


MEMORANDUM

TO: All AIDS Institute-Funded Agencies Using the AIRS system

FROM: Vida B Chernoff, Director, Office of Systems Development 

RE: Use of the Department of Health Health Commerce System for Data Submission

DATE: June 1, 2011

Starting in January 2012, in order to provide a more secure method for data transmittal, the AIDS Institute will require all agencies reporting via data extract from the AIDS Institute Reporting System (AIRS) to submit their data extracts via the Health Commerce System (HCS), formerly known as the Health Provider Network (HPN).

There are two processes for obtaining access. For facilities/agencies that already have a HPN/HCS coordinator, that individual can request access for the staff responsible for submitting AIRS monthly data extracts. For facilities/agencies that do not have HCS/HPN access, staff will need to complete the application process.

A flowchart providing step-by-step guidance for both processes is attached. Handouts are also available for download from the AIRS website, AIRSNY.org, or from the Defran Systems Support website.

Once you have established access, it will be important to monitor your email for reminders regarding mandatory password changes. You may also want to ensure that you have a backup staff person to provide uninterrupted access to the HCS/HPN in the event of staffing changes.

If you have any questions about the process, please email aidadata@health.state.ny.us. Thank you for your assistance in ensuring secure data transmission.