

## Attachment # 1

### Instructions for Entering Data in the 2013 Adult Care Facility (ACF) Annual Census Report Using the Health Commerce System (HCS)

*Please read through all of the directions once before starting the survey. Doing so will help avoid any confusion while entering data.*

#### Overview:

The Adult Care Facility Annual Census Report for 2013 captures all admissions and discharges during the entire calendar year. Please note, the sections regarding year-end census, sex, age, payment source, and serious mental illness are reported only for those residents listed on the Daily Census Report for 12/31/2013 at 11:59 PM, and capture data from that single date.

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.

The first two series of questions, which relate to your facility's capacity - Certified Bed Capacity and Operational Capacity - each have two potential sections. The numbers entered for ALP (Assisted Living Program) and Non-ALP (*i.e.*, Adult Home, Enriched Housing Program) will equal your Total Capacity on 12/31/2013. This overall Capacity is also the number you will enter in the TOTAL fields for these two questions. Then, if you have additional certification as an Assisted Living Residence, you will enter the total ALR capacity in the ALR fields, and additionally, any EALR (Enhanced) and/or SNALR (Special Needs) capacities in the appropriate fields.

As in prior years, **faxed or printed copies will not be accepted.**

#### Steps for Data Entry:

- Step 1: Start by logging onto the HCS website at the URL below or clicking on the following link: <https://commerce.health.state.ny.us>.
- Step 2: Enter User ID and Password. Click "Sign In."
- Step 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. (Note: you may need to click the right facing arrow in the top left corner of the Welcome screen to see the left side panel.)
- Step 4: Click "Applications" in the top menu of the Home page.
- Step 5: In the Application Name window, browse by "H" and scroll down to "Home and Community Based Care (HERDS)." To skip Steps 4 and 5 in the future, click on the

green + sign to add to “My Applications”, or click on “Home and Community Based Care” to open without adding.

- Step 6: In the top menu of the Health Electronic Response Data System (HERDS) screen, click “Data Entry.” (Note: you can increase the size of the right side panel by clicking on the left facing arrow near the HCS logo.)
- Step 7: In the “Activity” dropdown box select “2013 ACF Annual Census Report.”
- Step 8: If you are associated with more than one facility you will have to select the proper facility name from the “Organization” drop-down box.
- Step 9: Click “Show Facility Details” link at the top of the data entry form and review the information. If any data are incorrect or missing, enter the correct information in the appropriate line for questions 1-9.
- Step 10: Complete data entry, periodically clicking “Save All.” Click “Save All” again when data entry is complete. A yellow check mark will appear next to each completed and saved entry.
- Step 11: Click “Review and Submit.” Check the “Data Status” column next to each field to determine status – Saved (green), Submitted (red) or Missing (box is blank). Since fields with missing data are not flagged, be sure to check Data Status column carefully.
- Step 12: Click the “Modify” button to return to the data entry screen. Repeat steps 10 and 11, as needed.
- Step 13: The review and submit data step must be completed by an individual in the role of Administrator, as specified in the Communications Directory. The Administrator should enter his/her name and the date in the Attestation Box to document review and submission.
- Step 14: Click “Submit Data to DOH.” All “saved” data should now state “Submitted” in red print.
- Step 15: The following confirmation message appears above the census:  
**“Data have been submitted to DOH successfully.”**
- Step 16: A confirmation of a status change with date, time and user will appear.

If you are not able to access the system, ask your HCS 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 technical assistance with HCS or HCS access, please call Ms. Dot Persico at (518) 408-1133. If you require assistance with the data entry form or submitting the data, please call Ms. Cathy Fiato or Ms. Jillanna Devik at (518) 485-8781.