



## Department of Health

**ANDREW M. CUOMO**  
Governor

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Commissioner

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Executive Deputy Commissioner

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Dear Day Care/Pre-K Administrator:

The New York State Department of Health (NYSDOH), Bureau of Immunization Online Day Care and Pre-K Immunization Survey is ready for day care and pre-k programs to use. **It is mandatory for all day care and pre-k programs to complete the immunization survey online and report the immunization status of all children enrolled at your facility by March 5, 2019.** Failure to complete and submit the survey form is a violation of Public Health Law, which may result in the imposition of a civil penalty of up to \$2,000.

The immunization survey is posted on the Health Commerce System (HCS) secure network at <https://commerce.health.state.ny.us>. Each facility must have an active HCS account to access the survey. If your facility has not yet received an HCS account, please send an email to [osas@health.ny.gov](mailto:osas@health.ny.gov) for information on how to apply for an account.

To assist you in completing the survey, the following resources are available at:

<http://www.health.ny.gov/prevention/immunization/schools>:

- Instructions for Accessing and Completing the Day Care and Pre-K Immunization Survey;
- School Survey Instruction Booklet;
- Immunization worksheets; and
- Recorded webinar training.

Please contact the NYSDOH, Bureau of Immunization, School Assessment and Compliance Unit at 518-474-1944 or send an email to [osas@health.ny.gov](mailto:osas@health.ny.gov) if you have any questions.

Thank you for your assistance in monitoring immunization information and helping to ensure high immunization rates among the children of New York State.

Sincerely,

Elizabeth Rausch-Phung, M.D., M.P.H.  
Director, Bureau of Immunization

cc Christine Compton, M.D., M.P.H., Medical Director  
Robin Stiles-Tice, School Assessment Coordinator  
Regional Supervisors  
IAP Coordinators