

NEW YORK
state department of
HEALTH

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

Sue Kelly
Executive Deputy Commissioner

March 2013

Dear Adult Care Facility Administrator:

The purpose of this letter is to inform you that New York State Public Health Law §2190 – 2196 requires long-term care facilities, adult homes, enriched housing facilities, and adult day health care programs in New York State to request that all residents and employees be immunized against the influenza virus, and, as appropriate, pneumococcal disease. 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, 2012 to March 31, 2013, **is due to the NYSDOH by May 1, 2013**. Background information regarding the law and the annual report is available on the NYSDOH Immunization website at:

http://www.health.ny.gov/prevention/immunization/ltc_act/index.htm.

Adult care facilities (adult homes and enriched housing) in NYS are **required** to submit their annual reports electronically on the Home and Community Based Care reporting system on the Health Commerce System (HCS) by May 1, 2013. The report may be accessed on the HCS at:

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

A webinar entitled “Long Term Care Facility Influenza and Pneumococcal Reporting” is archived on the NYSDOH Immunization website at

http://www.health.ny.gov/prevention/immunization/providers/webinar_series.htm, listed under “Adult Immunization Topics”. This webinar was first broadcast on April 3, 2012. The purpose of this webinar is to educate those persons completing the 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. **Please ensure that the person completing the report at your facility views the webinar.**

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. **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.ny.gov/prevention/immunization/ltc_act/contact.htm.

Sincerely,

Lynn C. Berger, M.D., M.P.H.
Director
Bureau of Immunization

Enclosure: Attachment 1 & 2

cc: NYSDOH Adult Care Facility central and regional offices

ATTACHMENT 1

Topic: Influenza/Pneumococcal Immunization Report

Description: This guide gives detailed instructions for completing the Influenza/Pneumococcal Immunization Report using the Home and Community Based Care (HCBC) 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_Itc_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,” on the left hand side, click “HCBC.”
- 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 “Influenza/Pneumococcal Immunization.”
- Step 6:** In the “Reporting Org” dropdown box, select the organization for which you are going to enter information.
- Step 7:** On right menu, click on the Influenza/Pneumococcal Immunization Report entry subsections to enter the appropriate information (i.e. Facility Info, 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 12:** Click “Completion Status” to complete the activity.
- Step 13:** Change the activity status to “Completed” and click “Update Activity Status.”
- Step 14:** 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 **Home and Community Based Care System**.

ATTACHMENT 2

Topic: HCS Role assignment for the 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 Influenza/Pneumococcal Immunization Report using the Home and Community Based Care (HCBC) reporting system.

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 save the report:
 - HPN Coordinator
 - Data Reporter
 - Administrator
- **Note:** The Administrator is the **only** role able to submit the report.

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**.