

# HDIS

Health Department Information System

*Helping You...Help Others*

Public Health Nuisances

User Manual

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## Public Health Nuisances User Manual



The Baldwin Group, Inc.

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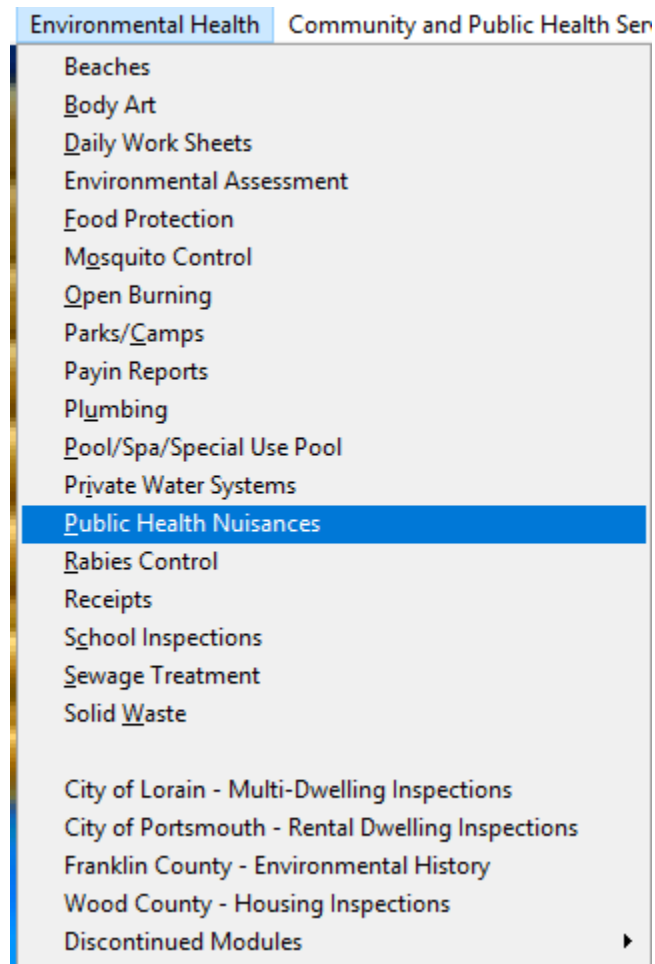
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## Chapter 1: Getting Started

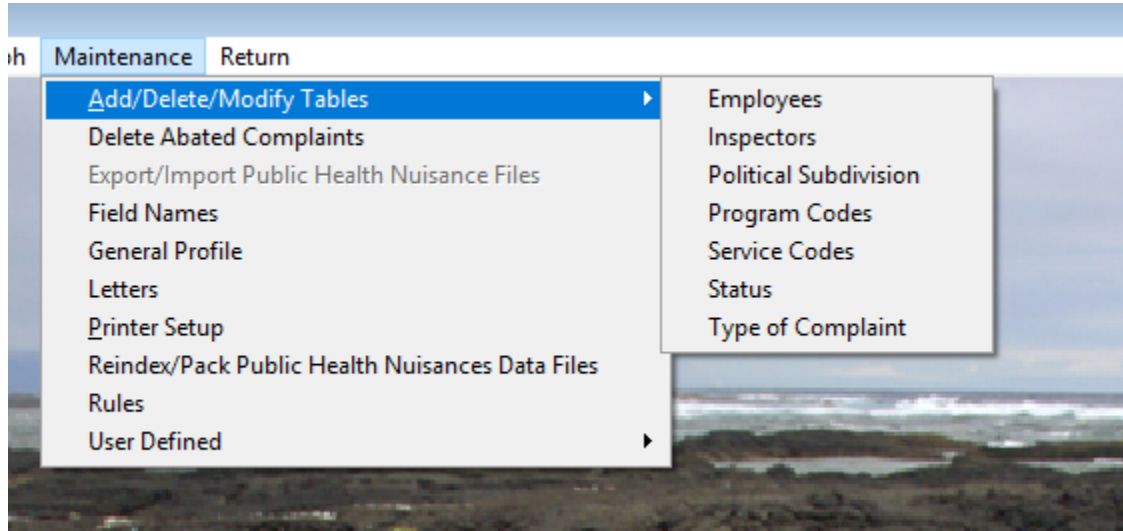
Once the Public Health Nuisances module has been installed, it can be accessed by going to:

**Environmental Health > Public Health Nuisances**



Once inside **Public Health Nuisances**, navigate to:

**Maintenance > Add/Delete/Modify Tables**



This section holds the control files that will drive the module.

When entering data into **Public Health Nuisances**, there will sometimes be drop-down boxes for quick data entry.

The tables in the **Maintenance > Add/Delete/Modify Tables** section hold the data that fill those drop-down boxes.

*Entering the frequently used, fixed data ahead of time will make things a lot easier.*

### Employees

Add/Delete/Modify Employee Table

Code	Name
AB	ALEX BROWN
AH	ALEX HALL
AJ	ANDY JOHNSON
AM	ANDY MOORE
AT	ANDY THOMAS
BT	BLAKE THOMPSON
BW	BLAKE WILLIAMS
BH	BROOK HILL
BW	BROOK WILLIAMS
CM	CARROLL MILLER
CW	CARROLL WALKER
CA	CASEY ANDERSON
CD	CASEY DAVIS
CT	CASEY TAYLOR
DW	DALE WILSON
DC	DALLAS CLARK
DD	DALLAS DAVIS
DM	DALLAS MARTIN
DH	DYLAN HALL
DS	DYLAN SMITH
EC	ELI CLARK
EJ	ELI JONES
ET	ELI THOMAS
PM	PAT MOORE

Close

Add

Delete

Print

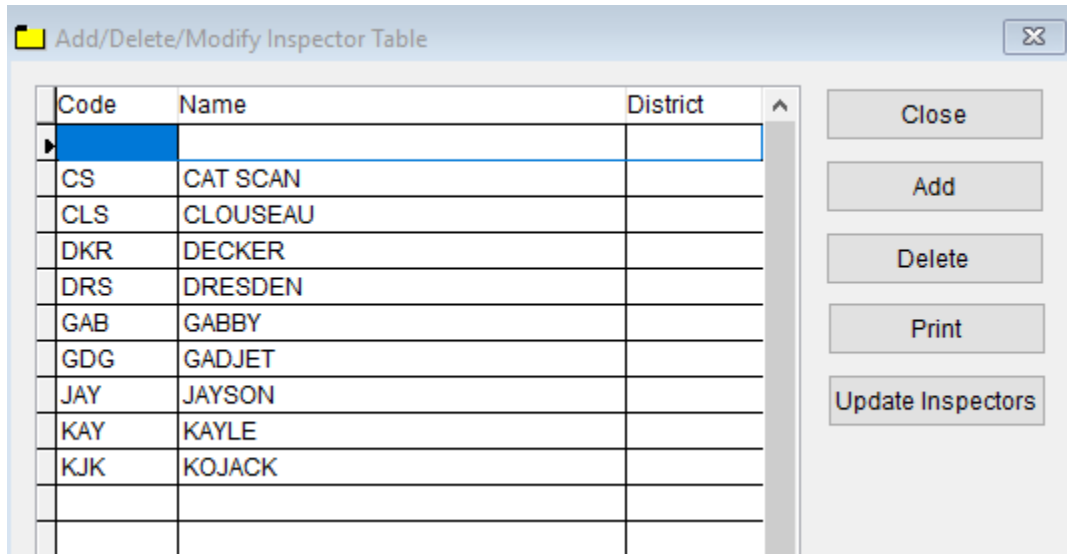
To enter **Public Health Nuisances Employee**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the Employee.
- Enter the Employee's Name in the **Name** field.

Other options on this screen can be used as follows:

- To **Delete** an Employee, select the Employee's **Code** or **Name** and click **Delete**.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

### Inspectors



Code	Name	District
CS	CAT SCAN	
CLS	CLOUSEAU	
DKR	DECKER	
DRS	DRESDEN	
GAB	GABBY	
GDG	GADJET	
JAY	JAYSON	
KAY	KAYLE	
KJK	KOJACK	

To enter **Public Health Nuisances Inspectors**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the Inspector.
- Enter the Inspector's Name in the **Name** field.
- Enter the Inspector's District in the **District** field.

Other options on this screen can be used as follows:

- To **Delete** an Inspector, select the Inspector's Code, **Name**, or **District** and click **Delete**.
- **Print** button will open printing option's window.
- **Update Inspectors'** button will update the Inspectors in Public Health Nuisances.
- Click **Close** to exit the table.

### Political Subdivision

Code	Subdivision	District
01	PLAGUEVILLE TWP	
02	BUBONICA TWP	
03	SMALLVILLE VILLAGE	
04	METROPOLIS CITY	
05	GOTHAM CITY	
06	ATLANTIS TWP	
07	MORDOR VILLAGE	
08	HOBBITON TWP	
09	NEVERLAND CITY	
10	SHIRE VILLAGE	
11	BALROG TWP	
12	SOMEPLACE VILLAGE	
13	KAYLE	

To enter **Public Health Nuisances Political Subdivision**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the **Subdivision**.
- Enter the **Subdivision** Name in the Subdivision field.
- Enter the District in the **District** field.

Other options on this screen can be used as follows:

- To **Delete** a Political Subdivision, select the Code, Subdivision, or **District** and click **Delete**.
- **Print** button will open printing option's window.
- **Update Districts'** button will update the Political Subdivision table in Public Health Nuisances.
- Click **Close** to exit the table.



### Program Codes

Add/Delete/Modify Program Codes Table

Code	Program	Update Module	Fund #
1026	ACCREDITATION		
3001	SOLID WASTE	SWP	
3003	WATER PRIVATE - PERMIT	PWS	
3004	PLUMBING CODE		
3005	HOUSING		
3007	NUISANCE		
3008	RABIES		
3009	TRASH AND TANK TRUCK	SEH	
3010	SEWAGE GENERAL	SDR	
3011	RESIDENT CAMPS	DAY	
3012	DEMOLITION		
3013	EH-GENERAL		
3014	MOSQUITO-RODENT-BIRD		
3015	JAILS		
3016	SCHOOLS	SCH	
3017	TATTOO PARLOR	TAT	
3018	SWIMMING POOL AND SPA	POL	

Close  
Add  
Delete  
Print

To enter **Public Health Nuisances Program Codes**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the Program Code.
- Enter the Program's Name in the **Program** field.
- Enter the Update Module in the **Update Module** field.
- Enter the Fund number in the **Fund #** field.

Other options on this screen can be used as follows:

- To **Delete** a Program code, select the **Code**, **Program**, **Update Module**, or **Fund #** and click **Delete**.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

### Service Codes

Code	Service
CCP	CRITICAL CONTROL POINT
FBI	FINAL BITE INVESTIGATION
FC	FOOD COMPLAINT
KAY	KAYLE
NA	NUISANCE ABATED(NA)
PDI	PLUMBING DRAIN INSPECTION
PFI	PLUMBING FINAL INSPECTION
PLI	PRE-LICENSING
PR	PROCESS REVIEW
PRI	PLUMBING ROUGH INSPECTION
PWI	PLUMBING WASTE INSPECTION
R	STANDARD
SE	SEWAGE SITE EVALUATION
SF	SEWAGE FINAL APPROVAL
U	UNLICENSED
WF	WATER INSPECTION FINAL

To enter **Public Health Nuisances Service Codes**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the Service Code.
- Enter the Service's Name in the **Service** field.

Other options on this screen can be used as follows:

- To **Delete** a Service Code, select the **Code**, **Program**, **Update Module**, or **Fund #** and click **Delete**.
- Click on a Service Code's **Code** or **Service**. Click **Delete** to delete the entry.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

### Status

Name

Close  
Add  
Delete  
Print

To enter **Public Health Nuisances Status**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Status**.

Other options on this screen can be used as follows:

- To **Delete** a Status select the **Name** and click **Delete**.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

### Type of Complaint

Add/Delete/Modify Type of Complaint

Name
ANIMAL FECES
BAD SMELL
CLEANLINESS OF FACILITY
DUMPING OF GREASE
DUMPING OF RAW SEWAGE
FACILITY MAINTENANCE ISSUES
FOOD RELATED ISSUES
HAIR RESTRAINT ISSUES
HAND WASHING ISSUES
HOUSING CODE ISSUES
ILL EMPLOYEES
ILLEGAL OPERATIONS
IMPROPER GLOVE USE
MOSQUITO COMPLAINT
NO AIR OR FANS IN FACILITY
NO HOT WATER / NO WATER
OPEN DUMPING
RAW SEWAGE ON GROUND
ROACHES
SEWAGE SYSTEM MALFUNCTIONING
SMOKING AT FSO OPERATION
SWIMMING POOL COMPLAINT
TIRES
TRASH DEBRIS
UNCLEAN TABLEWARE
VERMIN COMPLAINT
WATER WELL OR SYSTEM PROBLEMS

Close

Add

Delete

Print

To enter **Public Health Nuisances Type of Complaint**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Type of Complaint**.

Other options on this screen can be used as follows:

- To **Delete** a Status select the **Name** and click **Delete**.
- Print** button will open printing option's window.
- Click **Close** to exit the table.

## Chapter 2: Entering in Public Health Nuisance

### Find Tab

Public Health Nuisance -

Find      Location/Complaint      Complainant/Owner      Comments      GIS/GPS

☒ by location street address  
 ☐ by ID#  
 ☐ by complainant  
 ☐ by owner  
 ☐ by street name  
 ☐ Parcel#  
 ☐ Type of Comp.  
 ☐ Inspector

     Environ. Assess.      Add      Close

ID #	Date received	Abated	Location name	Location street	Location city
2007109	01/10/2007	<input checked="" type="checkbox"/>	HOUSE OF BLAKE THOMPSON	10 NORFOLK LN	BUBONICA TWP
2007196	04/02/2007	<input checked="" type="checkbox"/>	HOUSE OF BROOK JOHNSON	100 NORFOLK LN	BALROG TWP
2009206	07/22/2009	<input checked="" type="checkbox"/>	HOUSE OF BLAKE JOHNSON	1000 NORFOLK LN	BALROG TWP
2009207	07/28/2009	<input checked="" type="checkbox"/>	HOUSE OF PAT WILLIAMS	1001 PINE ST	GOTHAM CITY
2009208	07/27/2009	<input checked="" type="checkbox"/>	HOUSE OF BROOK MILLER	1002 MAIN ST	BUBONICA TWP
2009209	07/28/2009	<input checked="" type="checkbox"/>	HOUSE OF CARROLL TAYLOR	1003 LUCERNE BLVD	SMALLVILLE VILLAGE
2009210	07/30/2009	<input checked="" type="checkbox"/>	HOUSE OF CASEY WILSON	1004 BALDWIN RD	BALROG TWP
2009211	07/30/2009	<input checked="" type="checkbox"/>	HOUSE OF DALE DAVIS	1005 PEARL ST	GOTHAM CITY
2009212	07/30/2009	<input checked="" type="checkbox"/>	HOUSE OF DALLAS WHITE	1006 NORFOLK LN	BUBONICA TWP
2009213	07/31/2009	<input checked="" type="checkbox"/>	HOUSE OF DYLAN CLARK	1007 PINE ST	SMALLVILLE VILLAGE
2009214	08/04/2009	<input checked="" type="checkbox"/>	HOUSE OF ELI HALL	1008 MAIN ST	BALROG TWP
2009215	08/10/2009	<input checked="" type="checkbox"/>	HOUSE OF ALEX THOMAS	1009 LUCERNE BLVD	GOTHAM CITY
2007197	04/02/2007	<input checked="" type="checkbox"/>	HOUSE OF CARROLL WILLIAMS	101 PINE ST	GOTHAM CITY
2009216	08/10/2009	<input checked="" type="checkbox"/>	HOUSE OF ANDY THOMPSON	1010 BALDWIN RD	BUBONICA TWP
2009217	08/10/2009	<input checked="" type="checkbox"/>	HOUSE OF BLAKE MOORE	1011 PEARL ST	SMALLVILLE VILLAGE
2009218	08/11/2009	<input checked="" type="checkbox"/>	HOUSE OF PAT HILL	1012 NORFOLK LN	BALROG TWP
2009219	08/11/2009	<input checked="" type="checkbox"/>	HOUSE OF BROOK WALKER	1013 PINE ST	GOTHAM CITY
2009220	08/12/2009	<input checked="" type="checkbox"/>	HOUSE OF CARROLL ANDERSON	1014 MAIN ST	BUBONICA TWP
2009221	08/17/2009	<input checked="" type="checkbox"/>	HOUSE OF CASEY WRIGHT	1015 LUCERNE BLVD	SMALLVILLE VILLAGE

Under the Find tab there are options to search for a Public Health Nuisance entry. Search options consist of: **by location street address**, **ID#**, **complainant**, **owner**, **street name**, **Parcel#**, **Type of Comp.**, and **Inspector**.

### Location/Complaint Tab

From the **Find** tab, go to **Location/Complaint**. Click **Add** to enter a new record.

Public Health Nuisance - HOUSE OF BLAKE THOMPSON - 10 NORFOLK LN

Find    Location/Complaint    Complainant/Owner    Comments    GIS/GPS

ID #    Name/Location name    Location street  
 2007109    HOUSE OF BLAKE THOMPSON    10 NORFOLK LN

Location city    State    Zip code    Location phone    ☐ Rental Property  
 BUBONICA TWP    OH    99974    4-0-5-5-0-47

Location Email  
 placeemail@hdis.org

Complaint description  
 THE RADIOACTIVE COCKROACHES WHO LIVE IN THE PILES OF TRASH OUT FRONT IN THE TALL GRASS DON'T WASH THEIR HANDS BEFORE FEEDING WILD NOISY RABID DOGS.

Prgm    Description    Type of Complaint  
 NUISANCE    CAT SCAN    DOG FECES

Inspector    Political subdivision    District  
 CS    02 BUBONICA TWP

Census    Priority    Status  
 MEDIUM

Print    Previous    Next    Delete    Add    Modify

Click **Modify** to modify an existing **Location/Complaint**, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

**Print** button will open up a Print options menu with various options to choose from [Letters, Specific Letters, and Forms].

### Print Button

Click on the **Print Button** from the **Location/Complaint Tab**, **Complainant/Owner Tab**, and **Comments Tab** to open this window.

The print menu is the same for all tabs stated and you can print any of the options.

Field/Button	Description
Complaint Investigation Form	Prints Complaint Investigation form for the record you are on
Complaint Investigation Form (with comments)	Prints Complaint Investigation form with comments for the record you are on
#10 Envelope to Owner	Prints out a #10 envelope to addressed to the owner
#10 Envelope to Complainant	Prints out a #10 envelope to addressed to the complainant
#10 Envelope to Location	Prints out a #10 envelope to the location of the complaint
File Envelope (9X6)	
Letters A thru T	Prints out Letter A thru T(These letters are composed by you under the "Maintenance" menu)
Letters 1 thru 6	Prints out your specific letters 1 thru 6

Word Document	Prints out a Word Document
Address Letter to Owner	Addresses the letter to the owner
Address Letter to Location	Addresses the letter to the location
Address Letter to Complainant	Addresses the letter to the Complainant
Print Comments	Prints your comments for Complaint Investigation Form (with comments)
Print Bracketed Comments	Prints out only your bracketed comments for Complaint Investigation Form (with comments)
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.



### Complainant/Owner Tab

Click **Modify** to edit a current record under the Complainant/Owner Tab.

If new/blank record, fill in information in the Complainant/Owner Tab.

Use drop-down boxes and check-mark boxes as necessary.

Public Health Nuisance - HOUSE OF BLAKE THOMPSON - 10 NORFOLK LN

Find	Location/Complaint	Complainant/Owner	Comments	GIS/GPS
<div>Complainant name</div> <div>ANDY ANDERSON</div>				
<div>Complainant street</div> <div>10 NORFOLK LN</div>				
<div>Complainant city</div> <div>BUBONICA TWP</div>				
<div>State</div> <div>OH</div>	<div>Zip code</div> <div>99974</div>	<div>Complainant phone</div> <div>4-0-5-5-0-37</div>	<div>Complainant Email</div> <div>concerns@hdis.org</div>	
<div>Copy Location</div>				
<div>Owner name</div> <div>BLAKE THOMPSON</div>				
<div>Co-Owner</div> <div>D. DOORIGHT</div>				
<div>Owner street</div> <div>10 MAIN ST</div>				
<div>Owner city</div> <div>BUBONICA TWP</div>	<div>State</div> <div>OH</div>	<div>Zip code</div> <div>99974</div>	<div>Owner phone</div> <div>4-0-5-5-0-10</div>	<div>Owner cell phone</div> <div>4-0-5-5-9-00</div>
<div>Owner Email</div> <div>ddooright@hdis.org</div>				
<div>Copy Location</div>				
<div>Date received</div> <div>01/10/2007</div>	<div>By employee</div> <div>MARTHA WASHINGTON</div>	<div>Return date</div> <div>//</div>		
<div>First Contacted</div> <div>//</div>	<div>First Contacted Service</div> <div></div>			
<div>Last inspection</div> <div>01/12/2007</div>	<div>Last Inspection Service</div> <div>NA</div>			
<div> <input type="checkbox"/> Reinspect           <input checked="" type="checkbox"/> Abated/Completed         </div>				
<div>Note</div> <div>BED BUGS COMBUST EASILY</div>				
<div>Print</div> <div>Modify</div>				

## Comments Tab

### Findings and Actions

The screenshot shows a web application window titled "Public Health Nuisance - TIMMY'S WOK -". The window has a top navigation bar with tabs: "Find", "Location/Complaint", "Complainant/Owner", "Comments", and "GIS/GPS". The "Comments" tab is active. Below this, there is a sub-navigation bar with tabs: "Findings and Actions", "Information", "Letter 1", "Letter 2", "Letter 3", "Letter 4", "Letter 5", and "Letter 6". The "Findings and Actions" tab is selected. The main content area is a large text box containing the text "1-9-07 Performed inspection. See file." Below the text box, there is a row of buttons: "Rules", "Pictures (.PDF files)", "Spell Check", "Print", and "Modify".

This section will show the **Findings and Actions**.

Click **Modify** to edit a record.

Click the **Pictures** button if you want to view selected record's PDF attachments. To add attachments, [go to: Pictures \(PDF Files\) Button Page for more detailed information – Or Click this link.](#)

**Spell Check** will check for incorrect spelling, and **Print** will open a print window with different options for printing.

### *Pictures (PDF Files) Button*

**Go to Maintenance > General Profile > Environmental > Public Health Nuisance**

The screenshot shows the 'General Profile' window with the 'Environmental' tab selected. Under 'Public Health Nuisance', there are checkboxes for 'Do not print Complainant on inspection form' and 'Upper Case Envelopes'. Below these, the 'Location of Pictures (PDF files)' field is populated with 'C:\USERS\SKAYLEN\DESKTOP\PUBLICHEALTHNUISA'.

Make sure you have the file location/folder entered in **Location of Pictures (PDF files)** correctly entered.

To add file attachments to a record, store attachment in specified folder with the record's ID as the attachment's name.

For example, let's say I designated my Location of Pictures (PDF files) as:

**C:\USERS\DESKTOP\PUBLIC\_HEALTH\_NUISANCE**

I have a PDF file I want associated with the record I am entering and it is called **JohnDoe.PDF**

Rename the PDF file with the selected record's ID given in the **Location/Complaint** tab.

The screenshot shows a record for 'HOUSE OF BLAKE THOMPSON' at '10 NORFOLK LN'. The 'ID #' field contains '2007109' and is circled in red. Other fields include 'Location city' (BUBONICA TWP), 'State' (OH), 'Zip code' (99974), and 'Location phone' (4-0-5-5-0-47). There is also a 'Rental Property' checkbox.

The JohnDoe.PDF file will now be called 2007109.PDF

For any additional files you want associated with this record add a letter in alphabetical order after the ID#.

**2007109a.PDF, 2007109b.PDF, 2007109c.PDF, 2007109d.PDF**

*For the FIRST attachment, make sure the first file is named JUST the ID number. Each file added afterwards must be in order and end with a, b, c, d and so on.*

Now when you are viewing the record, clicking the **Pictures (PDF files) button** will open all associated files.

### Information

Public Health Nuisance - TIMMY'S WOK - Σ3

Find	Location/Complaint	Complainant/Owner	Comments	GIS/GPS
<div> <div>Findings and Actions</div> <div> <div>Information</div> <div>Letter 1</div> <div>Letter 2</div> <div>Letter 3</div> <div>Letter 4</div> <div>Letter 5</div> <div>Letter 6</div> </div> </div>				
<div> <div> Date Investigated 01/09/2007 </div> <div> Orders Iss. N </div> <div> 1st Date Orders Issued // </div> <div> 2nd Date Orders Issued // </div> <div> 3rd Date Orders Issued // </div> <div> Date Orders Due // </div> <div> Board Orders Issued // </div> <div> Date Completed 01/09/2007 </div> <div> Law/Regulation(s) Violated  </div> <div> Final Disposition  </div> <div> Person(s) Contacted  </div> <div> Rechecks:  <div>// // //</div> <div>// // //</div> </div> </div>				
<div> <div>Rules</div> <div>Pictures (.PDF files)</div> <div>Spell Check</div> <div>Print</div> <div>Modify</div> </div>				

#### Check to make sure fields are filled in with appropriate data.

If you are entering a new record this tab should be ready to fill in.

If changes are needed, click the **Modify** button and add changes accordingly.

#### You are given up to 6 letter windows to modify, each on a separate subtab.

Like [Letters](#) in the [Maintenance](#) section, add text in selected letter field.

There are field names available to place record related data into the letters.

[Go to Field Names section in this document or click this link for more details on field names.](#)

- [Letter 1](#)
- [Letter 2](#)
- [Letter 3](#)
- [Letter 4](#)
- [Letter 5](#)
- [Letter 6](#)

## GIS/GPS Tab

This tab allows you to enter your GPS coordinates for mapping purposes.

Public Health Nuisance - TIMMY'S WOK -

Find   Location/Complaint   Complainant/Owner   Comments   **GIS/GPS**

**Global Information System**

Street #   Prefix Direction   Prefix Type   Street name   Street Suffix   Prefix Direction

**Global Positioning System**

Latitude Decimal Value   Longitude Decimal Value

Parcel #   Lot #

Modify

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.

## Chapter 3: Reports

Navigate to: **Environmental Health > Public Health Nuisances > Reports**. There will be a drop down menu for different types of reports you can create/modify.

*Reports can be filtered.* [See Page on Filters for more detail \(Click this link\).](#)

Report	Description
Assessments	This will generate a list for each Public Health Nuisance that meets the criteria in the “from” and “to date” received fields. Click <b>Filters</b> to set other criteria.
By Owner	This will generate a list for each Public Health Nuisance that meets the criteria in the “from” and “to date” received fields. Click <b>Filters</b> to set other criteria.
Count – By Complaint Category	Generates a count report based on complaint category.
Count – By Complaint Category By Inspector	Generates a count report based on complaint category by inspector.
Count – By Complaint Category By Political Subdivision	Generates a count report based on complaint category by political subdivision.
Count – By Complaint Status	Generates a count report based on complaint status.
Investigation forms	This will generate a list for each Public Health Nuisance that meets the criteria in the “from” and “to date” received fields. Click <b>Filters</b> to set other criteria.
Post Cards to Complainant (Front)	Generates the front of a post card addressed to the complainant
Post Cards to Complainant (Back)	Generates the back of the post card. You may choose which letter you would like to be printed on the back of the card.
Response Time (with Day Sheet Entries)	Generates a report of response time for each nuisance.
Response Time by Inspector (with Day Sheet Entries)	Generates a report of response time grouped by each inspector for each nuisance.
Response Time by Inspector (using First Contact Field)	Generates a Response Time by Inspector Report.
Status	Generates a status report for each nuisance.
Status with Inspection Dates	Generates a status report with inspection dates for each nuisance.

Each Report will have a date range you can enter before the report is generated:

Public Health Nuisances Report Options for Assessments

Output to: ☒ Preview ☐ Printer

From Date Received: //

To Date Received: //

☐ Include Filter Printout

☐ Include Mail Merge File

OK Close Filters

You can either Preview or send to Printer. Check-mark either boxes under Preview/Printer to include a filter printout or to include a mail merge file.

Some of these windows will include a drop down list to select an Inspector, Letter (A-T), or Political Subdivision.

Contact Field

Inspector

OK Close Filters

Select Letter A - Letter T

A

OK Close Filters

Count - By Complaint Category By Political Subdivision

Political Subdivision

OK Close Filters

## Chapter 4: Browse/List/Export

Inside the **Public Health Nuisances** module navigate to the “**Browse/List/Export.**”

This section allows the exportation of data, also allowing the user to use [Filters](#).

There are also multiple ways for you to output the data: Screen, Printer, DBF file, SDF file, and Delimited file. If you pick DBF file, SDF file, or Delimited file make sure you select the appropriate path. Select “Browse” to find the needed path.

### Sort by

Sorting by Field Names (3 Max) is an option.



Click on the Field Name you want to sort by and press the “<” symbol to move the Field Name to the empty box.

If you want to remove a Field Name, click the Field Name and press the “>” symbol.

Sort by: (3 Max)

<

>

1st contact date  
1st contact service  
1st contact service code  
2nd date orders issued  
3rd date orders issued  
Board orders issued  
By #  
By name  
Census track #  
Co-owner  
Complaint  
Complainant  
Complainant city  
Complainant email  
Complainant phone  
Complainant state  
Complainant street  
Complainant zip

### Filters

From the “**Browse/List/Export**,” click on the “**Filters**” button. This section allows you to set filters based on the “**Output Field**.”

Composting Facilities - Filters for Browse/List/Export

Output Field	Data	Data
<input type="checkbox"/> 2ND LAST INSPECTION	=	=
<input type="checkbox"/> 3RD LAST INSPECTION	=	=
<input type="checkbox"/> CAPTIVE?	=	=
<input type="checkbox"/> CITY	=	=
<input type="checkbox"/> CLASS	=	=
<input type="checkbox"/> CONTACT'S CITY	=	=
<input type="checkbox"/> CONTACT'S NAME	=	=
<input type="checkbox"/> CONTACT'S PHONE	=	=
<input type="checkbox"/> CONTACT'S STATE	=	=
<input type="checkbox"/> CONTACT'S STREET	=	=
<input type="checkbox"/> CONTACT'S ZIP	=	=
<input type="checkbox"/> DATE EXPIRED	=	=
<input type="checkbox"/> DATE ISSUED	=	=
<input type="checkbox"/> DATE PAID	=	=
<input type="checkbox"/> EPA #	=	=
<input type="checkbox"/> FACILITY NAME	=	=
<input type="checkbox"/> FEE CODE	=	=
<input type="checkbox"/> FEE DESCRIPTION	=	=
<input type="checkbox"/> GIS/PREFIX DIRECTION	=	=
<input type="checkbox"/> GIS/PREFIX TYPE	=	=
<input type="checkbox"/> GIS/STREET	=	=
<input type="checkbox"/> GIS/STREET #	=	=
<input type="checkbox"/> GIS/STREET DIRECTION	=	=
<input type="checkbox"/> GIS/STREET SUFFIX	=	=
<input type="checkbox"/> GPS/LAT-DECIMAL	=	=

**\*\* Note \*\*** If you are attempting to create a filter to search for **only** blank data use: **(Blank)**

**(Blank)** is appropriate when you are searching for an unspecified name, date, or Boolean (True/False – Yes/No).

**\*\* Note \*\*** If you want to search for a string with some spacing after the characters use: "AB(B)".

**Example for characters with a space:**

*Desired Search Result: "Monkey Inc"*

*Appropriate Search: "Monkey(B)"*

## Chapter 5: Count Graph

Inside the Public Health Nuisances module navigate to the **Count/Graph**.

Create the title you would like as the **Report Title**.

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, **Footer**, and **Output to** section. The **Output to** gives you options on how you want to display or store your results.

Under the **Output**: there is an option to show the **top ten** or **all** results.

There is a **Filters** button which is identical to the [Filters](#) in the [Browse/List/Export](#) section. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and by *data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals: **Level 1 Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

Public Health Nuisance - Count/Graph

Report Title  
1st contact date

Legend Title

1st contact date  
1st contact service  
1st contact service code  
2nd date orders issued  
3rd date orders issued  
Board orders issued  
By #  
By name  
Census track #  
Co-owner  
Complaint  
Complainant  
Complainant city  
Complainant email  
Complainant phone  
Complainant state  
Complainant street  
Complainant zip  
Completed  
Date completed  
Date investigated  
Date order's due  
Date orders issued  
Date received  
Description

Filters Close OK

Output to:  
☒ Screen ☐ Print  
☐ DBF file ☐ SDF file ☐ Delimited file  
 C:\HDIS\EXPORT Browse

Output:  
☒ top ten ☐ all

Type  
☒ count ☐ Totals  
☐ pie graph ☐ pie graph (full page)  
☐ bar graph ☐ bar graph (full page)

Sort by  
☒ High to low  
☐ Low to high  
☐ by data

Level 1 Group  
 1st contact date  
 1st contact service  
 1st contact service code  
 2nd date orders issued  
 Clear

Level 2 Group  
 1st contact date  
 1st contact service  
 1st contact service code  
 2nd date orders issued  
 Clear

Footer

### Count

Here is an example of what the “**Count**” type would look like.

There are percentages and totals on the side and bottom of the page.

Report Designer - count.fx - Page 1

1st contact date - Count/Percentage		
Number	Percent	Location city
2419	89 %	/ /
6	0 %	02/23/2016
5	0 %	03/17/2016
5	0 %	04/26/2016
5	0 %	06/03/2016
5	0 %	09/01/2016
4	0 %	04/25/2016
4	0 %	09/09/2016
4	0 %	12/28/2015
266	10 %	OTHER
2723	100 %	Totals

If you choose to add filters, those will also be shown at the bottom of the page.

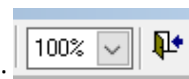
Report Designer - count.frx - Page 1

Contact's City - Count/Percentage		
Number	Percent	Contact's City
1	50 %	BEAVERCREEK
1	50 %	BELLBROOK
2	100 %	Totals

Filters

Contact's City=B

Click on the door icon next to the percent to return to the menu:



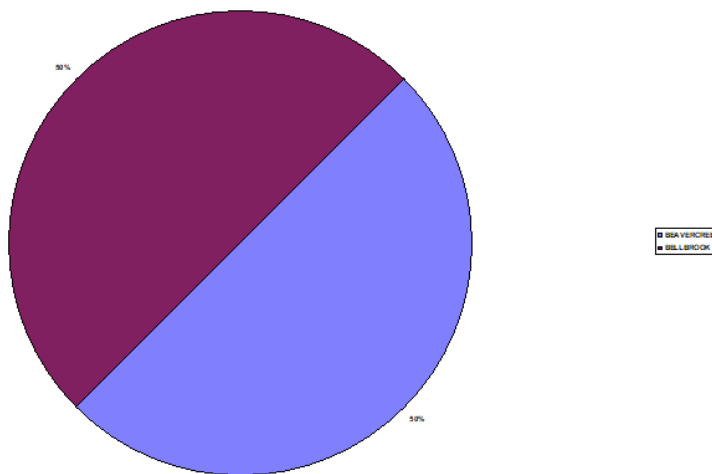
### Pie Graph

Here is an example of what the “**Pie Graph**” type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.

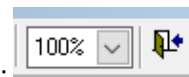
Contact's City



Filters
Contact's City=B

BGI HD 11/30/2017

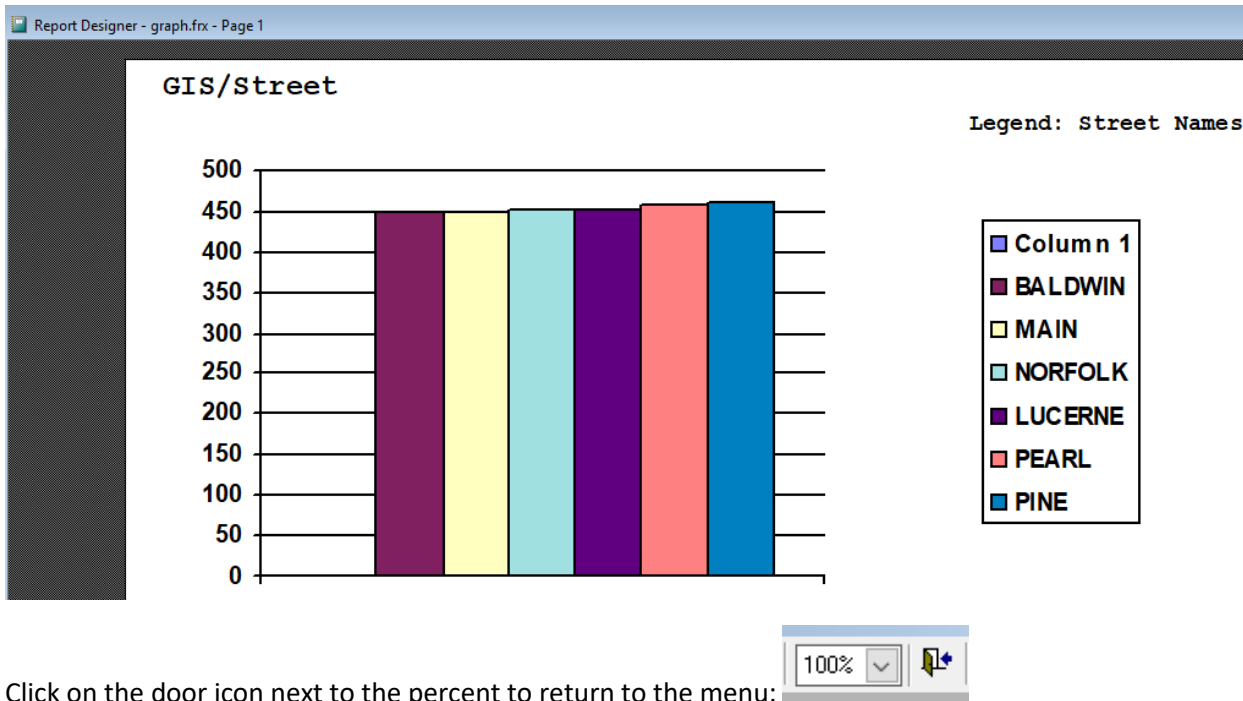
Click on the door icon next to the percent to return to the menu:



### Bar Graph

Here is an example of what the **Bar Graph** type would look like.

Depending on the information requested, there will be a specific color to represent each data element.



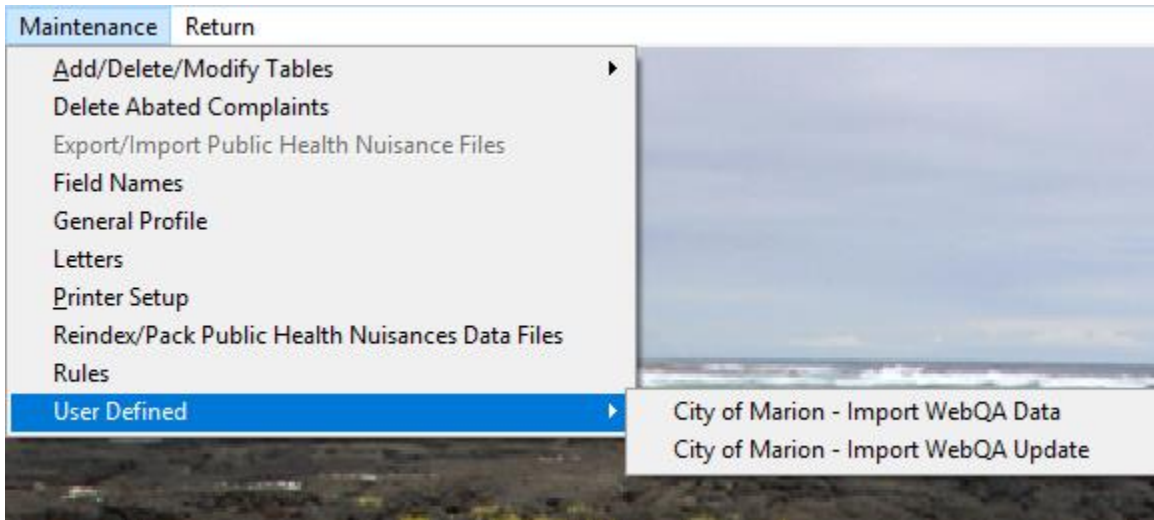
Click on the door icon next to the percent to return to the menu:



## Chapter 6: Maintenance

Navigate to: **Environmental Health > Public Health Nuisances > Maintenance**

The Maintenance section holds a lot of the mechanics behind the module. This area is where you can **Add/Delete/Modify** tables that you use in the **Public Health Nuisances** tab.



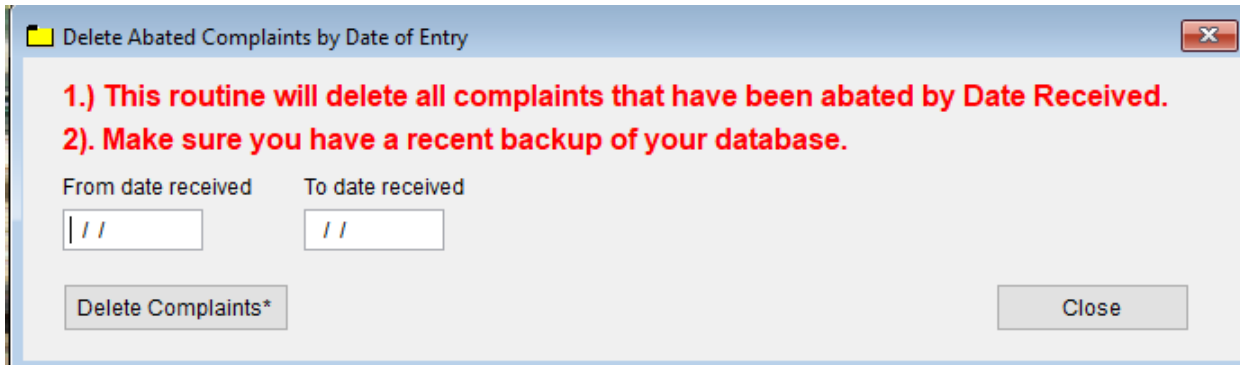


### Delete Abated Complaints

If you want to use this function make sure you enter in the **From date received** and **to date received** boxes.

*Any time you see an asterisk on a button, you must use a right-click to initiate the process.*

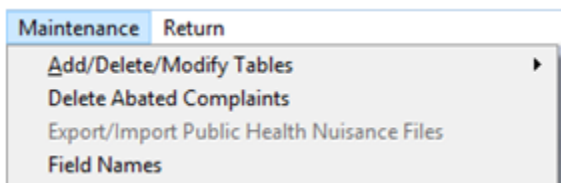
To delete Complaints, you must right-click Delete Complaints\* button.



The screenshot shows a Windows-style dialog box titled "Delete Abated Complaints by Date of Entry". Inside the dialog, there are two lines of red text: "1.) This routine will delete all complaints that have been abated by Date Received." and "2). Make sure you have a recent backup of your database." Below the text, there are two date input fields labeled "From date received" and "To date received". Each field contains two vertical bars as a placeholder for a date. At the bottom left is a button labeled "Delete Complaints\*" and at the bottom right is a button labeled "Close".

### Export/Import Public Health Nuisance Files

If this is in a dark text font and not grayed out, you have the option to export or import public health Nuisance Files to or from the module. This area is usually used if you are using a remote version of HDIS.



## Field Names

The field names listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc 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).**

Example: \*FIELDNAME\*

[See Letters for more information on Letters \(Click This Link\)](#)

Data Base Field Names for Public Health Nuisance		
Field Name	Data Base Field Name	
1ST CONTACT DATE	NUI.FC_DATE	
1ST CONTACT SERVICE	NUI.FC_SERV	
1ST CONTACT SERVICE CODE	NUI.FC_CODE	
2ND DATE ORDERS ISSUED	NUI.ORDER2	
3RD DATE ORDERS ISSUED	NUI.ORDER3	
BOARD ORDERS ISSUED	NUI.BOARD_ISS	
BY #	NUI.BY	
BY NAME	NUI.BY_NAME	
CENSUS TRACK #	NUI.CENSUS	
CO-OWNER	NUI.CO_OWNER	
COMPLAINT	NUI.COMPLAINT	
COMPLAINANT	NUI.CO_NAME	
COMPLAINANT CITY	NUI.CO_CITY	
COMPLAINANT EMAIL	NUI.CO_EMAIL	
COMPLAINANT PHONE	NUI.CO_PHONE	
COMPLAINANT STATE	NUI.CO_STATE	
COMPLAINANT STREET	NUI.CO_STREET	
COMPLAINANT ZIP	NUI.CO_ZIP	
COMPLETED	NUI.COMPLETE	
DATE COMPLETED	NUI.DATE_COMP	
DATE INVESTIGATED	NUI.DATE_INV	
DATE ORDER'S DUE	NUI.ORDER_DUE	
DATE ORDERS ISSUED	NUI.ORDER_DATE	
DATE RECEIVED	NUI.DATE_RCV	
DESCRIPTION	NUI.F_DESC	
FINAL DISPOSITION	NUI.FINAL_DIS	
GIS/PREFIX DIRECTION	NUI.GIS_PRE_DIR	
GIS/PREFIX TYPE	NUI.GIS_PRE_TYPE	
GIS/STREET	NUI.GIS_STRT	
GIS/STREET #	NUI.GIS_STRT_NO	
GIS/STREET SUFFIX	NUI.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	NUI.GIS_STRT_DIR	
GPS/LAT-DECIMAL	NUI.GPS_LAT_DEC	

### General Profile

The **General Profile** allows you to fill out the basic information regarding **Public Health Nuisances**.

On the **General** Tab there are options to edit the margins in letters and letter heads.

General Profile

Demographics    General    Management    Environmental    Community & Public Health Services    Vital

\* Health Department     \* City

Division

\* Address1     \* State

Address2

\* Phone #'s     \* Zip

Federal Tax ID     \* County

Commissioner     \* FAX #

Client/Server Location

Email

Make Checks Payable to:

View Archives ☐ 2017   ☐ 2016   ☐ 2015   ☐ 2014   ☐ 2013   ☐ 2012   ☐ 2011   ☐ 2010   ☐ 2009   ☐ 2008  
☐ 2007   ☐ 2006   ☐ 2005   ☐ 2004   ☐ 2003   ☐ 2002   ☐ 2001   ☐ 2000   ☐ 1999   ☐ 1998

\* - Required Fields    Cancel    Close

Navigate to **Environmental Tab**.

The screenshot shows the 'General Profile' window. The 'Environmental' tab is selected among others like Demographics, General, Management, Community & Public Health Services, and Vital. Under the 'Environmental' tab, there are sub-tabs: Public Health Nuisance, Rabies Control, School Inspections, Sewage Disposal, and Solid Waste. The 'Public Health Nuisance' sub-tab is active, showing options like Body Art, Daily Work Sheets, Food Protection, Mosquito Control, Open Burning, Parks/Camps, Plumbing, Pools/Spa/Special Use Pool, and Private Water Systems. A 'License Expiration Date' field is also visible.

Select **Public Health Nuisance**

This screenshot shows the 'General Profile' window with the 'Public Health Nuisance' sub-tab selected. It displays checkboxes for 'Do not print Complainant on inspection form' and 'Upper Case Envelopes'. Below these, there is a text field labeled 'Location of Pictures (PDF files)' with the path 'C:\USERS\KAYLE\DESKTOP\PUBLICHEALTHNUISA' entered.

This section is to set up access to PDF files you want to attach to records.

*To view previous archives you must back out of this module and access General Profile from the main screen.*

The screenshot shows the main menu of the 'Health District Information System'. The 'Maintenance' menu item is highlighted, and its dropdown list is open, showing options: Add/Delete/Modify Tables, General Profile (highlighted), Logins & Passwords, Printer Setup, Utilities, and View/Print Upgrade Documentation.

## Letters

If you click on **Letters** under the **Maintenance** tab, this window will be displayed. Here you can create letters relating to a specific area under **Public Health Nuisances**. [After reading this page, click this link to see more information on field names.](#)

Enter/Modify Public Health Nuisance Letter

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

\*OWNER\*  
 \*OWNER'S STREET\*  
 \*OWNER'S CITY\*, \*OWNER'S STATE\* \*OWNER'S ZIP\*

RE: Complaint regarding \*LOCATION STREET\*, \*LOCATION CITY\*

Dear \*OWNER\*:

On \*DATE RECEIVED\* our office received a complaint regarding \*COMPLAINT\*. These conditions are in violation of the THE BALDWIN GROUP Board of Health Regulations 1220.01, a, b, i.

- a.
- b.
- i.

You have 30 days from the date of this letter to remedy the above conditions. A re-inspection will be conducted at that time. If these conditions are not completed an office hearing will be scheduled. If you have any questions regarding the above violations please contact me weekdays between 8:00 & 10:00 a.m. at 440-350-2543.

Sincerely,  
 THE BALDWIN GROUP

Spell Check Close

The HDIS system provides you 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.

Merge fields:

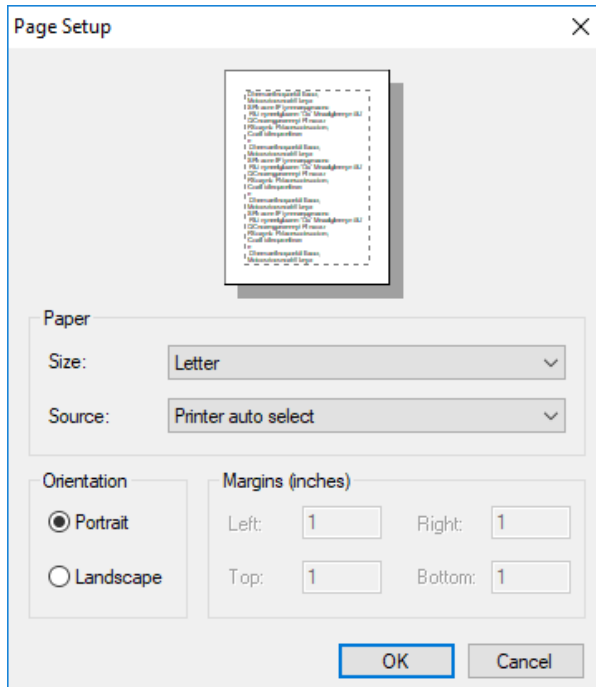
All upper case:	*OWNER*	JOSEPH NAPAVER
Only first letter uppercase	*Owner*	Joseph Napaver
All lower case	*type of animal*	dog

Examples: \*OWNER\* = TOM GORDON  
 \*Owner\* = Tom Gordon  
 \*type of animal\* = dog

## Printer Setup

The print setup allows you to choose from what printer you would like to print.

Select the printer in the name dropdown and click **OK**.

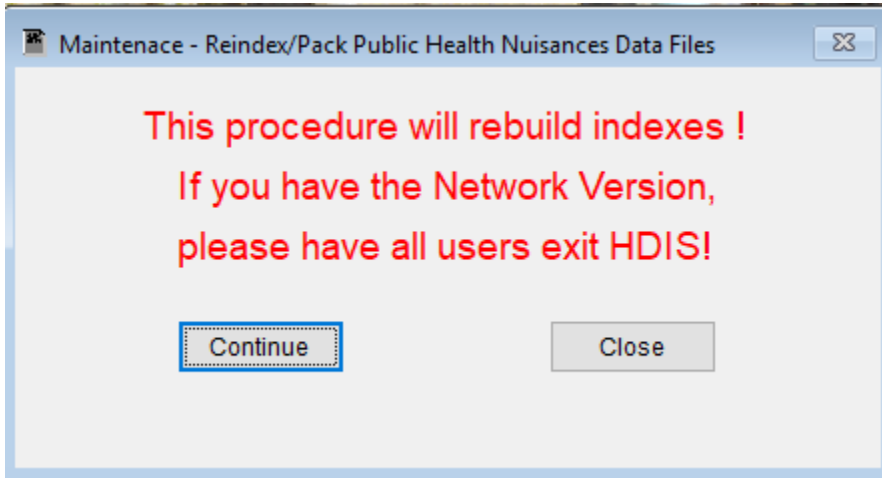


### Reindex/Pack Public Health Nuisances Data Files

*Before executing, make sure every machine logged into HDIS is out of the system completely.*

This function is only needed should your data be corrupt due to a power failure.

Please contact BGI if you have any questions or concerns.







Public Health Nuisances   reports   browse/List/export   Count/Graph   maintenance   return   format

