

BMI Part 1-Weight Status Category Survey

Find HERDS & Add to My Applications List

Log in to the HCS (<https://commerce.health.state.ny.us>)
Use [Forgot your password?](#) Or [Forgot your user ID?](#) if you cannot login or call 866-529-1890.

Click [My Content](#) > [All Applications](#) from the menu bar. Locate ([Health Electronic Response Data System \(HERDS\)](#)) in the list, follow the row to right and click the green add icon (➕) to add it to your [My Applications](#) list on the HCS home page. Click [HERDS](#) to open reporting platform.

Access to BMI Survey

The School District's Coordinator is responsible for role assignments. Role assignments allow HCS users access to specific activities, such as the BMI Survey, in HERDS.

To be sure you have access to the BMI survey click [My Content](#) located on the purple main menu bar of the Health Commerce System (HCS). Then click [See what roles I hold](#). If you are not in the proper role, contact your School District's HCS Coordinator. The BMI Survey is ONLY available to users in the roles of School District [School Data Reporter](#) and the role of [School District Nurse](#).

Saving or Submitting Data in HERDS

1. Click on **HERDS** - not the . (See above to find HERDS)
 2. Select the **School District** Level.
 3. Click on **Data Entry** from left menu.
 4. Select BMI Activity and form (BMI Part 1). Enter data for each entry and then Click **Save & Add**.
 5. Choose Group from drop down list and enter the data for that group. Click **Save All**.
 6. Click **Save & Add**, as needed.
 7. Click **Save All** Confirm Data Saved to Work Area
- Remember to Save SOON and Save Often.**
7. Click **Review & Submit** to preview data. If needed, click **Modify** to return to data entry to correct errors. When data is correct, then click **Submit Data to DOH**
 8. Verify Data Submitted to DOH
 9. Print report using [View Data PDF](#). Keep report for a year.

Please remember to enter data for **all six grade-gender groups** (Pre-K, K, 1, 3, 5 Males; Pre-K, K, 1, 3, 5, Females; 7, 9, 11 Males; & 7, 9, 11 Females; District Total Male; and District Total Female). It is very important that you double check your numbers on the District Tally Sheet for all reporting fields before submitting data to ensure accuracy.

Please Note: If the Weight Status Category Percentile of students is less than 5 LEAVE BLANK. DO NOT enter a 0, 1, 2, 3, or 4.

2019 BMI Part 1: Grade Levels		Pre-K, K, 1, 3, 5 Males	Pre-K, K, 1, 3, 5 Females	7, 9, 11 Males	7, 9, 11 Females	District Total Males	District Total Females
Less than 5th Percentile							
5th-49th Percentile							
50th-84th Percentile							
85th-94th Percentile							
95th and Greater Percentile							
Number of students missing (BMI/WSC)							
OPT OUT							

SELECT A VALUE:
Pre-K, K, 1,3,5 Males
Pre-K, K, 1,3,5 Females
7, 9, 11 Males
7, 9, 11 Females
District Total Males
District Total Females

Note: Make sure you have entered data for all Groups that apply to your District, plus District Totals for Male and Female.

Note: Number of Students Missing (BMI/WSC) refers to the number of students who have submitted a Health Form but information is missing from the form.

District Totals

Total number of Male Students Enrolled in Grade Group (Pre-K, K, 1, 3, 5, 7, 9,11):	
Males Enrolled in Grade Group *	
Males With School Health Examination Form *	
Males MISSING School Health Examination Form *	
Total number of Female Students Enrolled in Grade Group (Pre-K, K, 1, 3, 5, 7, 9,11):	
Females Enrolled in Grade Group *	
Females With School Health Examination Form *	
Females MISSING School Health Examination Form *	
Total number of Male and Female Students Enrolled in Grade Group (Pre-K, K, 1, 3, 5, 7, 9,11):	
Male and Female Students Enrolled in Grade Group *	
Male and Female Students with School Health Examination Form *	
Male and Female Students MISSING School Health Examination Form *	

Note: District Total 'Missing School Examination' Form refers to the number of students who have NOT submitted a Health Form.

Print Submitted Data

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