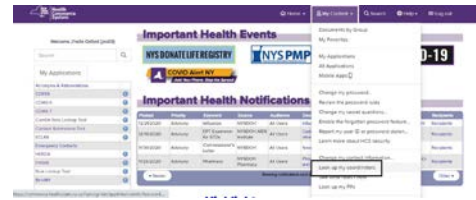


# **NYSDOH Countermeasure Data Management System (CDMS)** **Assigning CDMS “Facility Admin” Role in the Health Commerce System (HCS)**

In order to get access to the Hospital CDMS “Facility Admin” role, you will need to request it from your Facility HCS Coordinator. To discover who your HCS coordinator is follow these steps:

1. Login to HCS: <https://commerce.health.state.ny.us/>
2. Click ‘My Content’ in the top right menu
3. Select ‘Look up my coordinators’



## **HCS Coordinator Instructions**

### **How-To Assign CDMS “Facility Admin” Role in the Communications Directory**

1. Login to HCS: <https://commerce.health.state.ny.us/>
2. Click **Coordinator’s Update Tool** under ‘My Applications’
3. Select the appropriate organization
4. Click **Manage Role Assignments** (blue tab at top of screen)



5. Find Countermeasure Data Management System (CDMS) Facility Administrator under ‘Role Description’ Column
6. Click the **Modify** link located to the right of the role name
7. Select names from the drop down list of the persons you wish to assign to this role, then click on the **Add Role Assignments** button to add them.

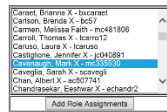
**Coordinator's Update Tool**

Form Name:  
**Role Assignments**

Select a Role to Assign/Modify  
*for Strong Memorial Hospital - PPT*

Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
Yes	Modify	IT Coordinator	Yes	Modify
Yes	Modify	QMS Submitter	Yes	Modify
Yes	Modify	CSR Hospital C/O	No	Modify
No	Modify	Coordinator of Need Waiver	No	Modify
Yes	Modify	Chief Executive Officer or President	Yes	Modify
No	Modify	Chief Operating Officer	Yes	Modify
No	Modify	Chief of Pediatrics/Maternal/Perinatal Medicine Services	No	Modify
Yes	Modify	Countermeasure Data Management System (CDMS) Facility Administrator	Yes	Modify
Yes	Modify	Data Exchange Technical Point of Contact	No	Modify

3) Select names from the drop down list of the persons you wish to assign to this role, then click on the Add Role Assignments button to add them. This list contains individuals already entered in the Communications Directory and associated, or hold roles, with your organization. (Use Ctrl/Left click for multiple selections or to unselect)



4) Finally, if the person does not appear in the list above, this will be their first role assignment to this organization and you will need to search for them in the directory. If 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 the last name, and click Submit.

Search for Person(s) by Name:

a. 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 them in the directory. If 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 the last name, and click **Submit**.

**TIP:** Avoid assigning the role if you see an “na” after a user’s name. This will not assign user any permissions.

8. Once the CDMS Facility Administrator Role has been assigned, staff can find the CDMS 7 Application under ‘My Applications’. Click on **CDMS 7** to access the application. Click on the blue information circle to the right of CDMS 7 to obtain training materials and guides.

