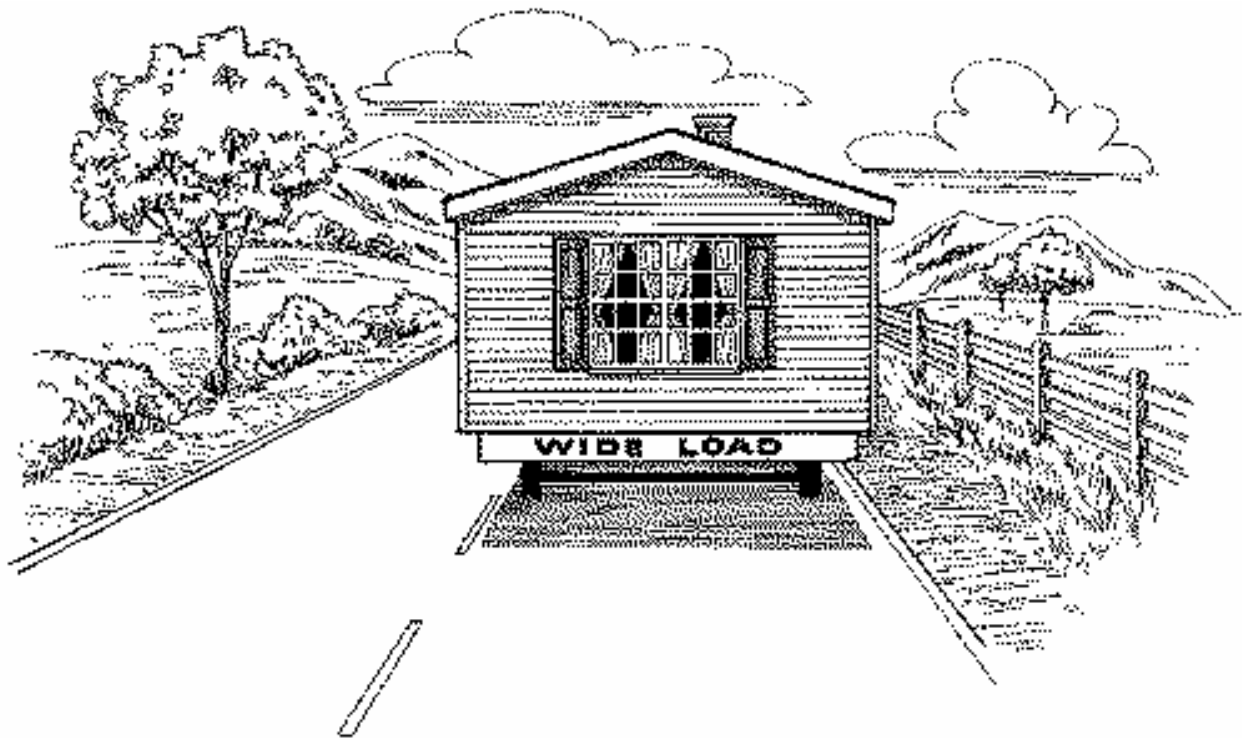


Manufactured Home Parks



User's Manual

Manufactured Home Parks

Health District Information System

HDIS (Windows Ver. 4.0)

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CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your manufactured home parks and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The Manufactured Home Parks Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

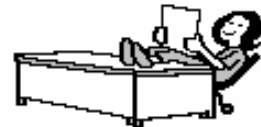
Square boxes in this manual surround the key you are to press on your keyboard. As an example, when you read ,

ENTER

press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org



Navigation

Whenever you see one



click the left side of your mouse once.

Whenever you see two



click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab

or

ENTER

to move to next field

Shift

Tab

or

Up

to go back one field

Alt

+

R

places you in the receipt screen.

Editing Keys

Backspace

deletes one character left of cursor

Delete

deletes one character

Insert

inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

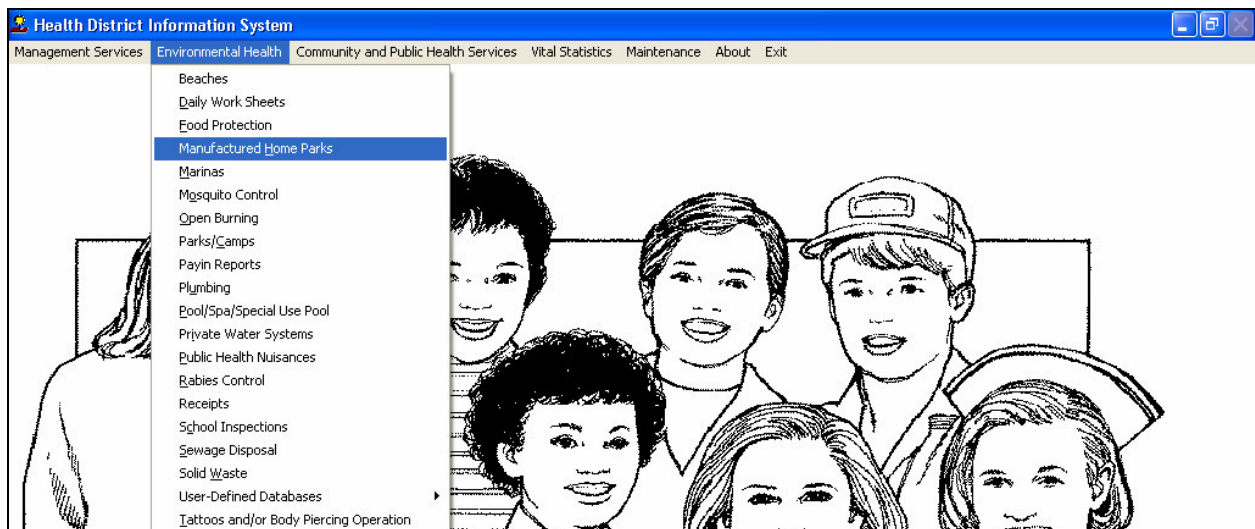
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Manufactured Home Parks module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



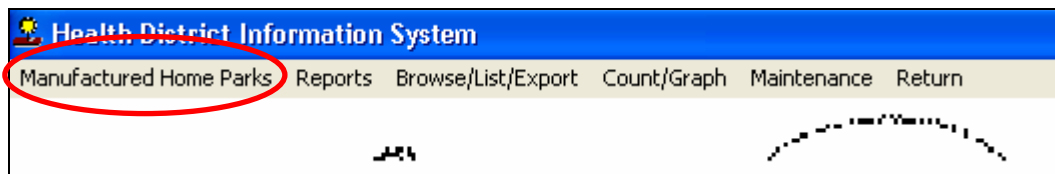
Select Environmental Health



Select Manufactured Home Parks



Manufactured Home Parks



Manufactured Home Park -

Find | Manufactured Home Park | Person to Contact | Licensing Information | Inspections | MHP SetUp | GIS/GPS

Application for License to Operate a Manufactured Home Park

Name of Park	License #		
OLMSTED TRAILER PARK	1		
Address of Park			
1234 MAIN STREET			
City	State	Zip code	Phone
CLEVELAND	OH	44138	1-555-123-4567

Name of Licensee	Address of Licensee		
JOHN SMITH	333 NORTH MAIN		
City	State	Zip code	Phone
CLEVELAND	OH	44138	1-555-333-7878

Print | Previous MHP | Next MHP | Delete MHP | Add MHP | Modify

You may now begin to enter information into the fields. Remember, you can use the **“Tab”** or the **“Enter”** key to advance from field to field. On this page, you will fill out the information for the manufactured home park and the licensee that you received from their application.

**** Note: All phone numbers must start with a “1”**

Person to Contact



Select Person to Contact

Manufactured Home Park - COLUMBIA SHORES

Find | Manufactured Home Park | Person to Contact | Licensing Information | Inspections | MHP SetUp | GIS/GPS

Person(s) to Contact regarding inspections, maintenance or emergencies, if different from owner/operator

Name

Address

Phone

Print Modify

This screen is for the person(s) you would contact regarding inspections, maintenance, and emergencies. This information can be found on the application form. **Enter a “^” (karat) between the street and city. This will enable you to print an envelope using the “Print” button.**

Example: 1234 ANY STREET^PARMA, Oh 44134

Licensing Information



Licensing Information

Manufactured Home Park - OLMSTED TRAILER PARK

Find | Manufactured Home Park | Person to Contact | **Licensing Information** | Inspections | MHP SetUp | GIS/GPS

of Lots: **Community water supply** **Licensee water** Other water supply:

Code	Descript	Local fee	State fee	Late fee	Total
ML	MANUFACTURED HOME PARKS =>50	143.50	100.00		243.50

Audit: Date issued: Date paid: Receipt#: Inspection interval:

Last three inspection dates: Inspector:

Service: Political subdivision: District:

Note:

Out of business OOB date:

Field/Button	Description
# of Lots	Enter the number of lots in the park.
Community Water Supply	Check if the park is supplied by community water.
Licensee Water	Check if the park is supplied by the licensee.
Other water supply	Enter if the water is supplied by something other than the community or licensee.
Code	Chose the fee code for the park. MS for licenses with less than 50 Homes ML for Licenses with 50 or more Homes
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Audit	(filled out once a license fee code is printed)
Date issued	Date permit issued.
Date Paid	Date the permit was paid.
Receipt #	Receipt number for the permit.
Inspection Interval	(filled out once fee code is selected)

Last Three Inspection Dates	Enter your last three inspection dates.
Inspector	Inspector's code and name.
Service	Reason code and description.
Political subdivision	Political subdivision code, city and subdivision number.
District	District of the park.
Note	Enter your notes.
Out of Business	Check if the park is out of business.
OOB Date	Enter the out of business date.
Print	Opens the print window.
Modify	Modifies the data on the page.

Inspections



Inspections

Manufactured Home Park - OLMSTED TRAILER PARK

Find | Manufactured Home Park | Person to Contact | Licensing Information | **Inspections** | MHP SetUp | GIS/GPS

Violations | Violation(s)/Comment(s)

Inspection date: //

- 03 License
- 05 Plan Approval Required
- 061 Compliance with Approved Plans
- 07 Site
- 08 Manufactured Home Lots
- 081 Freestanding Auxiliary Buildings
- 082 Tiedowns; Supports; Blocking
- 09 Streets; Walkways; Auto Parking
- 10 Lighting
- 12 Water Sytems
- 13 Storm Water Systems
- 14 Location of Lines
- 15 Park Service Building
- 16 Number of Plumbing Fixtures
- 17 Laundry Facilities
- 18 Sewage
- 19 Manufactured Home Connections
- 20 Solid Waste - Storage & Collection
- 22 Insects
- 23 Rats and Mice
- 24 Electrical Systems
- 25 Fire Protection
- 26 Recreation Area & Facilities
- 27 Maintenance
- 28 Rules
- 29 On Duty
- 30 Records

Previous Inspection | Next Inspectio | **Add Inspection** | Delete Inspection* | Print | Modify

To enter an inspection, click the “**Add Inspection**” button and enter the inspection date.

Manufactured Home Park - OLMSTED TRAILER PARK

Find | Manufactured Home Park | Person to Contact | Licensing Information | **Inspections** | MHP SetUp | GIS/GPS

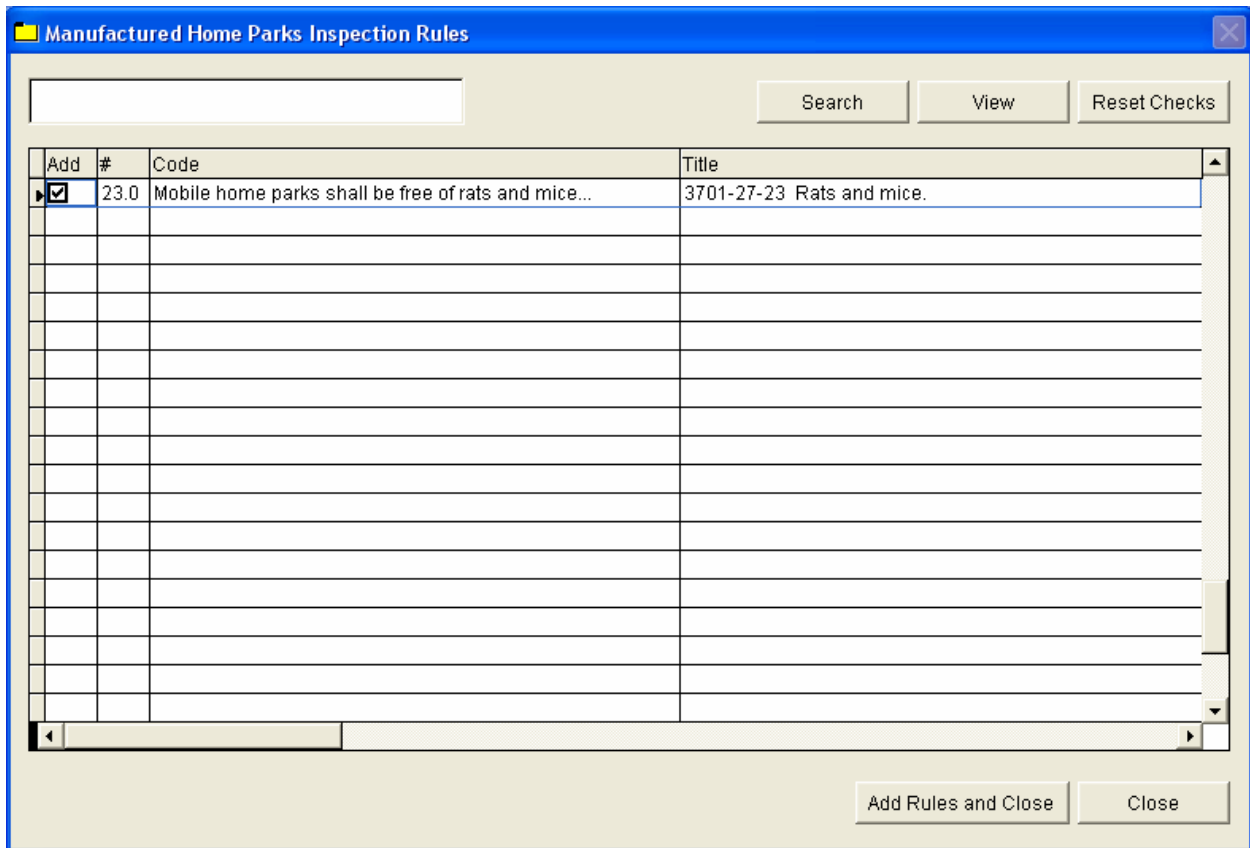
Violations | Violation(s)/Comment(s)

Inspection date: 09/01/2005

<input type="checkbox"/> 03 License	<input type="checkbox"/> 17 Laundry Facilities
<input type="checkbox"/> 05 Plan Approval Required	<input type="checkbox"/> 18 Sewage
<input type="checkbox"/> 061 Compliance with Approved Plans	<input type="checkbox"/> 19 Manufactured Home Connections
<input type="checkbox"/> 07 Site	<input type="checkbox"/> 20 Solid Waste - Storage & Collection
<input type="checkbox"/> 08 Manufactured Home Lots	<input type="checkbox"/> 22 Insects
<input type="checkbox"/> 081 Freestanding Auxiliary Buildings	<input checked="" type="checkbox"/> 23 Rats and Mice
<input type="checkbox"/> 082 Tiedowns; Supports; Blocking	<input type="checkbox"/> 24 Electrical Systems
<input type="checkbox"/> 09 Streets; Walkways; Auto Parking	<input type="checkbox"/> 25 Fire Protection
<input type="checkbox"/> 10 Lighting	<input type="checkbox"/> 26 Recreation Area & Facilities
<input type="checkbox"/> 12 Water Systems	<input type="checkbox"/> 27 Maintenance
<input type="checkbox"/> 13 Storm Water Systems	<input type="checkbox"/> 28 Rules
<input type="checkbox"/> 14 Location of Lines	<input type="checkbox"/> 29 On Duty
<input type="checkbox"/> 15 Park Service Building	<input type="checkbox"/> 30 Records
<input type="checkbox"/> 16 Number of Plumbing Fixtures	

Previous Inspection | Next Inspection | Add Inspection | Delete Inspection* | Print | Modify

To enter a violation, click on the appropriate check box. In this case, there was a “**23 Rats and Mice**” violation. When the violation is checked, the Manufactured Home Park Inspection rules table will open (see the next page).



For your inspections, you have the ability to view the rules .When the violation is clicked, the program opens the **Inspection Rules** table above. Check the box for the appropriate code that was violated to add to your inspection form. You may also search 23.0 rule by typing a key word in the field box and clicking the **Search** button. This will display all rules under which the key word was found. You may view a rule by clicking on the row and then clicking the “**View**” button. When finished, click the “**Add Rules and Close**” button.

Field/Button	Description
Search	Click to search a rule for a key word entered in the field to the left.
View	Click to view the selected rule
Reset Checks	Click to view all rules (used after a search)
Add	Check to add the rule to the inspection form
Add Rules and Close	Click to add the rules to the inspection and to close the rules window
Close	Click to close the rules window



Violation(s)/Comment(s)

Manufactured Home Park -

Find | Manufactured Home Park | Person to Contact | Licensing Information | **Inspections** | MHP SetUp | GIS/GPS

Violations | Violation(s)/Comment(s)

3701-27-23 Rats and mice.

Mobile home parks shall be free of rats and mice. Wherever conditions in the mobile home park provide harboring for rats and mice, the operator shall immediately remove such conditions in a manner satisfactory to the licensor.

Inspected by: 19 | BERNIE KOSAR | R.S./SIT #: 1989 | Rules

Received by: JAMES AMENDOLA | Title: R.S. | Spell Check

Previous Inspection | Next Inspection | Add Inspection | Delete Inspection* | Print | Modify

The “**Violations/Comments**” page displays the rules that you added. You may, also, add your comments specific to the rules.

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the “Violations” tab along with your comments.
Inspected by	Select inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the form.
Rules	Click to view all inspection rules.
Spell Check	Click to perform a spell check on your comments.

MHP Setup



MHP Setup

Manufactured Home Park - OLMSTED TRAILER PARK

Find | Manufactured Home Park | Person to Contact | Licensing Information | Inspections | MHP Setup | GIS/GPS

Received By:

Inspector:

Date Filed: Time Filed:

Lot #: Home Manufacturer:

Type of Work:

Home Size: Aux. Bldg.: Addition:

Home Owner	SetUp Contactor	Notes
Name of Owner: <input type="text" value="LUKE PATRICK"/>	Address: <input type="text" value="111 BEACH STREET"/>	
City: <input type="text" value="CLEVELAND"/>	State: <input type="text" value="OH"/> Zip code: <input type="text" value="44138"/>	Phone: <input type="text" value="1-555-456-8887"/>

Print Previous Setup Next Setup Delete Setup* Add Setup Modify

The manufactured home park **Setup** tab allows you to fill out data regarding any additions or construction being done in the manufactured home park. This information will be printed out on the **“Placement Notification”** form located in the Print Window.

Field/Button	Description
Received By	Enter the employee who received the setup application.
Inspector	Select the inspector’s name.
Date Filed	Enter the date filed.
Time Filed	Enter the time filed.
Lot #	Enter the lot # for the setup.
Home Manufacturer	Enter the name of the home manufacturer.
Type of Work	Choose the type of work that is being performed.
Home Size	Enter the size of the home.
Aux. Bldg.	Enter the size of the auxiliary building.
Addition	Enter the size of the addition.
Name of Owner	Enter the name of the owner.
Address	Enter the address.
City	Enter the city.
State	Enter the state.

Zip	Enter the zip.
Phone	Enter the phone number.
Name of Setup Contactor	Enter the name of the setup contactor.
Address	Enter the address of the setup contactor.
City	Enter the city of the setup contactor.
State	Enter the state of the setup contactor.
Phone	Enter the phone number of the setup contactor.
Notes	Enter any notes on the manufactured home park setup.
Print	Click to open the print window.
Previous Setup	Click to view the previous setup.
Next Setup	Click to view the next setup.
Delete Setup*	Right-click to delete the setup.
Add Setup	Click to add a setup.
Modify	Click to modify the record.

GIS/GPS



GIS/GPS

Manufactured Home Park - OLMSTED TRAILER PARK
✖

Find
Manufactured Home Park
Person to Contact
Licensing Information
Inspections
MHP SetUp
GIS/GPS

Global Information System

Street #	Prefix Direction	Prefix Type	Street name	Street Suffix	Prefix Direction
<input type="text" value="1234"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MAIN"/>	<input type="text" value="STREET"/>	<input type="text"/>

Global Positioning System

Latitude Decimal Value	Longitude Decimal Value
<input type="text" value="0.000000"/>	<input type="text" value="0.000000"/>

The "GIS/GPS" tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location.
Longitude Decimal Value	Enter the longitude DECIMAL value of the location.
Modify	Click to modify the information on the page.

Print Button



Print

Print: The “**Print**” button is available on all the tabs.

**** Note: The licenses will print on your preprinted license paper.****

Field/Button	Description
Application	Prints out an application (right-click OK to print blank application).
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper. HDIS will automatically display the next available audit #. When you receive a new packet of licenses, enter the Audit # of the first license in the packet.
Envelope - Park	Prints an envelope addressed to the Park.
Envelope - Licensee	Prints an envelope addressed to the licensee.
Home Park Inspection	Prints out the Manufactured Home Park inspection.
Placement Notification	Prints out the placement notification form.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the new Audit Number and also the date issued.
Void	After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record that will account for the license audit number.

How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**

Click the **Add** button

Click the appropriate check box for type of license

Enter “\ **VOID**” in the name field (use a backslash and a space before the word “VOID”).

Click the “**Licensing Information**” window tab

Enter the fee code as “**VD**”

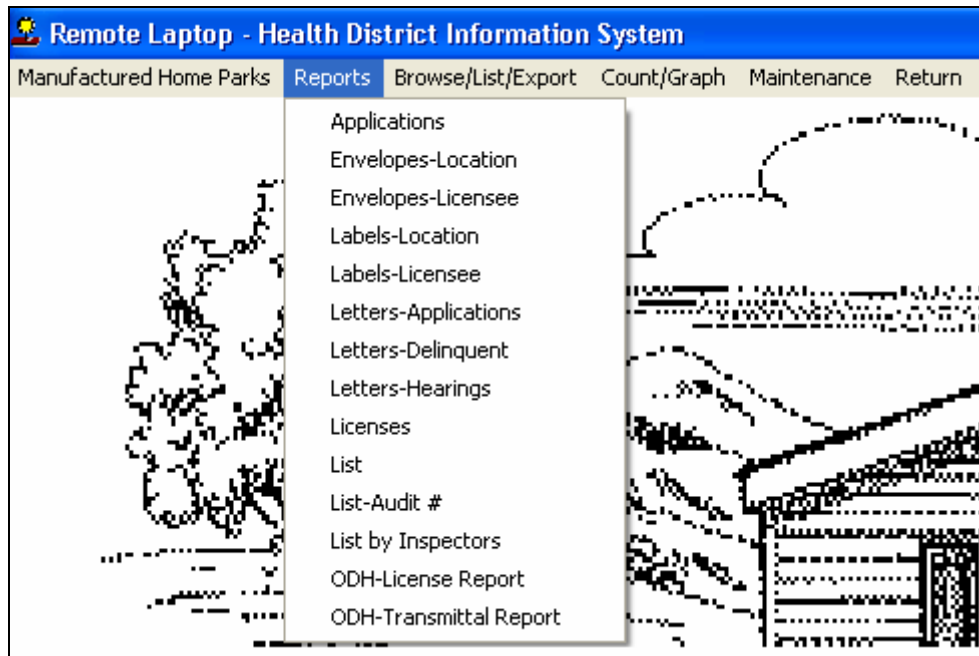
Enter the audit number you are voiding in the “**Audit**” field

Enter the date voided in the “**Date Issued**” field

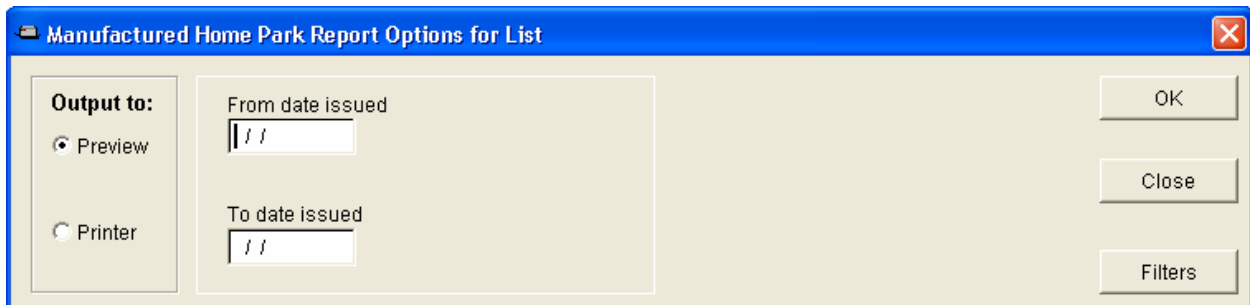
Reports



Reports



The **Manufactured Home Parks** module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued**. This is to prevent printing a report for a Manufactured Home Park that is Out of Business or one that did not apply for a license.



You may preview the report before printing. Also, you have the ability to use filters to build a query.

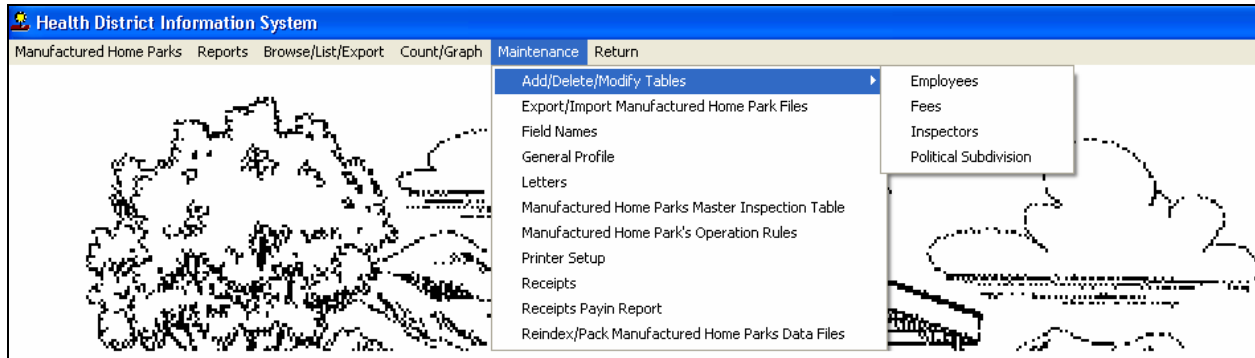
Reports

Report	Description
Applications	Generates personalized application letters for each manufactured home park that meets the criteria set in the "from date" and "to date" issued.
Envelopes - Location	Addresses envelope to the location of the manufactured home park.
Envelopes - Licensee	Addresses envelope to the licensee of the manufactured home park.
Labels - Locations	Generates mailing labels to the location of the manufactured home park.
Labels - Licensee	Generates mailing labels to the licensee of the manufactured home park.
Letters - Applications	Generates application letters for each manufactured home park. (You may set these letters up in the Maintenance menu)
Letters - Delinquent	Generates delinquent letters for each manufactured home park. (You may set these letters up in the Maintenance menu)
Letters - Hearings	Generates hearing letters for all manufactured home park. (You may set these letters up in the Maintenance menu)
Licenses	Generates licenses for each manufactured home park that meets the criteria set in the "from date" and "to date" issued. Change the next Audit# if necessary. Click OK to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click OK to update the records.
Lists	Generates a list of manufactured home parks.
Lists – Audit #	Generates a list of manufactured home parks by audit #.
List by Inspectors	Generates a list of manufactured home parks by inspectors.
ODH – License Report	Generates the state license report.
ODH – Transmittal Report	Generates the state transmittal report.

Maintenance - Add/Delete/Modify Tables



Maintenance



The **Maintenance Menu** contains a list of the tables that you can modify for your program.



Political Subdivision

Add/Delete/Modify Political Subdivision Table

Code	Subdivision	District
01	WILLOWICK CITY	07
02	WICKLIFFE CITY	02
03	WILLOUGHBY HILLS CITY	02
04	WILLOUGHBY CITY	06
05	EASTLAKE CITY	07
06	PAINESVILLE CITY	03
07	MENTOR CITY WEST	04
08	KIRTLAND CITY	02
09	MENTOR ON THE LAKE CITY	05
10	WAITE HILL VILLAGE	02
11	TIMBERLAKE VILLAGE	07
12	KIRTLAND HILLS VILLAGE	02
13	GRAND RIVER VILLAGE	03
14	FAIRPORT HARBOR VILLAGE	05
15	NORTH PERRY VILLAGE	01
16	PERRY VILLAGE	01
17	MADISON VILLAGE	01
18	LAKELINE VILLAGE	07
19	CONCORD TOWNSHIP	01
20	PERRY TOWNSHIP	01
21	LEROY TOWNSHIP	01
22	MADISON TOWNSHIP	01

Buttons: Close, Add, Delete, Print, Update Districts

Field/Button	Description
Code	Enter the code of the subdivision.
Subdivision	Enter the subdivision.
Close Button	Closes the table.
Add Button	Adds a code to the table.
Delete Button	Deletes a highlighted entry.
Print	Prints the list.

Manufactured Home Parks – Lap Top Export / Import Files

Before you leave the office:

Import Manufactured Home Park Files

Click "**Environmental Health**"

Click "**Manufactured Home Parks**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Manufactured Home Park Files**"

Click "**Import Manufactured Home Park Clients From Server**" radio button

Click "**OK**"

Click "**Continue**"

Upon returning to the office:

Export Manufactured Home Park Files

Click "**Environmental Health**"

Click "**Manufactured Home Parks**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Manufactured Home Park Files**"

Click "**Export Manufactured Home Park Clients to Server**" radio button

Note: Any record that has been modified will display a check in the box next to their name.

Click "**OK**"

Click "**Continue**"



Field Names

Field Name	Data Base Field Name
# OF LOTS	MHP.NO_LOTS
2ND LAST INSPECTION	MHP.LST_2ND_IN
3RD LAST INSPECTION	MHP.LST_3RD_IN
AUDIT #	MHP.AUDIT
CITY	MHP.CITY
DATE PAID	MHP.DATE_PAID
DATE PERMIT ISSUED	MHP.DATE_ISS
FEE CODE	MHP.FEECC
FEE DESCRIPTION	MHP.DESCRPT
FIRST EMERGENCY CONTACT	MHP.C1_NAME
FIRST EMERGENCY CONTACT	MHP.C1_ADDRESS
FIRST EMERGENCY CONTACT	MHP.C1_PHONE
GIS/PREFIX DIRECTION	MHP.GIS_PRE_DIR
GIS/PREFIX TYPE	MHP.GIS_PRE_TYPE
GIS/STREET	MHP.GIS_STRT
GIS/STREET #	MHP.GIS_STRT_NO
GIS/STREET SUFFIX	MHP.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	MHP.GIS_STRT_DIR
GPS/LAT-DECIMAL	MHP.GPS_LAT_DEC
GPS/LON-DECIMAL	MHP.GPS_LON_DEC
ID #	MHP.ID
INSPECTION INTERVAL	MHP.INSP_INT
INSPECTION REASON	MHP.F_DESC

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).



General Profile

General Profile [Close]

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

2004 2003 2002 2001 2000 1999 1998

Make Checks Payable to:

Close

The **General Profile** enables you to fill out the basic information for your health department.



Letters

Enter/Modify Manufactured Home Parks Letters

Application Delinquent Office Hearing

Our records indicate that you have not submitted the required mobile home park application and fee before the January 1st deadline as required by law. Ohio Revised Code Section 3733.03 requires that you have a current mobile home park license before you may operate a mobile home park in the State of Ohio. Ohio Revised Code Section 3732.03 also requires that any who fails to obtain their mobile home park license by the above noted deadline shall pay a twenty-five percent penalty added to the required fee.

Please secure your mobile home park license within ten days from receipt of this notice. This is a FINAL friendly reminder. We sent out the original notices over six weeks ago. We feel that you have been given sufficient time to obtain your license. An application form is attached for your convenience. Please contact us if you have any questions.

Sincerely,

Public Health Sanitarian

Spell Check Close

HDIS provides you with the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name.

Example: *OWNER* = TOM GORDON



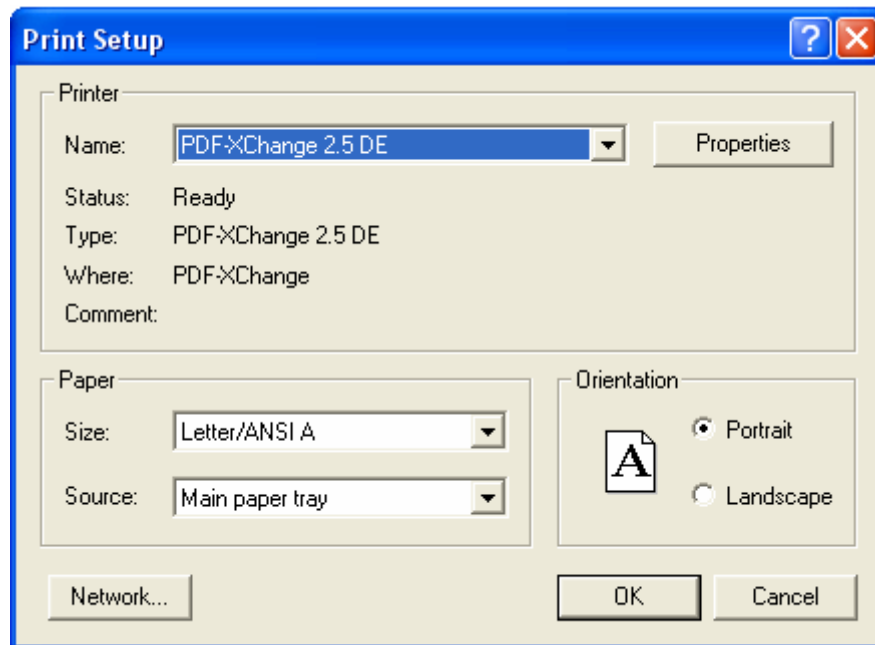
Manufactured Home Parks Operation Rules

#	Title	Code	Rules
1.0	OHIO ADMINISTRATIVE CODE DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	Memo
2.0	3701-27-02 APPLICATION OF RULES; LICENSE.	(A) ALL MANUFACTURED HOME PARKS SHALL COMPLY WITH	Memo
2.0	3701-27-02 APPLICATION OF RULES; LICENSE.	(B) NO PERSON, SHALL MAINTAIN OR OPERATE A MANUFACTURED	Memo
3.0	3701-27-03 LICENSE, CONTENTS OF.	THE LICENSE SHALL STATE THE NAME AND ADDRESS OF	Memo
4.0	3701-27-04 APPLICATION FOR LICENSE.	(A) ON OR AFTER THE FIRST DAY OF DECEMBER BUT BEFORE	Memo
4.0	3701-27-04 APPLICATION FOR LICENSE.3701-27-04 APP	(B) THE OPERATOR OF A MANUFACTURED HOME PARK SHALL	Memo
4.0	3701-27-04 APPLICATION FOR LICENSE.	(C) THE LICENSOR OF A MANUFACTURED HOME PARK MA	Memo
4.1	3701-27-041 INSPECTION	(A) THE LICENSOR SHALL INSPECT MOBILE HOME PARKS	Memo
4.1	3701-27-041 INSPECTION	(B) THE LICENSOR SHALL HAVE AUTHORITY TO ENTER MO	Memo
4.2	3701-27-042 LICENSE FEE CATEGORIES.	(A) THE LICENSE FEES ESTABLISHED BY A BOARD OF HEA	Memo
4.2	3701-27-042 LICENSE FEE CATEGORIES.	(B) IN ADDITION TO THE FEES ESTABLISHED BY A CITY OR	Memo
4.3	3701-27-043 COST METHODOLOGY.	(A) THE ACTUAL COST TO A CITY OR GENERAL HEALTH DI	Memo
4.3	3701-27-043 COST METHODOLOGY.	(B) THE COSTS FOR THE MANUFACTURED HOME PARK PR	Memo
4.3	3701-27-043 COST METHODOLOGY.	(C) THE TOTAL MANUFACTURED HOME PARK PROGRAM C	Memo
5.0	3701-27-05 PLAN APPROVAL REQUIRED.	(A) NO PERSON SHALL DEVELOP A MANUFACTURED HOM	Memo
5.0	3701-27-05 PLAN APPROVAL REQUIRED.	(B) ALL DEVELOPMENT WITHIN ANY PORTION OF A NEW C	Memo
5.0	3701-27-05 PLAN APPROVAL REQUIRED.	(C) A PERSON WHO WISHES TO AMEND APPROVED PLAN;	Memo
5.0	3701-27-05 PLAN APPROVAL REQUIRED.	(D) THE APPROVAL OF PLANS ISSUED BY THE DIRECTOR	Memo
5.0	3701-27-05 PLAN APPROVAL REQUIRED.	(E) OWNERSHIP OF APPROVED PLANS MAY BE TRANSFER	Memo
6.0	3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O	3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL OF	Memo
6.0	3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O	(B) THE PLANS SUBMITTED TO THE DIRECTOR FOR APPR	Memo
6.0	3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O	(C) IF PLANS SUBMITTED TO THE DIRECTOR ARE INCOMP	Memo
6.0	3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O	(D) THE DIRECTOR MAY DISAPPROVE PLANS IF...	Memo

Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list



Printer Setup



The print setup allows you to choose from which printer you wish to print. Pick the printer in the name dropdown and click **OK**.



Receipts

Receipts

Date: 09/02/2005 Received by:

Print Close

Fee Code: 00316 Fee Description: MARINA 25-59 DOCKS Quantity: 1 Amount: 190.00 Check #/Cash:

Per. # / Lic.# / ID# Name Address/Comment

Certified: 0 Add Fee Delete Fee

Code	Description	Quantity	Amount	Check#	Name	Address/Comment

Totals 0 0.00 Receipt # 45

If your health department has the **“Receipts”** module, you have the ability to print any receipt through the **“Maintenance”** tab. You may also print a receipt from the Manufactured Home Park data entry window by pressing **ALT-R** keys.



Receipts Pay In Report

Print Pay In or Receipt [Close]

From Date: 09/02/2005 To Date: 09/02/2005

Pay In by Receipt Book
[Dropdown menu]

Pay in by Fund

Pay in by Initials

Receipt

Output to:

Preview

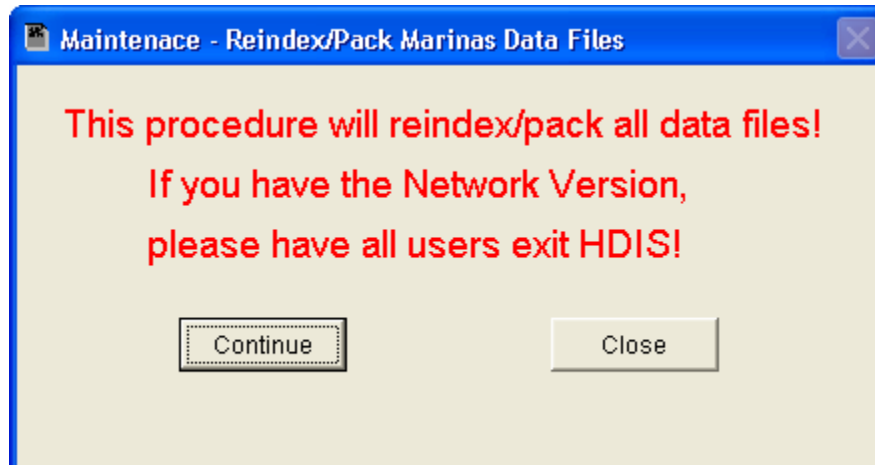
Print

[OK] [Close]

If your health department has the **“Receipts”** module, you have the ability to print your pay in reports through the **“Maintenance”** tab.



Reindex/Pack Manufactured Home Parks Data Files



This function is only needed should your data be corrupted due to a power failure. Please contact CHC Software if you have any questions or concerns.

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