

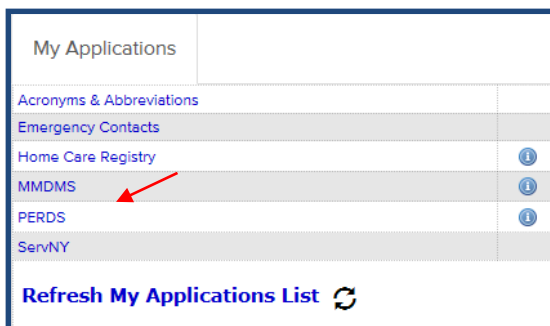


New York State Office of Cannabis Management Medical Cannabis Program Adverse Event Reporting Instructions

The Adverse Event Reporting Tool is administered through a system referred to as the Person-based Electronic Response Data System (PERDS) which users can access through the Health Commerce System (HCS). The survey is used to track adverse events related to medical cannabis products or devices and to help the Medical Cannabis Program identify potential public health risks through the information reported.

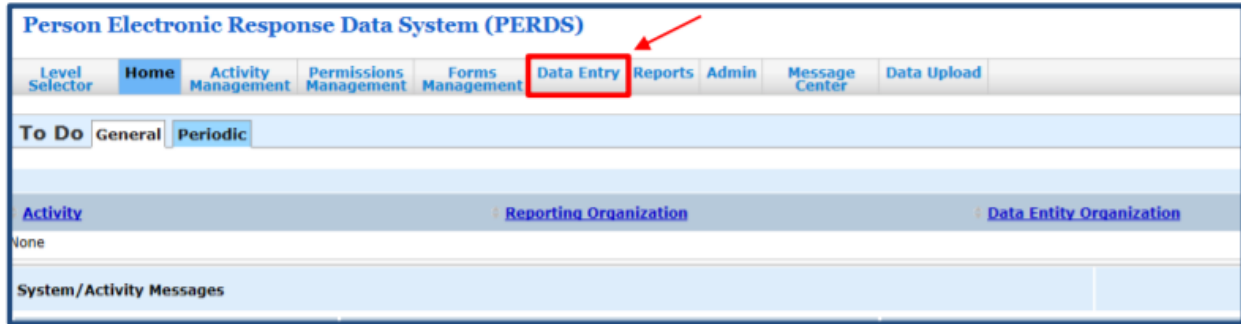
The following instructions provide the steps to report an Adverse Event to the Medical Cannabis Program.

1. Access PERDS by logging into HCS at <https://commerce.health.state.ny.us/>.
 - If you forgot your user ID or password to HCS, please call the Commerce Accounts Management Unit at 866-529-1890, option 1.
 - If you do not have an HCS account, click on the following link for instructions on how to obtain an HCS account:
https://www.health.ny.gov/professionals/narcotic/prescription_monitoring/docs/hcs_application_instructions.pdf
2. Select PERDS from the *MyApplications* Menu (shown below)
 - If PERDS is not listed in the My Applications Menu, select “All Applications” from the My Content dropdown menu, click the “P” tab, find the Person-based Electronic Response Data System (PERDS) application in the list, and click the green and white “+” icon in the Add/Remove column to add the PERDS application.





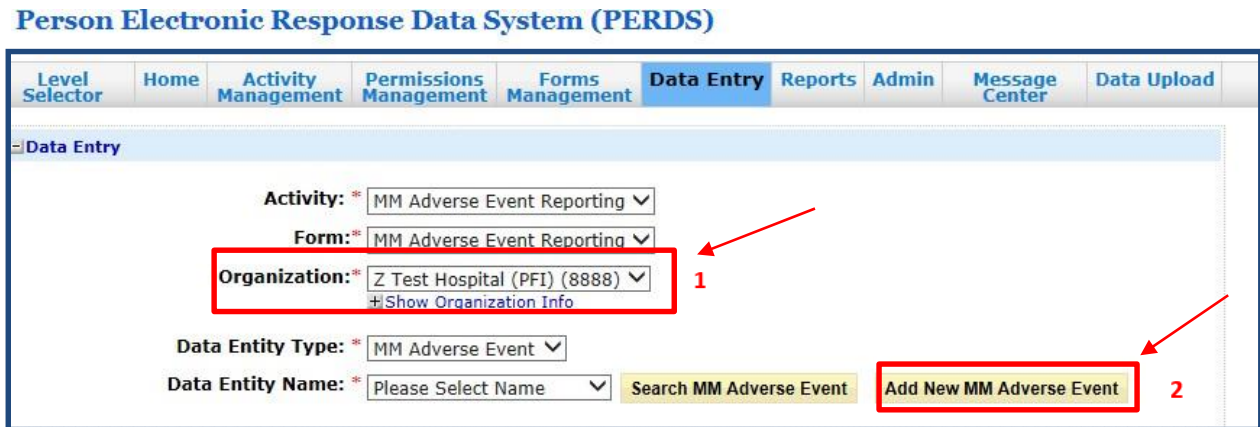
3. Select the “Data Entry” tab from the tool bar at the top of the screen (shown below).



4. From the *Activity* drop down menu select “MM Adverse Event Reporting” (shown below).



5. Next, select your Organization from the *Organization* drop down menu (step 1, shown below), then click the “Add New MM Adverse Event” button (step 2, shown below).





- 6. PERDS creates a unique ID to identify the adverse event, click the “Add” button (shown below) to proceed.

The screenshot shows the 'Person Electronic Response Data System (PERDS)' interface. The 'Data Entry' tab is active. The form contains several dropdown menus: 'Activity' (MM Adverse Event Reporting), 'Form' (MM Adverse Event Reporting), 'Organization' (Z Test Hospital (PFI) (8888)), and 'Data Entity Type' (MM Adverse Event). The 'Data Entity Name' field is populated with 'MMP Unique ID:144204'. Below the form, the 'Add New Entity' section shows 'Created By: Z Test Hospital (PFI)' and 'MM Adverse Event Unique ID: 144234'. At the bottom right, the 'Add' button is highlighted with a red box, and a red arrow points to it from the right.

- 7. To add data to the adverse event reporting form, review the instructions on the top of the page and scroll down the page to complete the form. Required boxes are denoted by a red asterisk (*), please provide as many details about the adverse event as possible.
- 8. After completing the form (including all required boxes), click the “Save All” button (step 1, shown below) then click the “Review & Submit” button (step 2, shown below) located at both the top and bottom of the form page.

This screenshot shows the same PERDS interface as the previous one, but with additional elements. The 'Form Information' section is visible, showing 'Navigational Style: Section'. A legend for form fields is displayed: a red asterisk for 'Required Field', a yellow lightning bolt for 'Repeatable', a green checkmark for 'Data Saved to Work Area', a green circle for 'Data Submitted to DOH', a red arrow for 'Current Field/Selection', a question mark for 'Field Information', a red circle with a slash for 'Field with Rules', a yellow triangle for 'Warning', and a red circle with an exclamation mark for 'Error'. At the bottom of the form, the 'Review & Submit' button is highlighted with a red box and labeled with a red '2', and the 'Save All' button is highlighted with a red box and labeled with a red '1'. A red arrow points from the 'Save All' button to the 'Review & Submit' button.

Note: After selecting the “Save All” button, if you have not completed a required field the form will notify you that there are errors. Errors will be highlighted in red and must be corrected before the form can be saved.



- 9. You will have an opportunity to review your report one final time before submitting the data. If you would like to add information or change a response, click the “Modify” button to navigate back to the form to make any necessary updates. Repeat step #8 above to save any changes.

When you are satisfied with your report, click the “Submit Data to DOH” button (shown below).

The screenshot shows the 'Person Electronic Response Data System (PERDS)' interface. At the top, it says 'PERDS 1.0 : gas06 (State) | About | Comments | Help' and 'Session idle time expires in 60 min'. The navigation menu includes 'Level Selector', 'Home', 'Activity Management', 'Permissions Management', 'Forms Management', 'Data Entry', 'Reports', 'Admin', 'Message Center', and 'Data Upload'. The 'Data Entry' section is active, showing a form for 'MM Adverse Event Reporting'. The form fields are: 'Activity: MM Adverse Event Reporting', 'Form: MM Adverse Event Reporting', 'Organization: Z Test Hospital (PFI) (8888)', 'Data Entity Type: MM Adverse Event', and 'Data Entity Name: MMP Unique ID:144204'. There are buttons for 'Search MM Adverse Event', 'Add New MM Adverse Event', and 'Edit'. At the bottom right of the form, there are two buttons: 'Modify' and 'Submit Data to DOH'. The 'Submit Data to DOH' button is highlighted with a red box and a red arrow points to it. Below the form, there are 'Export options: View Table PDF'.