

Joining the Health Provider Network (HPN)

How-to Instructions for New HPN Affiliation

The **HPN** is a secure internet system used by the State Health Department to send and receive confidential data. A school district must first establish an **affiliation** with the HPN to be able to report aggregated student weight status category information.

For Public School Districts, an affiliation means that:

- The **Superintendent*** has signed an agreement that the school district will abide by the policies and procedures for accessing and using data and information contained on the HPN.
*The Superintendent must submit their contact information and signature. Contact information for an Assistant Superintendent or School Principal is **NOT** acceptable and will be returned.
- An HPN Coordinator for the school district is designated.

Once a district is affiliated and has an HPN Coordinator with an active account, the Coordinator must create HPN accounts for the staff who will be reporting weight status category data. More information is provided below.

School districts that are already affiliated with the HPN in order to complete the Immunization Survey or the Pilot Student Weight Status Category Survey do NOT need to request a new affiliation. Existing accounts should be used for the 2009 Student Weight Status Category Survey and Obesity-Related Health Conditions Survey.

How School Districts Obtain an Affiliation and Establish an HPN Coordinator Account

1. Complete the Superintendent and HPN Coordinator Affiliation Request form (enclosed) and fax it to 518-486-2249. The information can also be e-mailed to osas@health.state.ny.us.
2. The Superintendent will then receive the *HPN Document 1 – Schedule 2.A Participant Organization Agreement* via e-mail that he/she must print out and sign in the presence of a notary (notary signature/stamp is required).
3. The HPN Coordinator will also receive *HPN Document 1 – Schedule 2.B Designating New or additional HPN Coordinators/Changing Existing HPN Coordinators* via email that he/she must print out and sign in the presence of a notary (notary signature/stamp is required). The Superintendent must sign the HPN Coordinator document, but the Superintendent's signature does not have to be notarized on the HPN Coordinator's document.

Please mail all notarized documents with original signatures to:

NYSDOH
Commercial Accounts Management Unit (CAMU) Supervisors
800 North Pearl Street, Room 214
Albany, NY 12204

4. Once the notarized documents are received, HPN accounts will be created for the Superintendent and the HPN Coordinator. Each will be sent a letter containing the information needed to activate his/her account.

The **HPN Coordinator** must create accounts and assign school nursing staff HPN roles. The role of "Public School Nurse" needs to be assigned for nurses to enter data for a school. The role of "School District Nurse" needs to be assigned to submit data for each school and to enter and submit data for the district. Please see ***HPN Role Assignment Instructions*** (enclosed) for how to create accounts for school nurses.

Additional "at-your-computer" training for HPN Coordinators is available at <https://commerce.health.state.ny.us/hpn/training/tutorials.htm> under the "Commerce Network Coordinator Tools" heading.