

Health Commerce System (HCS) Information and Instructions

To access the Early Intervention (EI) Data System, (EI) persons and Providers must have Health Commerce System (HCS) accounts. Municipality and Provider EI Data System users will access the EI Data System by logging on to the HCS with their unique individual HCS user ID and password to authenticate their identity.

Please Note: You need only complete this process if you have not previously obtained a HCS account.

This document addresses the process for **Providers** to request and receive HCS accounts. The process for Municipality staff to obtain HCS accounts is well-established and is through your Municipality Local Health Department (LHD) HCS Coordinator. This document is primarily for Providers, but there is a role the Municipality LHD HCS Coordinator(s) must play for Individual (non-agency) Department of Health (DOH) Approved Providers who do not have a health profession license to request and receive their HCS account (process **C.** below).

You will find words or phrases bolded and/or underlined and/or both in this document. The bolding/underlining is meant to stress important points in this document.

Providers

“Provider” is defined as those who perform and/or deliver: Evaluations, General Services, and/or Service Coordination. A Provider (Individual Provider, Agency Employee, Agency Contractor,) can have **only one HCS account even if that Provider provides services within two or more municipalities or is employed/contracted with two or more agencies or any combination thereof.**

- Do **not** attempt to request multiple HCS accounts.
- If a Provider already has an HCS account, they do not apply for another HCS account for working with a 2nd or subsequent municipality or agency.
- A HCS account is a unique one-to-one association with a specific person.
- An Agency does not have an agency-level account and one person’s HCS account cannot be shared/used by multiple persons.

Please Note: By executing an account request form through one of the processes below, prospective users (Providers) of the Health Commerce System are agreeing to abide by the terms of the Security and Use Policy (SAUP) appropriate for the prospective user. The below processes explain how you will receive the SAUP and an account request form. Account request forms constitute a binding agreement between the New York State Department of Health and the prospective user. Therefore, anyone executing an account request form should read and understand the terms of the SAUP before executing the account request form.

HCS Account Request Process for Providers

Four different methods for Providers to request an HCS account are listed below. The method that a Provider uses will depend on whether she/he has a health profession license issued by the State Education Department and/or whether the person applying will be designated as an Agency HCS Director.

- Agency Director(s)/Head(s) of Agency: Agencies must designate HCS Director(s). Subsequently, the HCS Director(s) can initiate an HCS account application on-line for agency HCS Coordinator(s) and/or HCS Security Coordinator(s), agency employees, and contractors who do not have a health professions license. Follow the process in **A.** below.
- Individual Providers with a Basic or Appendix agreement who **have** a health professions license, follow the process in **B.** below.
- Individual Providers with an Appendix agreement who **do NOT** have a health professions license (may have certification), follow the process in **C.** below.
- Individual Providers with a Basic agreement who **do NOT** have a health professions license (may have certification), **you should reach out to the HCS Coordinator in an agency that you work with for assistance.** Your agency will be able to initiate your HCS account application after the Agency's Director(s) and Coordinator(s) accounts are established. You **do not** follow any of the processes below. Your agency will have the information needed to initiate an account request for you or they will contact you to obtain the information.

A. For Agency HCS Director(s) (with or without a health professions license):

1. Agency HCS Directors are responsible overall for HCS activity by persons associated with their agency and for determining whether an agency person should have an HCS account. Once Agency HCS Directors are designated, they can assign an Agency HCS Coordinator(s). The Agency HCS Coordinator(s) is usually the office manager/responsible person for coordinating HCS account requests.
2. The Agency needs to designate one to two HCS Director(s). Begin the process by contacting beinyeishcsacct@health.ny.gov. You will be sent the Excel spreadsheet "HCS Agency Director Designation" and will need to complete columns B through Q (except column H marked "N/A"). Please note that you will need to **scroll** to the right of the spreadsheet to see and complete **all** columns through Q. Please retain an electronic copy of your completed spreadsheet.
3. **E-mail** the completed spreadsheet back to beinyeishcsacct@health.ny.gov. BEI will then email an agreement for the designated Agency HCS director(s) to sign in front of a notary. When signing in front of a notary, the designated Agency HCS Director(s) will need to present identity documents (NYS DMV Driver's License, NYS DMV Non-driver Photo ID, Passport, Unexpired Foreign Passport, US Driver's license (out-of-state users).
4. The designated Agency HCS director(s) will then return the notarized form through USPS mail to BEI at the following address:

**NYS Department of Health
Bureau of Early Intervention
Attn: Information Systems Unit
Corning Tower, Room 287
Empire State Plaza
Albany, New York 12237-0660**

5. After receipt of the notarized agreement, BEI will create the Agency HCS Director accounts. The newly designated HCS Director (s) will receive an email with the subject “Congratulations! You are enrolled on the HCS”. This email contains a link to set their password (if new Director is also a new user) and to review the Organizational Security and Use Policy.

If the newly designated HCS Director is also a new user, then they will also receive three confirmation emails with the subjects:

- “HCS Self Registration Account Created for <userID>”
- “HCS Security Questions and answers have been changed”
- “Congratulations! You are enrolled on the HCS”

6. The **Agency HCS Director(s)**, now having an HCS account and being designated an HCS Director for their agency, will then be **able to request HCS accounts for Agency HCS Coordinators, employees, and contractors who do not have a health professions license** issued by the State Education Department by performing the following:

To add an Agency HCS Coordinator(s), follow these steps: [New Coordinator or Security Coordinator](#)

To add an HCS account for agency employees and contractors who do not have a health professions license, follow these steps: [New HCS User Account](#)

7. Agency persons applying and designated as an HCS Director do **not** have to also apply through the process in **B.** below even if they do have a health professions license. Individuals with HCS accounts can add their health professions license information to their account by performing the following:
 - a. Log on the HCS
 - b. Click on “My Content” in the top bar
 - c. Click “Change My Contact Information”
 - d. Click on the “Profession Information” tab
 - e. Select “Add Profession”
 - f. Select “Profession” from the drop-down list
 - g. Enter your medical license number in the “License Number” field
 - h. Click “Add”
 - i. Click “Submit”
8. **In order to access the EI-Hub**, after you obtain an HCS account, you will sign in to the Health Commerce System. On the HCS Home Page, from “My Content” at the top of the HCS home page, choose “All Applications” and navigate to the letter “E” for EI-Hub (New York State Early Intervention Program Data System). Click on the green plus sign to the right to add the EI-Hub application to your HCS home page. Navigate back to your HCS home page and click on the EI-Hub (New York State Early Intervention Program Data System) from your “My Applications” tab to access the EI-Hub.

Once you have completed this step, please send an email to beinyeishcsacct@health.ny.gov to have an EI-Hub role assigned to you.

B. For Individual Providers With a Basic or Appendix Agreement Who ARE Licensed Through the State Education Department’s Office of the Professions (have a health profession license):

1. The following EI-related health professions are included in the Commerce on-line HCS application web page you will use in step 4 below (the Commerce web page uses the term medical professions). Your health profession must be one of the below for you to use the on-line process:

- Audiologist
- Certified Dietician/Nutritionist
- Certified Behavior Analyst Assistant
- Licensed Behavior Analysts
- Licensed Practical Nurse
- Medicine (Physician)
- Nurse Practitioner
- Occupational Therapist
- Occupational Therapist Assistant
- Optometrist
- Physical Therapist
- Physical Therapy Assistant
- Psychologist
- Registered Physician Assistant
- Registered Professional Nurse
- Social Worker (LCSW)
- Social Worker (LMSW)
- Speech Language Pathologist

The following licenses/certifications are dependent on the new EI State Data System (EI-Hub) implementation:

- Licensed Creative Arts Therapists
- Licensed Marriage and Family Therapists
- Licensed Mental Health Counselors
- Licensed Psychoanalysts

2. Review the [Paperless HCS Healthcare Professions Account](#) document. Pay particular attention to the information you will need to have available before you go to the next step.

3. Verify your license number by going to the State Education Department website ([New York State Education Department - Office of the Professions](#)). Some licenses have leading zeroes that are needed and/or a suffix that may not be needed. Please **verify** your license number as recorded at SED prior to attempting the next step.

4. Go to <https://apps.health.ny.gov/pub/top.html> and complete the online account request process by following the directions within the [Paperless HCS Healthcare Professions Account](#) document.

- a. If you have a NYS Department of Motor Vehicles (DMV) ID, the Commerce Accounts Management Unit (CAMU) will electronically receive and review your account request from your submission of the on-line information.
- b. If you do not have a NYS Department of Motor Vehicles (DMV) ID, the Commerce Accounts Management Unit (CAMU) will send you a Health Provider Network (HPN) document to your email that you will have to get signed, notarized, and sent back to receive an HCS account.

5. **In order to access the EI-Hub**, after you obtain an HCS account, you will sign in to the Health Commerce System. On the HCS Home Page, from “My Content” at the top of the HCS home page, choose “All Applications” and navigate to the letter “E” for EI-Hub (New York State Early Intervention Program Data System). Click on the green plus sign to the right to add the EI-Hub application to your HCS home page. Navigate back to your HCS home page and click on the EI-Hub (New York State Early Intervention Program Data System) from your “My Applications” tab to access the EI-Hub.

Once you have completed this step, please send an email to beinyeishcsacct@health.ny.gov to have an EI-Hub role assigned to you.

C. For Individual Providers With An Appendix Agreement Who ARE NOT Licensed Through the State Education Department’s Office of the Professions:

1. The following EI-related professions should use this process:
 - Certified Low Vision Specialists (certified by the ACVREP)
 - Orientation and Mobility Specialists (certified by the ACVREP)
 - Vision Rehabilitation Therapists (certified by the ACVREP)
 - Registered Dietitian
 - Teachers of Special Education
 - Teachers of Students with Disabilities, Birth to Grade Two
 - Teachers of the Blind and Partially Sighted
 - Teachers of the Blind and Visually Handicapped
 - Teachers of the Blind and Visually Impaired
 - Teachers of the Deaf and Handicapped
 - Teachers of Deaf and Hearing Impaired
 - Teachers of the Deaf and Hard of Hearing
 - Teachers of the Speech and Hearing Handicapped
 - Teachers of Students with Speech and Language Disabilities
2. Following the directions in the [New HCS User Account](#) document, begin by navigating to <https://commerce.health.state.ny.us> to sign up for an HCS account. Choose “No” when presented with the statement: “I do not hold a healthcare professional license issued by the NYS Department of Education.” Complete the directions to self-register.
3. **Contact** the Early Intervention Manager in the municipality (county) you will be providing services for (just one if you provide services for multiple municipalities) and present your valid photo ID. The Municipality (a Municipality LHD HCS Coordinator) will enter the provider’s information on-line to generate an HCS account request and affiliate you with the **Statewide Individual Providers - <county name> County** organization under the Early Intervention Providers organization type for the individual:
 - a. Log on the HCS
 - b. Click "Coord Account Tools - HCS"
 - c. Click "Request an Account" in blue box OR scroll down to 'Account Request' section
 - d. Print “Individual Security and Use Policy” under ‘Duties and Responsibilities’ column
 - e. Click “User” under the ‘Request an account for a...’ column

f. Fill in the required information

- Be sure to select “Statewide Individual Providers - <county name> County” for the individual when generating the form

4. **In order to access the EI-Hub**, after you obtain an HCS account, you will sign in to the Health Commerce System. On the HCS Home Page, from “My Content” at the top of the HCS home page, choose “All Applications” and navigate to the letter “E” for EI-Hub (New York State Early Intervention Program Data System). Click on the green plus sign to the right to add the EI-Hub application to your HCS home page. Navigate back to your HCS home page and click on the EI-Hub (New York State Early Intervention Program Data System) from your “My Applications” tab to access the EI-Hub.

Once you have completed this step, please send an email to beinyeishcsacct@health.ny.gov to have an EI-Hub role assigned to you.

D. For Individual HCS Director (with or without a health professions license):

1. Individual HCS Directors are responsible overall for HCS activity by persons employed by them.
2. Agency HCS Directors are responsible overall for HCS activity by persons associated with their agency and for determining whether an agency person should have an HCS account. Once Agency HCS Directors are designated, they can assign an Agency HCS Coordinator(s). The Agency HCS Coordinator(s) is usually the office manager/responsible person for coordinating HCS account requests.
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6. After receipt of the notarized agreement, BEI will create the Agency HCS Director accounts. The newly designated HCS Director (s) will receive an email with the subject “Congratulations! You are enrolled on the HCS”. This email contains a link to set their password (if new Director is also a new user) and to review the Organizational Security and Use Policy.

If the newly designated HCS Director is also a new user, then they will also receive three confirmation

emails with the subjects:

- “HCS Self Registration Account Created for <userID>”
- “HCS Security Questions and answers have been changed”
- “Congratulations! You are enrolled on the HCS”

7. The Individual HCS Director, now having an HCS account and being designated an HCS Director, will then be **able to request HCS accounts for employees and contractors who do not have a health professions license** issued by the State Education Department by performing the following steps: [New HCS User Account](#)

8. **In order to access the EI-Hub**, after you obtain an HCS account, you will sign in to the Health Commerce System. On the HCS Home Page, from “My Content” at the top of the HCS home page, choose “All Applications” and navigate to the letter “E” for EI-Hub (New York State Early Intervention Program Data System). Click on the green plus sign to the right to add the EI-Hub application to your HCS home page. Navigate back to your HCS home page and click on the EI-Hub (New York State Early Intervention Program Data System) from your “My Applications” tab to access the EI-Hub.

Once you have completed this step, please send an email to beinyeishcsacct@health.ny.gov to have an EI-Hub role assigned to you.

If you have an HCS account and are having problems accessing the website, or have other HCS questions, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, Mon-Fri, 8:00 AM – 4:45 PM