the “Reporting Org.” dropdown box. At this point you will be taken to the survey form.

Step 10: Under the grey heading “Data Entry Frame” click on “Reporting Agency Name.”

Step 11: Enter the appropriate data throughout the survey.

Step 12: Click “Save”.

Step 13: Remember, if there are no missing required fields or other basic errors a “Saved data successfully” confirmation message appears. If errors exist, you must correct them or the data will not be saved.

Step 14: Click “Preview Data to be Submitted.” If there are no errors, proceed with Step 15 below. If you have errors, correct your entries, click “Save” and continue.

Step 15: Click “Proceed to Submit Data to DOH”.

Step 16: The following confirmation message appears:

**Thank You. Data has been submitted to Department of Health.
Click [here](#) to update completion status.**

Click the underlined “[here](#)” to complete the activity when you have completed all forms.

Step 17: Change the activity status to “Completed” and click “Set Status.”

Step 18: A confirmation of a status change with date, time and user will appear.

If you are not able to access the system, ask your HPN coordinator to check and modify your role assignments in the Communications Directory. Remember, while several roles may enter data, only an “Administrator” is allowed to submit the completed forms.

If you require assistance regarding how to complete the form, warning and error messages, etc., please call 518-408-1629.