Health Commerce System (HCS)
Role Assignment Instructions

Background Information

The HCS Coordinator(s) for the school district must assign staff specific roles to allow access to the on-line School Surveillance and Reporting System. To enter and submit the BMI Part 1: Weight Status Category Survey and BMI Part 2: Health Conditions Survey for a school district, the roles of “School District Nurse” or “School Data Reporter” must be assigned. Beginning in the 2010-11 school year, building level BMI data will not be collected separately. Building level data from all schools in the district will be sent to the School District Nurse who will compile and aggregate the information for the entire district prior to reporting it to the New York State Department of Health (NYSDOH).

- If an individual tries to access the BMI Surveys without the HCS Coordinator assigning her/him either the role of “School District Nurse” or “School Data Reporter,” she/he will receive the following message:
  - “Although you have a valid HCS user account, access to this area must be approved by your Communications Directory Coordinator.”
  - She/he will be prompted to contact the school district’s HCS Coordinator to approve her/his account through the Communications Directory (see the instructions beginning on Page 3).

- If an HCS Coordinator plans on accessing the survey to enter and submit BMI data, she/he must also assign her/himself the role of either “School District Nurse” or “School Data Reporter.”

- One individual can be assigned multiple roles, i.e. the HCS Coordinator can also serve as the School District Nurse.

- Multiple individuals can be assigned the same HCS role, i.e. there can be more than one HCS Coordinator and/or more than one School District Nurse in a school district.

Responsibilities Associated with HCS Roles

**HCS Coordinator:** The HCS Coordinator is the principal point of contact concerning HCS access for staff within a school district. By executing an account request, prospective users of the HCS are agreeing to abide by the terms of the Security and Use Policy (Organization Security and Use Policy (Document 1) and User Security and Use Policy (Document 2)).

**Duties of an HCS Coordinator:**
- Request new HCS user accounts for school staff by completing and co-signing the User Security and Use Policy (Document 2)
  - This establishes the affiliation of HCS users with the school and/or school district for which they will view/enter data.
- Review user account information for their organization using HCS Coordinator Tools.
Establish role and contact information using the HCS Communications Directory.

- Assign the role of **Public School Nurse** or **School Data Reporter** at the school level to all nurses who will be using the School Surveillance and Reporting System and assign them to the school(s) for which they will be responsible. The nurses assigned to the Public School Nurse role will only be able to view/enter data for the school(s) to which they are assigned.
- Assign the role of **School District Nurse** or **School Data Reporter** at the district level to the individual(s) who will be submitting data for the entire school district. The nurse(s) assigned to the School District Nurse role are the only persons able to submit data for the schools and district to which they are assigned.

**Public School Nurse:** A Public School Nurse is the primary school staff member charged with the responsibility of reviewing individual weight status category and health condition information to ensure that students are in compliance with the health certificate/appraisal requirements mandated under New York State Education Law Sections 903 and 904. The Public School Nurse identifies those students who do not meet the health certificate/appraisal requirements and performs follow-up activities to ensure compliance.

**Duties of a Public School Nurse:**
- Tally student weight status category data by grade group and sex for the school to which they are affiliated and provide to the School District Nurse or School District Data Reporter.
- Tally health conditions by grade and provide to the School District Nurse or School District Data Reporter.

**School District Nurse:** A School District Nurse is the primary school staff member charged with the responsibility of reviewing aggregated weight status category information tallied by Public School Nurses to ensure compliance with requirements mandated under New York State Education Law Sections 903 and 904. The School District Nurse tallies weight status category and health conditions data for all schools in the district and enters and submits the data to the NYSDOH.

**Duties of a School District Nurse:**
- Receive and review weight status category data by grade group and sex for each school in the district.
- Tally weight status category data by sex for the groups 1) grades Pre-K, K, 2, and 4; 2) grades 7, 10; and, 3) district total for all schools in the district.
- Enter and submit weight status category data on the **BMI Part 1: Weight Status Category Survey**.
- Receive and review health conditions data by grade from each school in the district.
- Tally health conditions data by the groups 1) grades Pre-K, K, 2, and 4; 2) grades 7, 10; and, 3) district total for all schools in the district.
- Enter and submit health conditions data on the **BMI Part 2: Health Conditions Survey**.
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Log on to the HCS at https://commerce.health.state.ny.us to verify that your account is active.

Enter your User Id and Password and click on the “Sign In” button.

♦ If your account is NOT active, contact Commerce Accounts Management Unit (CAMU) at 1-866-529-1890. Tell them you are having problems activating your account. You will need to provide them security information to verify your identify and activate your account.
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Click on the **Coordinator’s Update Tool** underneath the My Applications heading on the right hand side of the screen.

If you do not see **Coordinator’s Update Tool** under the My Applications heading, click on **HCS Applications** at the top of the screen.

Scroll down to select **Coordinator’s Data Management Tools** from the list.
A new screen will come up listing your school district. Check the circle for the school district:

♦ Choose the district organization to assign the role of School District Nurse or School Data Reporter

Then click “Select.”
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Information for the school district will appear. Click on “Manage Role Assignments.”

Next to the role for which you want to assign an individual, click the “Modify” button.
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A list of the individuals with HCS affiliations with the school district will be displayed. Check the box next to each individual you want to assign to the role and click “Add Role Assignment” (do not click on Remove Role Assignments).

If the individual you want to assign to the role is not on the list, use the search box to find them in the directory. Enter their last name and click the “Submit” button.

4) Finally, if the person does not appear in the list above, this will be their first role assignment in this organization and you will need to search for the person. If the search returns no matches, you will have the opportunity to add a new person on the next screen. Enter the last name, in the first few letters of the name, in the search box and click the “Submit” button.

5) Return to the list of roles.
Once the list of names is displayed, highlight the name of the person you would like to assign to the role and click on “Add Role Assignments.”

If the individual you want to assign to the role does not appear in the list, then she/he has not been issued a HCS account and needs to submit the paperwork to receive an HCS account (refer to HCS Account Creation Instructions).