

# HPN Role Assignment Instructions

## *Background Information*

The **HPN Coordinator(s)** for the school district must assign school staff either the role of “**Public School Nurse**” or “**School District Nurse**” before staff can access the on-line School Survey.

- If an individual tries to access the School Survey *without* the HPN Coordinator assigning her/him either the role of “Public School Nurse” or “School District Nurse”, she/he will receive the following message:
  - “Although you have a valid HIN/HPN 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 HPN Coordinator to approve her/his account through the Communications Directory (see the instructions beginning on Page 3).
- If an HPN Coordinator plans on accessing the survey to enter or submit data, she/he must also assign her/himself the role of either “Public School Nurse” and/or “School District Nurse.”
- One individual can be assigned multiple roles, i.e. the HPN Coordinator can also serve as the School District Nurse.
- Multiple individuals can be assigned the same HPN role, i.e. there can be more than one HPN Coordinator and/or more than one School District Nurse in a school district.

## *Responsibilities Associated with HPN Roles*

**HPN Coordinator:** The HPN Coordinator is the principal point of contact concerning HPN access for staff within a school district. The HPN Coordinator has the authority and responsibilities delineated in *Schedule 1.A of the Health Provider Network Participant Organization Security and Use Policy* (Document 1). HPN Coordinators are bound by the terms and conditions of the *HPN Individual User Security and User Agreement* (Document 2).

### ***Duties of an HPN Coordinator:***

- Request new HPN user accounts for school staff by completing and co-signing the *HPN Individual User Security and User Agreement* (Document 2)
  - This establishes the affiliation of HPN users with the school and/or school district for which they will view/enter data.
- Review user account information for their organization using HPN Coordinator Tools
- Establish role and contact information using the HPN Communications Directory
  - Assign the role of **Public School Nurse** at the school level to all nurses who will be completing the on-line School Survey and assign them to the school(s) for which they will be responsible. The nurses assigned to the Public School

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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** at the district level to the individual(s) who will be submitting data for each school in the 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 obesity-related 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 and sex for the school to which they are affiliated
- Enter and save aggregated data on the HPN Student Weight Status Category School Survey
- Tally obesity-related health conditions by grade and provide to the School District Nurse

**School District Nurse:** A School District Nurse is the primary school staff member charged with the responsibility of reviewing aggregated weight status category information entered by Public School Nurses to ensure compliance with requirements mandated under New York State Education Law Sections 903 and 904. The School District Nurse submits both weight status category data for each school in the district and obesity-related health conditions data for the entire school district to the New York State Department of Health.

### ***Duties of a School District Nurse:***

- Review weight status category data by grade and sex for each school in the district and submit on the HPN
- Receive and review obesity-related health conditions data by grade from each school in the district
- Tally obesity-related health conditions data by Elementary, Middle and High School for all schools in the district
- Enter and save obesity-related health conditions data by Elementary, Middle and High School for all schools in the district on the HPN
- Submit obesity-related health conditions data for the district on the HPN

# HPN Role Assignment Instructions

Log on to the HPN 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.

The screenshot shows a web browser window with the following elements:

- Browser Title:** Login Form - Microsoft Internet Explorer
- Address Bar:** https://commerce.health.state.ny.us/
- Page Header:** Welcome to NYSDOH HCS | David A. Paterson, Governor | Richard F. Daines, M.D., Commissioner
- Main Content:**
  - Banner: Please login to begin using the Health Commerce System
  - Images: Healthcare workers, ambulance, doctor with child
  - Logo: NYSDOH HCS Health Commerce System
  - Form: User Id: [input], Password: [input], Sign In button
  - Text: If you have forgotten your password, please call Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 (M-F 8-5pm)
- Right Sidebar:**
  - Site Policies/Terms of Use: Violation of the security and use agreement... Repeat offenses may result in the permanent removal of the account.
  - Important Site Notices: If you are having problems with the website, please email hinweb@health.state.ny.us
- Footer:** © 2008 NYS Department of Health - HCS

- ◆ 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.

# HPN Role Assignment Instructions

Click on the top link, **HPN The Health Providers Network**.

This is the New York State Department of Health Internet Commerce Site. Currently the services available at this site are:

[HPN The Health Providers Network](#)  
[HIN Local Health Departments' Health Information Network](#)

Send email questions or comments to ([Web Administration](#)).  
Last Revised 04/14/05

Click on the **Communications Directory** in the blue bar along the top of the page.

UTILITIES: Search Communications Directory Other Directories Secure Discussion Forum

STATE OF NEW YORK DEPARTMENT OF HEALTH  
**HEALTH PROVIDER NETWORK**  
DAVID A. PATERSON, GOVERNOR  
RICHARD F. DAINES, M.D., COMMISSIONER

Latest Health Notification from the Health Alert Network (HAN) - go to the [HEALTH NOTIFICATION VIEWER](#) for all notification

[UPDATE TO ADVISORY](#) [UPDATE ON RABIES VACCINE SUPPLY](#)

**INFO BY USER TYPE:**

- ▶ [Health Care Organizations](#)
- ▶ [Practitioners](#)

**INFO BY TOPIC:**

- ▶ [Application List](#)
- ▶ [Data Retrieval](#)
- ▶ [Data Submission](#)
- ▶ [Programs](#)
- ▶ [Special Topics](#)
- ▶ [Links 'n Lists](#)

**HELP/TRAINING:**

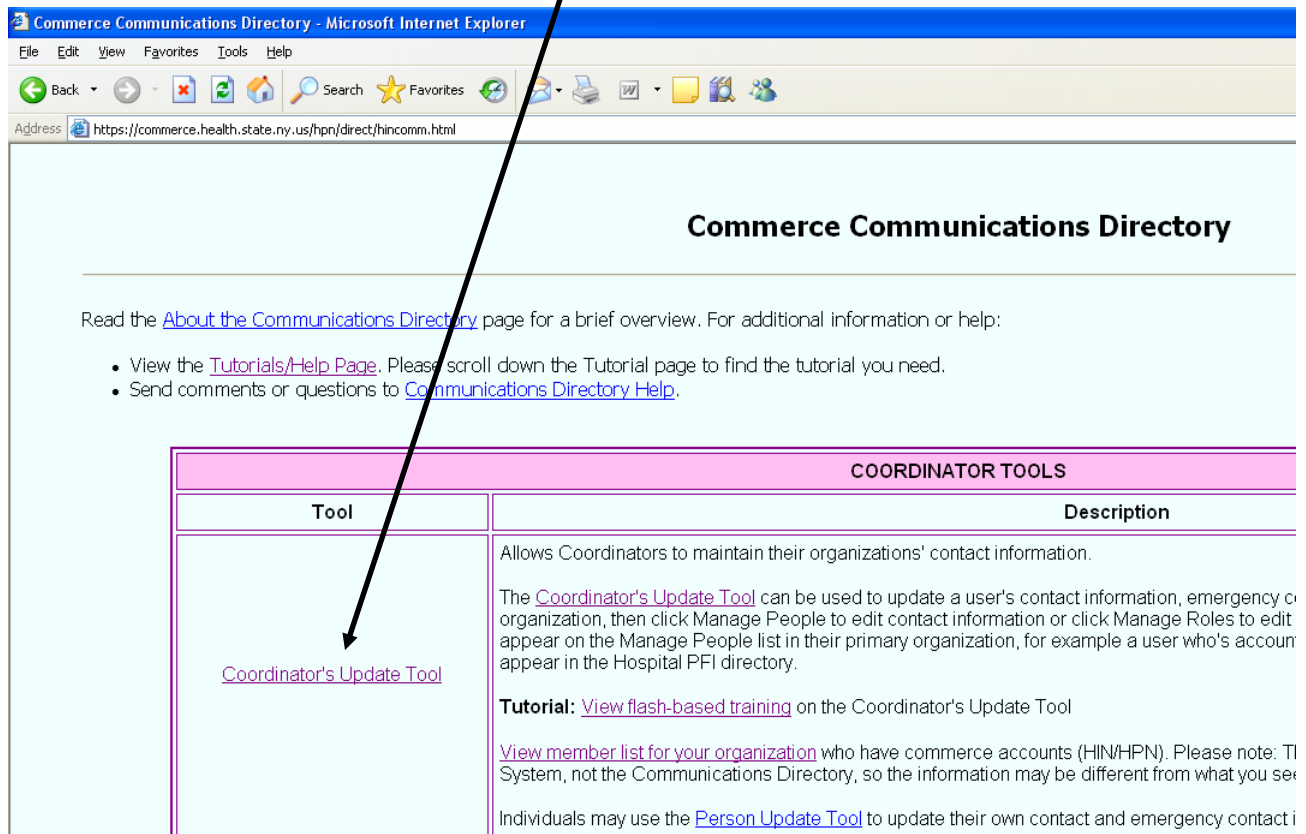
- ▶ [HPN User Help](#)
- ▶ [HPN Coordinator's](#)

**News Bulletins**

- [Enhancing Abilities and Life Experience Program \(EnABLE\) RFA #0807030928](#) posted on the [HCO ACF Resources](#) page
- [New NYSIIS Training Schedule](#) posted on the [NYSIIS Training Information](#) page [7/28/2008](#)
- [DAL HCBS 08-21 Infection Control Practices](#) posted on the [HCO ACF](#), [CHHA](#), [LHCSA](#) and [LTHHCP DALs](#) page [7/25/2008](#)
- [August 2008 Aware Prepare update](#) posted on the [Aware Prepare Update](#) page [7/25/2008](#)
- [Nursing Home Transition and Diversion Waiver Rates](#) posted on the [CHHA](#) and [LHCSA DALs](#) page [7/21/2008](#)
- [Announcement: Heat Advisory for Adult Care Facilities](#) [7/18/2008](#)
- [NYCIS News for July 2008](#) on the [Current NYCIS Development and Implementation Status](#) page [7/16/2008](#)

# HPN Role Assignment Instructions

Click on the **Coordinator's Update Tool**.



Commerce Communications Directory - Microsoft Internet Explorer

Address: <https://commerce.health.state.ny.us/hpn/direct/hincomm.html>

## Commerce Communications Directory

Read the [About the Communications Directory](#) page for a brief overview. For additional information or help:

- View the [Tutorials/Help Page](#). Please scroll down the Tutorial page to find the tutorial you need.
- Send comments or questions to [Communications Directory Help](#).

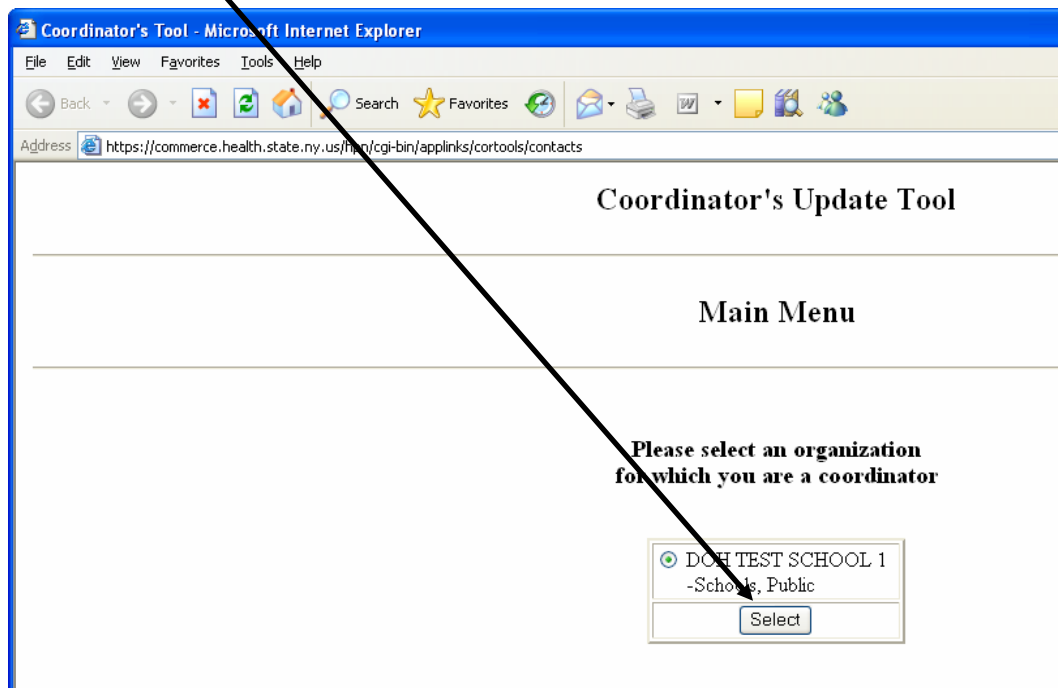
COORDINATOR TOOLS	
Tool	Description
<a href="#">Coordinator's Update Tool</a>	<p>Allows Coordinators to maintain their organizations' contact information.</p> <p>The <a href="#">Coordinator's Update Tool</a> can be used to update a user's contact information, emergency contact information, or organization, then click Manage People to edit contact information or click Manage Roles to edit roles. Users who appear on the Manage People list in their primary organization, for example a user who's account is active, will appear in the Hospital PFI directory.</p> <p><b>Tutorial:</b> <a href="#">View flash-based training</a> on the Coordinator's Update Tool</p> <p><a href="#">View member list for your organization</a> who have commerce accounts (HIN/HPN). Please note: This is the Hospital PFI System, not the Communications Directory, so the information may be different from what you see in the Communications Directory.</p> <p>Individuals may use the <a href="#">Person Update Tool</a> to update their own contact and emergency contact information.</p>

# HPN Role Assignment Instructions

A new screen will come up listing your school district and each school in the district. Check the circle for either the school district or an individual school:

- ◆ Choose the district organization to assign the role of School District Nurse
- ◆ Choose a school organization to assign the role of Public School Nurse

Then click "**Select.**"



# HPN Role Assignment Instructions

Information for either the school district or school will appear.

Click on **“Manage Role Assignments.”**

Coordinator's Update Tool

Main Page Location Manage People Organizational Offices Manage Role Assignments Reports

Special Accounts

Form Name:  
Location Information for *DOH TEST SCHOOL 1*

Primary ID: 111111111111	Secondary ID: 888888888888	Org Type: Schools, Public
Name	DOH TEST SCHOOL 1	
*Addr. Line 1		

Next to the role for which you want to assign an individual, click the **“Modify”** button.

Coordinator's Update Tool

Location Manage People Organizational Offices Manage Role Assignments Reports Add a New Person

Form Name:  
Role Assignments

Select a Role to Assign/Modify  
for *DOH TEST SCHOOL 1*

Role Description	Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
<a href="#">HPN Coordinator</a>	DOH Assigned	<input type="button" value="Modify"/>	<a href="#">Public School Nurse</a>	Yes	<input type="button" value="Modify"/>
<a href="#">School Principal/Administrator</a>	No	<input type="button" value="Modify"/>			

# HPN Role Assignment Instructions

A list of the individuals with HPN affiliations with the school or 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).

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-- OR --

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2) Persons already assigned to this role. To remove one or more persons from this role, check the checkbox next to their name

Jane A Doe – jad05	<input type="checkbox"/>
Mary Ann Bell – mab15	<input type="checkbox"/>
Susan R Caulfield –src02	<input type="checkbox"/>
Theodore F Hewitt –th07	<input type="checkbox"/>
Bruce S Armstrong – bsa11	<input type="checkbox"/>
Lauren Smith –lxs09	<input type="checkbox"/>
Hector J. Gonzales – hjg03	<input type="checkbox"/>
Patrice Bryant – pxb17	<input type="checkbox"/>
Deborah N Lloyd – dnl15	<input type="checkbox"/>
Frederick M Washington – fmw02	<input type="checkbox"/>
Andrea T Young –aty17	<input type="checkbox"/>
Yvonne Baxter -- ylb04	<input type="checkbox"/>

[Remove Role Assignments](#)

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- OR -

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3) Click on the check boxes next the names of the persons you wish to assign to this role, then click on the Add Role Assignmen individuals already entered in the Communications Directory and associated, or hold roles, with your organization.

[Add 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 the search returns no matches, you will have the opportunity to add a new person on the next screen. Enter the last name, or the first few letters of th Submit.

Search for Person(s) by Name

[Submit](#)

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-- OR --

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5) Return to the list of roles. [Back to Role Assignments](#)

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.**"

# HPN Role Assignment Instructions

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

For a self-paced tutorial regarding assigning roles, click on the **HPN Training** link under **Help/Training** on the left side of the HPN home page.

## PLEASE NOTE:

If you assigned **YOURSELF** a new HPN role and wish to immediately access the School Survey, you must **Logout** of the HPN *and* close your internet browser.

Please open a new internet browser session and log back into the HPN. Opening a new internet and HPN session will allow you to access the School Survey with the new role assignment.