

**NEW YORK**  
state department of  
**HEALTH**

Nirav R. Shah, M.D., M.P.H.  
Commissioner

Sue Kelly  
Executive Deputy Commissioner

March 2012

Dear Adult Day Health Care Program Administrator:

The purpose of this letter is to inform you that the New York State Long-term Care Resident and Employee Immunization Act (Public Health Law, Article 21-A) requires long-term care facilities, adult homes, enriched housing facilities, and adult day health care programs in New York State to request that all registrants and employees be immunized against the influenza virus, and, as appropriate, pneumococcal disease. Per the Act, these facilities are required to document their immunization efforts and to submit annual reports to the New York State Department of Health (NYSDOH). **This year's annual report**, which covers the period April 1, 2011 to March 31, 2012, **is due to the NYSDOH by May 1, 2012**. Background information regarding the law and the annual report is available on the NYSDOH Infection Control website at:

[http://www.health.state.ny.us/nysdoh/infection/ltc\\_act/index.htm](http://www.health.state.ny.us/nysdoh/infection/ltc_act/index.htm).

New York State adult day health care programs are **required** to submit their annual reports electronically on the Nursing Home Surveillance and Reporting System on the Health Commerce System (HCS) by May 1, 2012. The report may be accessed on the HCS at: [https://commerce.health.state.ny.us/hcsportal/hcs\\_home.portal](https://commerce.health.state.ny.us/hcsportal/hcs_home.portal). Please note that **adult day health care programs and nursing homes are considered separate facilities for reporting purposes. Both programs must submit separate reports; they may not be combined into a single report.**

On April 3, 2012, NYSDOH will conduct a live webinar entitled "Long Term Care Facility Influenza and Pneumococcal Reporting" from 12:00 PM to 1:00 PM. The purpose of this webinar is to educate those persons completing the Seasonal Influenza/Pneumococcal Immunization Data Report for Long Term Care Facilities on the steps necessary to complete the report online and to address frequently asked questions. Participants may register for the live webinar at <https://nysdoh.webex.com/>. The webinar will be recorded and posted online shortly after the live webinar at [http://www.health.ny.gov/prevention/immunization/providers/webinar\\_series.htm](http://www.health.ny.gov/prevention/immunization/providers/webinar_series.htm). **Please ensure that the person completing the report at your facility either attends the live webinar or views it online.**

Enclosed, as Attachment 1, are instructions for submitting the report electronically. Attachment 2 provides instructions for assigning an individual from your facility to a data reporting role in the HCS Communications Directory, allowing that person to submit the report electronically for each facility type. **Please ensure that the person completing the report reads the revised instructions (see Attachments 1 and 2).**

Questions about the annual report should be directed to the appropriate NYSDOH regional office. Telephone numbers for these offices are available at: [http://www.health.state.ny.us/nysdoh/infection/ltc\\_act/contact.htm](http://www.health.state.ny.us/nysdoh/infection/ltc_act/contact.htm).

Sincerely,

Debra Blog, M.D., M.P.H.  
Director  
Bureau of Immunization

cc: NYSDOH Adult Day Health Care Program central and regional offices

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## ATTACHMENT 1

**Topic:** Seasonal Influenza/Pneumococcal Immunization Report

**Description:** This guide gives detailed instructions for completing the Seasonal Influenza/Pneumococcal Immunization Report using the Nursing Home Surveillance and Reporting System. Only the individual that has been designated as the data reporting role can complete this report.

**Instructions** for completing the **data reporting section** of the report are located at:

[http://www.health.ny.gov/forms/instructions/influenza\\_pneumococcal\\_ltc\\_instructions.htm](http://www.health.ny.gov/forms/instructions/influenza_pneumococcal_ltc_instructions.htm).

- Step 1:** Start by logging onto the HCS website at: <https://commerce.health.state.ny.us/>.
- Step 2:** Enter User ID and Password. Click “Login.” You will have entered the HCS portal. If you have forgotten your password, please call the Commerce Accounts Management Unit (CAMU) at **1 – 866 – 529 – 1890 (M – F 8am – 5pm)**.
- Step 3:** Under “My Applications,” to the left of the page, click on “NH Surveillance.”
- Step 4:** From the main menu on the left, under the heading “Data Entry,” click “Data Entry.”
- Step 5:** In the “Activity” dropdown box select “Seasonal Influenza/Pneumococcal Immunization.”
- Step 6:** **If your facility has both adult day health care and nursing home programs, then you will need to submit two separate reports, one for each program type.** Be sure to choose the appropriate program type in the “Reporting Org” drop-down list. For the **adult day health care program report**, select the name of your facility with the letters (**adhcp**). For the **nursing home report**, select the name of your facility with the letters (**pfi**). **These reports must both be completed separately and cannot be combined into a single report.** If you do not see an option with the name of your facility and the letters (adhcp), then you may not have an individual from your facility assigned to an HCS data reporting role for your adult day health care program. Follow the directions in **Attachment 2** to get HCS role assignment.
- Step 7:** On right menu, click on the Seasonal Influenza/Pneumococcal Immunization Report entry subsections to enter the appropriate information (i.e. Facility Info, Seasonal Influenza Immunization Data, Pneumococcal Immunization Data).
- Step 8:** Enter the appropriate subsection information for your facility and click “Save” after each subsection is completed.
- Step 9:** Click “Preview Data to be Submitted” and review your entries for accuracy.
- Step 10:** Click “Proceed to Submit Data to DOH.”
- NOTE: BE SURE TO ALSO COMPLETE THE FINAL STEPS LISTED BELOW:**
- Step 11:** Click “Completion Status” to complete the activity.
- Step 12:** Change the activity status to “Completed” and click “Update Activity Status.”
- Step 13:** A confirmation of a status change with date, time and user will appear.

If you require technical assistance, please call 518 – 473 – 1809, and indicate that you need help with the **Nursing Home Surveillance and Reporting System**.

## ATTACHMENT 2

**Topic:** HCS Role assignment for the Seasonal Influenza/Pneumococcal Immunization Report

**Description:** This guide gives detailed instructions for assigning an individual from your facility to a data reporting role, allowing them to complete the Seasonal Influenza/Pneumococcal Immunization Report using the Nursing Home Surveillance and Reporting System. **Each facility type (adult day care health program and nursing home) will each need a person for the data reporting role. Facilities with both an adult day health care program and a nursing home will need both adhep role assignment** (for adult day care health programs) **and pfi role assignment** (for nursing homes).

**Step 1:** Start by logging onto the Health Commerce System (HCS) at:

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

**Step 2:** Enter User ID and Password. Click “**Login.**” If you have forgotten your password, please call the Commerce Accounts Management Unit (CAMU) at **1 – 866 – 529 – 1890 (M – F 8am – 5pm)**.

**Step 3:** Choose “**Coordinators Update Tool**” from the “My Applications” list on the left side.

**Step 4:** **Select your organization** from the list of organizations on the left and click the “**Select**” button.

**Step 5:** From the group of buttons on the top of the form click on “**Manage Role Assignments.**”

**Step 6:** The “**Role Assignments**” page should now be displayed on your screen. To view the definition for a role, click on the role name. To edit role information you should:

- Click the “**Modify**” button to the right of the role name
- The following roles are the **only** roles able to view and complete the report:

HPN Coordinator

Nursing Home Data Reporter

**Step 7:** To assign a user to a role, go down to section #2 and select a name from the drop-down list and click “**Submit.**” This list contains individuals already entered in the Communications Directory and associated with your organization. If the individual you want to assign to the role does not appear in the drop-down box, go to section #4, and enter their last name (or the first few letters of their last name) and click “**Submit.**” You are then presented with a list of search results for the last name. Select the name from the drop-down list and click “**Submit.**”

**Step 8:** You will be presented with a notification screen stating that “**You have updated the following roles.**”

**Step 9:** If the individual you want to assign to be the role does not appear in the list or if the letters “NA” appear next to their name, then he/she has not been issued an HCS account. That individual should contact CAMU at 1 – 866 – 529 – 1890 and ask for information on how to open an HCS account.

If you require technical assistance, please call 518 – 473 – 1809, and indicate that you need help with the **Communications Directory.**