
GREATER NEW YORK HEALTH CARE FACILITIES ASSOCIATION

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Memo 26-41

To: Administrator, DNS, Owners, Operators, Medical Director, MDs/NPs, PAs, Interdisciplinary Team Members and QA Committee

From: Mary Gracey-White RN, BSN, QCP, RAC-CT, Director of Regulatory Compliance,

Date: August 3, 2026

Re: Healthcare Personnel Influenza Vaccination Report

The Healthcare Personnel Influenza Vaccination Report will open today, Monday, August 3, 2026, and must be electronically submitted to the New York State Department of Health **by Friday, October 30, 2026**. Facilities are **required** to document the number and percentage of personnel vaccinated against influenza for the current season and to complete this report.

Please note, the Healthcare Personnel Influenza Vaccination Report has moved from HERDS to SMART. SMART stands for Survey Management and Response Tool. It is available on the Health Commerce System (HCS). Trainings for SMART available at [HCS 125 - Intro to HERDS/SMART Data Entry & Reports](#). For this year, one month is added to the reporting timeframe to allow time for people to take the SMART training if needed.

This year's report covers healthcare personnel employed by or affiliated with your facility or agency from **October 1, 2025**, through **March 31, 2026**. The report may be accessed on the Health Commerce System (HCS) at <https://commerce.health.state.ny.us/>.

Additional information can be found on the attached DOH Advisory including an instruction card for detailed guidance on how to access, complete, and submit the report on the Survey Management and Response Tool (SMART).

- Questions about the report should be directed to the New York State Department of Health Division of Vaccine Excellence at either (518) 473-4437 or immunize@health.ny.gov.
- Technical questions about the report or on the use of the SMART tool should be directed to the Health Emergency Preparedness Program at (518) 408-5163 or hseppny@health.ny.gov.
- Questions about New York Codes, Rules and Regulations, Title 10, Section 2.59 (the "flu mask" regulation) should be directed to: flumaskreg@health.ny.gov.