

Health Electronic Response Data System (HERDS)

Get Started: Your facility's HCS Coordinator is responsible for Communications Directory role assignments. These assignments allow an HCS user access to specific activities and forms in the Health Electronic Response Data System or HERDS. To view your role assignment(s), go to the **My Content** link located on the menu bar of the Health Commerce System (HCS), and verify that you are in the proper role by clicking on the **See what roles I hold** link. If you are not in a role, please contact your facility's HCS Coordinator.

To Do List

The **To Do List** is located under the **Home** tab. There are two types of To Do lists: **General** activities are surveys that need to be submitted by a certain date, and generally occur randomly or annually, and **Periodic** activities include surveys that are due in regular intervals, such as Daily, Weekly, etc.

Saving & Submitting Data in HERDS

1. Click **HERDS, HCBC, NH Surv, NORA** or **School Survey** to open.
2. Select an activity from the **Home** menu's **To Do List** OR from the **Data Entry** menu.
3. Select a form, if necessary.
4. Enter your data into the form.
If you have a **Save & Add** section for repeating groups, then click the **Save & Add** button, enter the data, and click **Save All**. Click the **Save & Add** button as needed.
5. Click **Save All**. **Remember** to **Save SOON** and **Save Often**. Confirm Data Saved to Work Area
6. Correct errors as needed and Save All again.
7. Click **Review & Submit** to preview data.
8. If needed, click **Enter or Modify Data** to make changes & return to Step 5—7.
9. Click **Submit Data** *and Confirm Data Submitted

*If you are an Infection Control Practitioner reporting a Nosocomial Outbreak, STOP at Step 6 (Save All) and then click **Report to NYSDOH**.

Find HERDS & Add to My Applications

1. Log on to the HCS (<https://commerce.health.state.ny.us>)
If you cannot remember your user id or password, please call Commerce Accounts Management Unit at 1-866-529-1890.
2. Select **My Content > All Applications** from the Main Menu Bar.
3. Select either **H** for Hospitals or Home & Community Based Care, **N** for Nursing Home Surveillance or NORA, or **S** for School Survey from the applications listed.
4. Click located to the right of the application name to add **HERDS** to your **My Applications** in left side panel of the Home Page.
5. Click **HERDS, HCBC, NH Surv, NORA** or **School Survey** to open .

Save or Print Submitted Data

Click [View Table PDF](#) link to have a record of what and when you submitted your data.

Enter or Modify Data **Submit Data**

Export options: [View Table PDF](#)

The screenshots illustrate the user interface for entering and submitting data. The first screenshot shows the 'Home' tab with a 'To Do' list containing various activities like 'H-249-Emergency Department Status Survey' and 'H-360-Partnership Exercise - AMC RRC region'. A red circle highlights the 'Data Entry' menu item. The second screenshot shows the 'Data Entry' menu with a red circle around the 'Data Entry' option. The third screenshot shows the 'Data Entry' form with fields for 'Activity', 'Organization', 'Form', 'Data Entry Type', and 'Data Entry Name'. A red circle highlights the 'Data Entry Type' dropdown menu. The fourth screenshot shows the 'Save All' button and a summary table of submitted data.

Message Type	Activity	Message Posted	Message

Activity:	00 A Zombie Apocalypse CTI HERDS Training Exercise
Organization:	Z Test Hospital (PFI) (8888)
Form:	Zombie Apocalypse Personal Readiness
Data Entry Type:	Hospital (pfi)
Data Entry Name:	Z Test Hospital (PFI) (8888)

Number of Suspect Cases (Patients)	150	
Number of Suspect Cases (Staff)	12	
Number of Laboratory Confirmed Cases to Date (Patients)	68	
Number of Laboratory Confirmed Cases to Date (Staff)	8	

Remember: **Save SOON** and **Save OFTEN**, Confirm Data Saved to Work Area Data Submitted
Selecting a **Reporting Period = Time Period** and **Save & Add** is for repeating groups, if needed.