

HDIS

Health Department Information System

Helping You...Help Others

School Inspections User Manual



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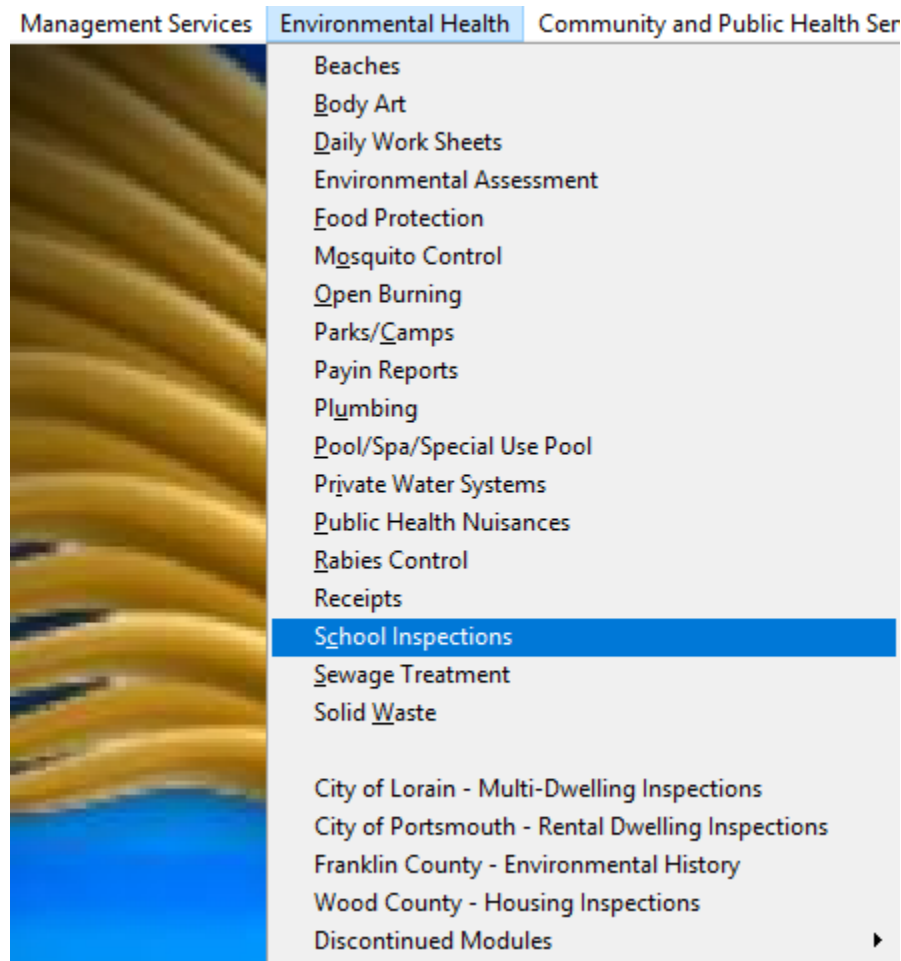
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Chapter 1: Getting Started

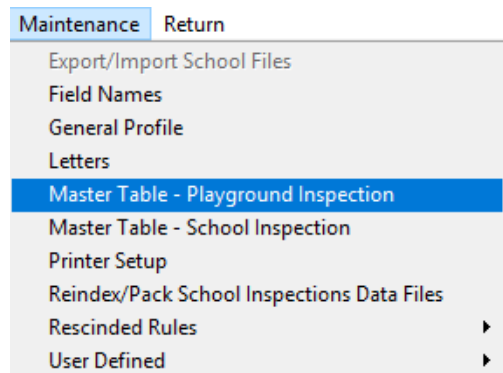
Once the Mosquito Control module has been installed, it can be accessed by going to:

Environmental Health > School Inspections



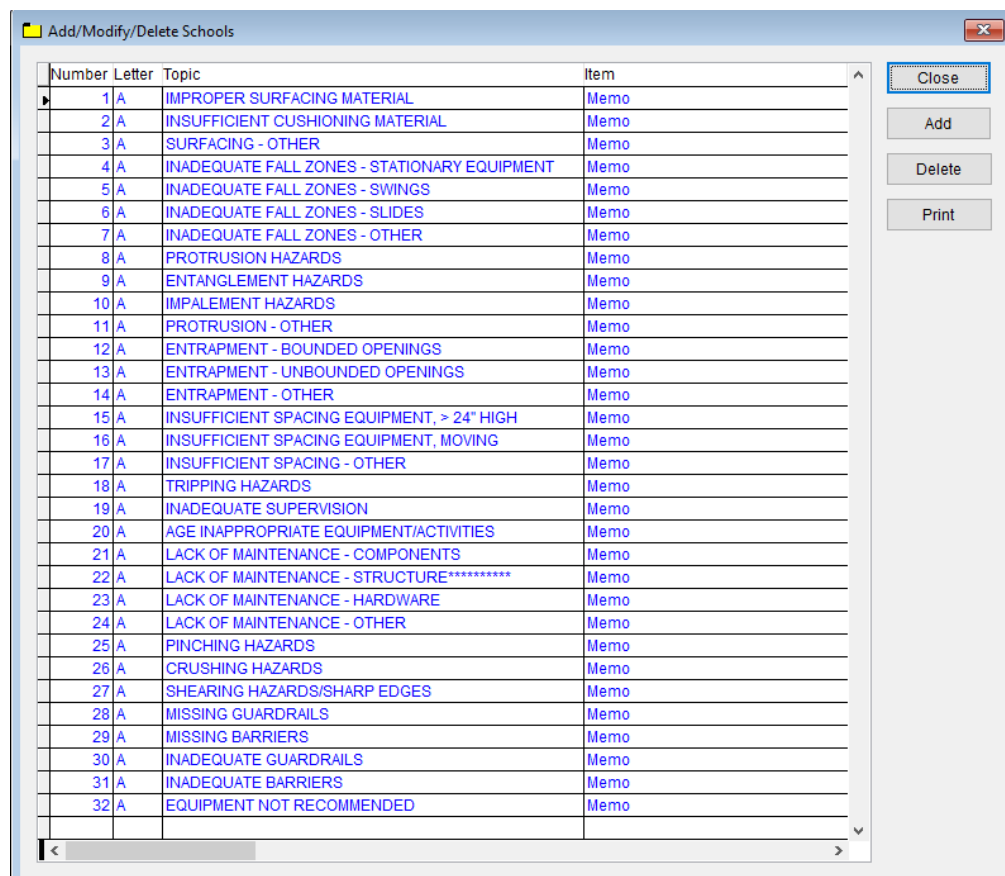
Once inside **School Inspections**, navigate to:

Maintenance > Master Table – Playground Inspection

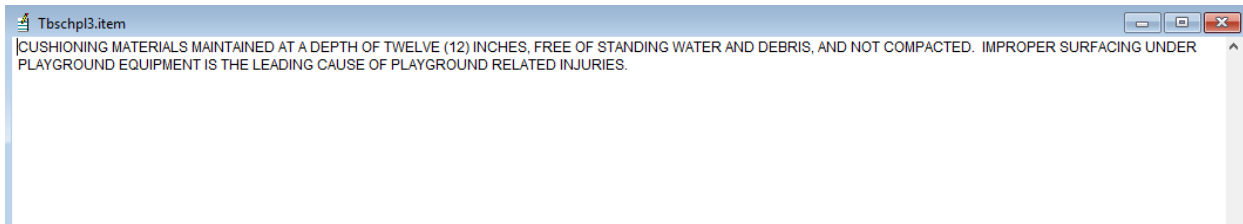


This section holds the **Playground Inspection** topics.

Click **Add** to enter a new topic. Under the Item column **double-click on Memo** to enter or view the information inside. Select a topic and click **Delete** to remove a topic.



Example of Memo field:



Tbschpl3.item

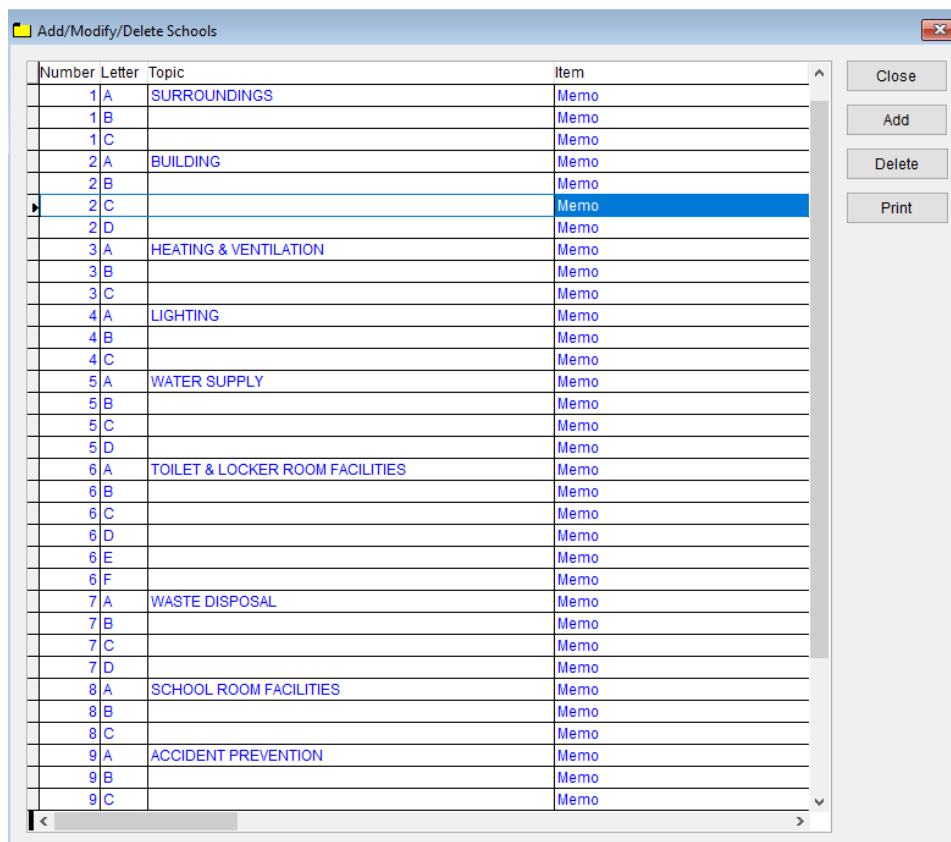
CUSHIONING MATERIALS MAINTAINED AT A DEPTH OF TWELVE (12) INCHES, FREE OF STANDING WATER AND DEBRIS, AND NOT COMPACTED. IMPROPER SURFACING UNDER PLAYGROUND EQUIPMENT IS THE LEADING CAUSE OF PLAYGROUND RELATED INJURIES.

Navigate to:

Maintenance > Master Table – School Inspection

This section holds the **School Inspection** topics.

Click **Add** to enter a new topic. Under the Item column **double-click on Memo** to enter or view the information inside. Select a topic and click **Delete** to remove a topic.



| Number | Letter | Topic | Item |
|--------|--------|---------------------------------|------|
| 1 | A | SURROUNDINGS | Memo |
| 1 | B | | Memo |
| 1 | C | | Memo |
| 2 | A | BUILDING | Memo |
| 2 | B | | Memo |
| 2 | C | | Memo |
| 2 | D | | Memo |
| 3 | A | HEATING & VENTILATION | Memo |
| 3 | B | | Memo |
| 3 | C | | Memo |
| 4 | A | LIGHTING | Memo |
| 4 | B | | Memo |
| 4 | C | | Memo |
| 5 | A | WATER SUPPLY | Memo |
| 5 | B | | Memo |
| 5 | C | | Memo |
| 5 | D | | Memo |
| 6 | A | TOILET & LOCKER ROOM FACILITIES | Memo |
| 6 | B | | Memo |
| 6 | C | | Memo |
| 6 | D | | Memo |
| 6 | E | | Memo |
| 6 | F | | Memo |
| 7 | A | WASTE DISPOSAL | Memo |
| 7 | B | | Memo |
| 7 | C | | Memo |
| 7 | D | | Memo |
| 8 | A | SCHOOL ROOM FACILITIES | Memo |
| 8 | B | | Memo |
| 8 | C | | Memo |
| 9 | A | ACCIDENT PREVENTION | Memo |
| 9 | B | | Memo |
| 9 | C | | Memo |

Close
Add
Delete
Print

Schools Reports Browse/List/Export Count/Graph Maintenance Return

Navigate to: **School Inspections > Schools**

Enter the name of **School or ID#** to find a school record. Click on the record you are searching for and navigate to the next tab.

If you want to enter a new record just click the **Add** button and it will take you to the **School** tab.

School Tab

From the **Find tab**, go to the **School tab**.

Checkmark, type the appropriate information, or use the drop down boxes to accurately fill in the record.

Actions capable of being performed on this screen:

- **Previous** button will take you to the previous record
- **Next** button will take you to the next record
- **Add** button will open up a blank page where you can fill in a record.
- **Modify** will allow you to edit an existing record, and [Print](#) will open up a print menu.

Print Button:

Print

☒ Envelope to School ☐ Letter A

☐ Envelope to Board of Education ☐ Letter B

☐ Envelope to Custodian/Facility Operator ☐ Letter C

☐ Envelope to Board of Education Secretary ☐ Letter D

☐ School Information Form ☐ Letter E

☐ School Inspection - 2013 ☐ Letter F

☐ Environmental Measures ☐ Letter G

☐ School Inspection ☐ Letter H

☐ Playground Inspection ☐ Letter I

☐ School Inspection - Rescinded ☐ Letter J

☐ Roof Inspection - Rescinded

☐ School Information Form (blank) Rescinded

☒ Address Letter to School ☐ Address Letter to Custodian

☐ Address Letter to Principal ☐ Address Letter to Board of Education

☒ Preview ☐ Print

OK

Close

You can choose to print envelopes, forms, inspections, rescinded inspections, and custom letters. There are 4 types of addresses you can choose from relating to School Inspection data.

Either select **Preview** or **Print**.

Pressing the **OK** button the print window will generate your selection.

Close button will exit from this window.

Board of Ed tab

Board of Education Sub Tab:

School -

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Board of Education Contact/Items Inspections/Political Subdivision

Board of Education

THE BOARD

Superintendent

SUPER INTEND

Email

email@email.com

Street

TEST STREET

City

TEST CITY

State

OH

Zip code

11111

Phone

1-111-111-1111

Secretary

MR SECRETARY

Email

email@anotheremail.com

Street

TEST STREET

City

TEST CITY

State

OH

Zip code

11111

Phone

1-111-111-1111

Print Modify

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click **Contact/Items** sub tab to continue entering in data.
- **Print** button will open printing options window.

Contact/Items Sub Tab:

Board of Education **Contact/Items** **Inspections/Political Subdivision**

How would you like to receive quarterly transmittals of dangerous products or conditions?

☐ E-mail

☐ Facsimile

☐ US Post

Items sanitarian will need as they inspect your school:

| | | |
|--|---|--|
| <input type="checkbox"/> Floor plan of school | <input type="checkbox"/> Documentation of monthly inspections of emergency showers and eyewash stations | <input type="checkbox"/> Policies/Procedures Bus/Vehicle idling Radon Asbestos management Safety/Crisis management Blood-borne pathogens Medication storage Comprehensive safety plan Chemical hygiene plan Hand washing Integrated pest management Water line flushing |
| <input type="checkbox"/> Evidence of annual inspection of bleachers, grandstands and folding or telescopic seating | <input type="checkbox"/> Diagram showing location of acid neutralization tank and evidence of annual inspection | |
| <input type="checkbox"/> MSDS files in office and at location of use | <input type="checkbox"/> Roof inspection (forms) | |
| <input type="checkbox"/> Evidence of annual inspection of fume hoods and local exhaust systems | <input type="checkbox"/> Roof diagram | |
| <input type="checkbox"/> Chemical inventory lists in chemical storage areas | <input type="checkbox"/> Completed transmittal forms for dangerous or recalled products | |
| | <input type="checkbox"/> Other documents requested by sanitarian | |

Print **Modify**

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click **Inspections/Political Subdivision sub tab** to continue entering in data.
- **Print** button will open printing options window.

Inspections/Political Subdivision:

School -

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Board of Education Contact/Items Inspections/Political Subdivision

Insp.Interval Last three inspection dates Next Inspection

12 04/25/2018 // //

Inspector CS CAT SCAN

Service R STANDARD

Political Subdivision 05 GOTHAM CITY

Print Modify

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click **School Insp Tab** to continue entering in data.
- **Print** button will open printing options window.

School Insp Tab

Inspection Info Sub Tab:

School -

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Inspection Info Areas of Deficiency Observations and Recommendations

Inspection Date
04/25/2018

Type of Inspection
☐ Routine ☐ Complaint ☐ Consultation ☒ Follow-up

| HVAC System | Heating | Cooling |
|----------------------------|-------------------------------------|--------------------------|
| Central Forced Air Systems | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit Ventilators | <input type="checkbox"/> | <input type="checkbox"/> |
| Steam/Hot Water Radiators | <input type="checkbox"/> | n/a |
| Electric Heating Units | <input checked="" type="checkbox"/> | n/a |
| Geothermal | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> |

Previous Inspection Next Inspection Add Inspection Delete Inspection* Print Modify

- Enter/Checkmark/Select appropriate information.
- **Add Inspection** button allows you to enter a new inspection
- **Right-click Delete Inspection** to remove current inspection displayed on screen
- **Next Inspection** takes you to next inspection
- **Previous Inspection** takes you to a previous inspection
- **Print button** opens a printing options window
- **Modify button** allows you to edit current record

Areas of Deficiency Sub Tab:

School - [X]

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

| Inspection Info | Areas of Deficiency | Observations and Recommendations |
|---|---|--|
| <input type="checkbox"/> Grounds & Building Exterior (1) <input type="checkbox"/> Playgrounds (2) <input type="checkbox"/> Solid Waste Disposal Areas (3) <input checked="" type="checkbox"/> All School Indoor Environments (4) <input type="checkbox"/> Hallways & Stairwells (5) <input type="checkbox"/> Science Classrooms (6) | <input type="checkbox"/> Visual Arts Classrooms (6) <input type="checkbox"/> Industrial Arts Classrooms (6) <input type="checkbox"/> Other Specialty Areas (6) <input type="checkbox"/> Auditoriums & Student Dining (7) <input type="checkbox"/> Library/Media Center (8) <input type="checkbox"/> Indoor Athletic Facilities (9) <input type="checkbox"/> Health Care Areas (13) <input type="checkbox"/> Admin Areas (14) <input type="checkbox"/> Policies/Rules/Procedures | <input type="checkbox"/> Locker Rooms (9) <input type="checkbox"/> Training or Weight Lifting Rooms (9) <input type="checkbox"/> Restrooms (10) <input type="checkbox"/> Custodial Closets (11) <input type="checkbox"/> Mechanical Rooms (12) <input type="checkbox"/> Water/Wastewater Systems (12) |

Check mark Areas of Deficiency to add to current record.

Observations and Recommendations

[illegible]

- **Add Observation** button allows you to enter a new observation
- **Right-click Delete Observation** to remove selected observation
- **Print button** opens a printing options window
- **Modify button** allows you to edit current record

Env. Measures Tab

[illegible]

- **Add Room** button allows you to enter a new record.
- **Right-click Delete Env. Measure*** to remove selected entry
- **Print** button opens a printing options window
- **Modify** button allows you to edit current record

School Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

| Date | Topic | Inspection item | NIC Notes |
|------------|--------------|------------------------------------|--------------------------|
| 04/10/2018 | SURROUNDINGS | LOCATION | <input type="checkbox"/> |
| 04/10/2018 | | GROUND, WALKWAYS & DRIVEWAYS | <input type="checkbox"/> |
| 04/10/2018 | | PLAYGROUND EQUIPMENT | <input type="checkbox"/> |
| 04/10/2018 | BUILDING | STRUCTURE | <input type="checkbox"/> |
| 04/10/2018 | | FLOOR CLEANING & REPAIR | <input type="checkbox"/> |
| 04/10/2018 | | WALLS & CEILING CLEANING & REPAIRS | <input type="checkbox"/> |
| | | DOORS & WINDOWS | <input type="checkbox"/> |

Inspection date: 04/25/2018 Add Inspection Delete Inspection* Print Modify

- **Add Inspection** button allows you to enter a new Inspection [Enter Inspection date]
- **Right-click Delete Inspection*** to remove selected entry
- **Print button** opens a printing options window
- **Modify** button allows you to edit current record
- **For NIC** click the checkbox

Playground Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

| Date | Topic | Inspection Item | NIC Notes |
|------------|-----------------------------|--|-------------------------------------|
| 04/10/2018 | IMPROPER SURFACING MATER | HARD SUFACES SUCH AS CONCRETE, BLACKTOP, PACKED EARTH OR GRASS ARE NOT ACCEPTABLE UNDER PLAYGROUND EQUIPMENT. FALLS ONTO ONE OF THESE | <input checked="" type="checkbox"/> |
| 04/10/2018 | INSUFFICIENT CUSHIONING MA | CUSHIONING MATERIALS MAINTAINED AT A DEPTH OF TWELVE (12) INCHES, FREE OF STANDING WATER AND DEBRIS, AND NOT COMPACTED. IMPROPER SURFACING | <input type="checkbox"/> |
| 04/10/2018 | SURFACING - OTHER | | <input checked="" type="checkbox"/> |
| 04/10/2018 | INADEQUATE FALL ZONES - STA | PROTECTIVE SURFACING MATERIAL SHOULD EXTEND A MINIMUM OF SIX (6) FEET IN ALL DIRECTIONS AROUND A STATIONARY PLAY EQUIPMENT SUCH AS | <input type="checkbox"/> |
| 04/10/2018 | INADEQUATE FALL ZONES - SW | PROTECTIVE SURFACING SHOULD EXTEND IN FRONT AND BACK OF SWINGS A MINIMUM OF TWO (2) TIMES THE HIEGHT OF THE SWING PIVOT/HANGER. PROTECTIVE | <input type="checkbox"/> |
| 04/10/2018 | INADEQUATE FALL ZONES - SLI | PROTECTIVE SURFACING SHOULD EXTEND A MINIMUM OF SIX (6) FEET FROM HTE EXIT END OF THE SLIDE; FOR SLIDES HIGHER THAN FOUR FEET THE PROTECTIVE | <input type="checkbox"/> |

Inspection date / /

Add Inspection Delete Inspection*

Print Modify

- **Add Inspection** button allows you to enter a new Inspection [Enter Inspection date]
- **Right-click Delete Inspection*** to remove selected entry
- **Print button** opens a printing options window
- **Modify** button allows you to edit current record
- **For NIC** click the checkbox

Comments Tab

The screenshot shows a web application window titled "School - TEST SCHOOL ACADEMY". The interface features a horizontal tab bar with the following tabs: Find, School, Board of Ed, School Insp, Env. Measures, School, Playground, Comments (which is the active tab), School Insp - Rescinded, Roof Insp - Rescinded, and GIS/GPS. The main content area of the "Comments" tab contains a large text input field with the placeholder text "This is where you can write your comments". At the bottom right of the window, there are three buttons: "Spell Check", "Print", and "Modify".

This tab is where you can post comments relating to the record.

- **Print button** opens a printing options window
- **Modify** button allows you to edit current comment
- **Spell Check** will look for spelling errors in the comments

School Insp - Rescinded Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

| Reason for Inspection/School Info | | Inspection Items | | Violations/Comments | |
|---|--------------------|--|------------|---------------------|-------------------|
| Inspection Date | Inspection Time | Travel Time | Other Time | Year constructed | Year(s) renovated |
| // | | | | | |
| Type of Inspection <input type="checkbox"/> Routine <input type="checkbox"/> Complaint <input type="checkbox"/> Consultation <input type="checkbox"/> Follow-up | | HVAC System Central Forced Air Systems <input type="checkbox"/> <input type="checkbox"/> Unit Ventilators <input type="checkbox"/> <input type="checkbox"/> Steam/Hot Water Radiators <input type="checkbox"/> n/a Electric Heating Units <input type="checkbox"/> n/a Geothermal <input type="checkbox"/> <input type="checkbox"/> Other <input type="checkbox"/> <input type="checkbox"/> | | | |
| Grades of Instruction | Hours of Operation | | | | |
| | | | | | |

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

This section holds the rescinded school inspections.

Roof Insp - Rescinded Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded **Roof Insp - Rescinded** GIS/GPS

| Reason for Inspection/Documentation | | | Inspection Items | | Violations/Comments | |
|-------------------------------------|-----------------|-------------|------------------|---------------------|---------------------|--|
| Inspection Date | Inspection Time | Travel Time | Other Time | Year roof installed | Year renovated | |
| 11 | | | | | | |

Reason for Inspection

☐ Annual Inspection

☐ Following Severe Weather (check all that apply)

☐ Damaging Wind ☐ Lightning

☐ Hail ☐ Excess Snow Accumulation

☐ Heavy Rain ☐ Falling Debris

☐ Other

Type of Roofing System

☐ Thermoset single-ply membrane ☐ Built-up

☐ Thermoplastic single-ply membrane ☐ Metal

☐ Modified bitumen ☐ Shingle

☐ Other

Documentation

☐ Current roof drawing or diagram containing:

1. Date drawing/diagram completed
2. Location of all HVAC air handling units
3. Location of all exhaust stacks
4. Location of all roof drains

☐ One copy of HD Roof Inspection for each insp. completed

Rooftop HVAC and exhaust components

☐ Air handling units ☐ Kitchen exhaust stacks

☐ Dryer vent stacks ☐ Sanitary system vent stacks

☐ Chemical fume hood ☐ Combustion flues

☐ Restroom exhaust stacks

☐ Other

This section holds the rescinded roof inspections.

GIS/GPS Tab

Global Information System

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

Global Positioning System

Latitude Decimal Value Longitude Decimal Value

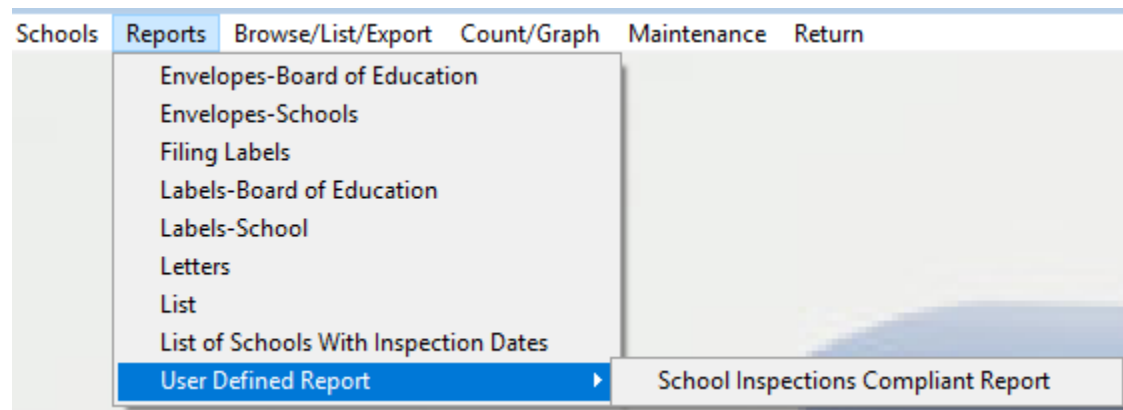
This tab allows you to enter your **GPS** coordinates for mapping purposes.

| 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. |

Chapter 3: Reports

Navigate to: **Environmental Health> School Inspections> 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 \(Click this link\).](#)

Click on the type of report you want to create and an options window will pop-up.

Some options windows are different than others but are simple to use.

You can always preview a report before printing.

Report Options Window For:

- Envelopes -Board of Education
- Envelopes – Schools
- Filing Labels
- List
- List of Schools With Inspection Dates

The list above is what the options window will look like for those selections.

The screenshot shows a window titled "Schools Report Options for Envelopes-Board of Education". It contains the following elements:

- Output to:** Two radio buttons: ☒ Preview and ☐ Printer.
- Two checkboxes: ☐ Include Filter Printout and ☐ Include Mail Merge File.
- Three buttons on the right: OK, Close, and Filters.

Report Options Window For:

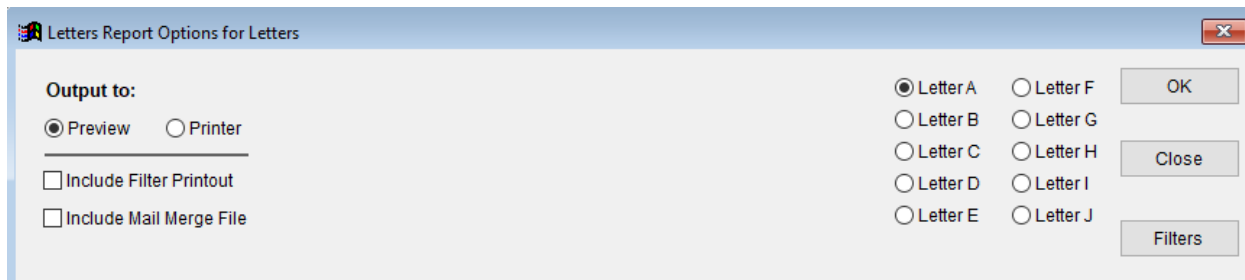
- Labels – School
- Labels – Board of Education

The list above is what the options window will look like for those selections.

The screenshot shows a window titled "Schools Report Options for Labels-Board of Education". It contains the following elements:

- Output to:** Two radio buttons: ☒ Preview and ☐ Printer.
- Two checkboxes: ☐ Include Filter Printout and ☐ Include Mail Merge File.
- A group box containing three radio buttons for label sizes: ☐ 1 X 12 (4145), ☐ 2 X 10 (5161), and ☒ 3 X 10 (5160).
- Three buttons on the right: OK, Close, and Filters.

Letters:



Letters Report Options for Letters

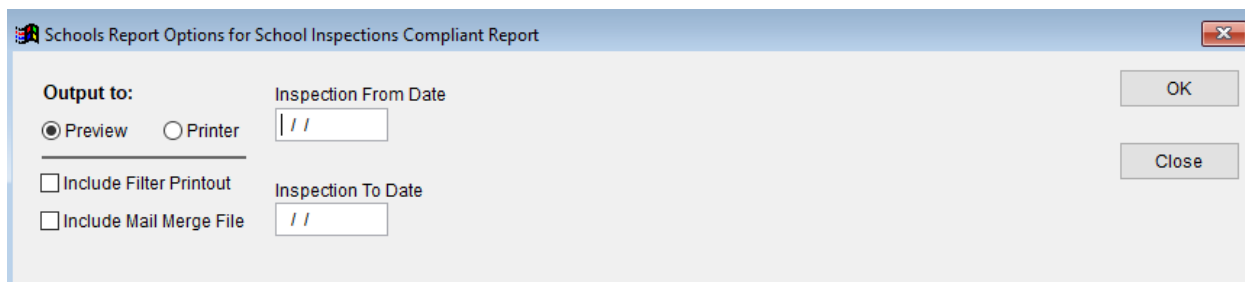
Output to:
☒ Preview ☐ Printer

☐ Include Filter Printout
☐ Include Mail Merge File

☒ Letter A ☐ Letter F
☐ Letter B ☐ Letter G
☐ Letter C ☐ Letter H
☐ Letter D ☐ Letter I
☐ Letter E ☐ Letter J

OK
Close
Filters

The only report with a date range is User Defined Report > School Inspections Compliant Report:



Schools Report Options for School Inspections Compliant Report

Output to:
☒ Preview ☐ Printer

☐ Include Filter Printout
☐ Include Mail Merge File

Inspection From Date
| / |

Inspection To Date
| / |

OK
Close

Chapter 4: Browse/List/Export

Inside the **School Inspections** 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.

Schools - Browse/List/Export

Output to:

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\SCHOOLS Browse

Output data:

☒ All Fields

☐ Selected fields only

Sort by: (3 Max)

< >

- # of classrooms
- 2nd last inspection
- 3rd last inspection
- Acid tank
- Bleachers
- Board City
- Board Phone
- Board State
- Board Street
- Board Zip
- Charter
- Chemical inventory
- Chief admin.
- City
- Closed
- Contact email
- Contact fax
- Contact person

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.

The screenshot shows a web interface titled "Sort by: (3 Max)". It features two vertical list boxes. The left list box is currently empty. Between the two list boxes are two buttons: one with a left-pointing arrow (<) and one with a right-pointing arrow (>). The right list box contains a scrollable list of field names: "# of classrooms", "2nd last inspection", "3rd last inspection", "Acid tank", "Bleachers", "Board City", "Board Phone", "Board State", "Board Street", "Board Zip", "Charter", "Chemical inventory", "Chief admin.", "City", "Closed", "Contact email", "Contact fax", and "Contacting parent". Both list boxes have upward and downward arrow icons at their top and bottom respectively.

Filters

From the **Browse/List/Export** or [Reports](#) click on the **Filters** button.

This section allows you to set filters based on the **Output Field**.

| Field Name | Data | Data | 1st sort | 2nd sort | 3rd sort |
|---------------------|------|------|--------------------------|--------------------------|--------------------------|
| # OF CLASSROOMS | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2ND LAST INSPECTION | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3RD LAST INSPECTION | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ACID TANK | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BLEACHERS | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BOARD CITY | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BOARD PHONE | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BOARD STATE | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BOARD STREET | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BOARD ZIP | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CHARTER | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CHEMICAL INVENTORY | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CHIEF ADMIN. | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CITY | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CLOSED | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CONTACT EMAIL | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CONTACT FAX | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CONTACT US POST | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CUSTODIAN | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CUSTODIAN CITY | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CUSTODIAN EMAIL | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CUSTODIAN PHONE | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CUSTODIAN STATE | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CUSTODIAN STREET | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CUSTODIAN ZIP | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ELEMENTARY | = | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Clear Filter Open Filter Save Filter Close

**** 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 **School Inspections** 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.

The screenshot shows the 'Schools - Count/Graph' window with the following sections:

- Report Title:** A text box containing '# of classrooms'.
- Legend Title:** An empty text box.
- Field List:** A scrollable list of fields including '# of classrooms', '2nd last inspection', '3rd last inspection', 'Acid tank', 'Bleachers', 'Board City', 'Board Phone', 'Board State', 'Board Street', 'Board Zip', 'Charter', 'Chemical inventory', 'Chief admin.', 'City', 'Closed', 'Contact email', 'Contact fax', 'Contact us post', 'Custodian', 'Custodian city', 'Custodian email', 'Custodian phone', 'Custodian state', 'Custodian street', and 'Custodian zip'.
- Output to:** Radio buttons for 'Screen' (selected), 'Print', 'DBF file', 'SDF file', and 'Delimited file'. Below is a text box with 'C:\HDIS\EXPORT' and a 'Browse' button.
- Output:** Radio buttons for 'top ten' (selected) and 'all'.
- Type:** Radio buttons for 'count' (selected), 'pie graph', 'bar graph', 'pie graph (full page)', and 'bar graph (full page)'.
- Sort by:** Radio buttons for 'High to low' (selected), 'Low to high', and 'by data'.
- Level 1 Group:** A list box containing '# of classrooms', '2nd last inspection', '3rd last inspection', and 'Acid tank', with a 'Clear' button.
- Level 2 Group:** A list box containing '# of classrooms', '2nd last inspection', '3rd last inspection', and 'Acid tank', with a 'Clear' button.
- Footer:** An empty text box.
- Buttons:** 'Filters', 'Close', and 'OK' buttons are located at the top right.

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.frx - Page 1

of classrooms - Count/Percentage

| Number | Percent | # of classrooms |
|--------|---------|-----------------|
| 19 | 26 % | 0 |
| 5 | 7 % | 2 |
| 3 | 4 % | 15 |
| 3 | 4 % | 24 |
| 3 | 4 % | 28 |
| 2 | 3 % | 4 |
| 2 | 3 % | 8 |
| 2 | 3 % | 10 |
| 2 | 3 % | 11 |
| 31 | 43 % | OTHER |
| 72 | 100 % | Totals |

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

Report Designer - count.fx - Page 1

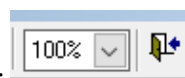
of classrooms - Count/Percentage

| Number | Percent | # of classrooms |
|--------|---------|-----------------|
| 1 | 50 % | 0 |
| 1 | 50 % | 30 |
| 2 | 100 % | Totals |

Filters

Board City=TEST

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



Print Preview

Navigation icons: back, forward, search, zoom (100%), door icon, and print icon.

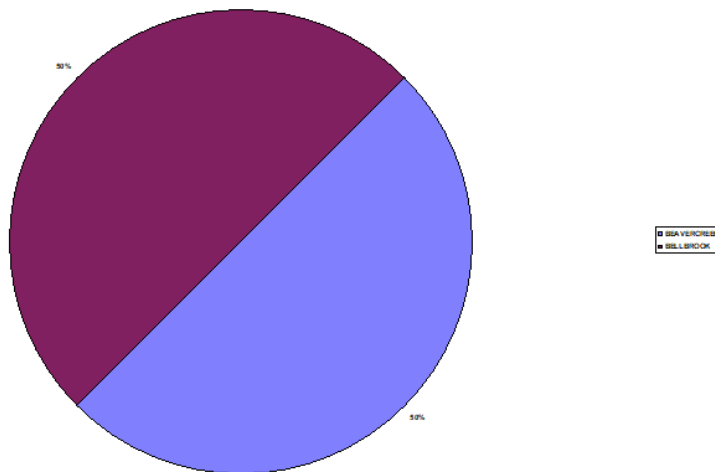
Pie Graph

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

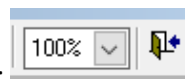


| Filters |
|------------------|
| Contact's City=B |

BGI HD

11/30/2017

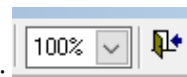
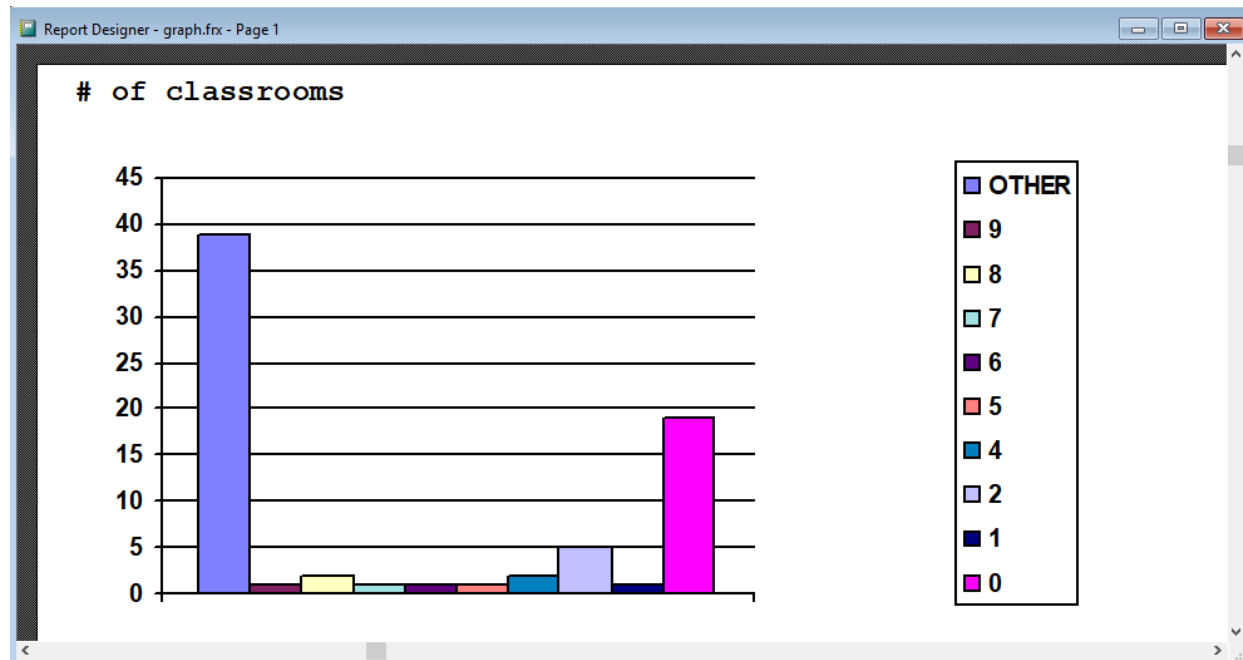
Click on the door icon next to the percent to return to the menu:



Bar Graph

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

Depending on the data chosen, there will be a specific color to represent the data’s bar.



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

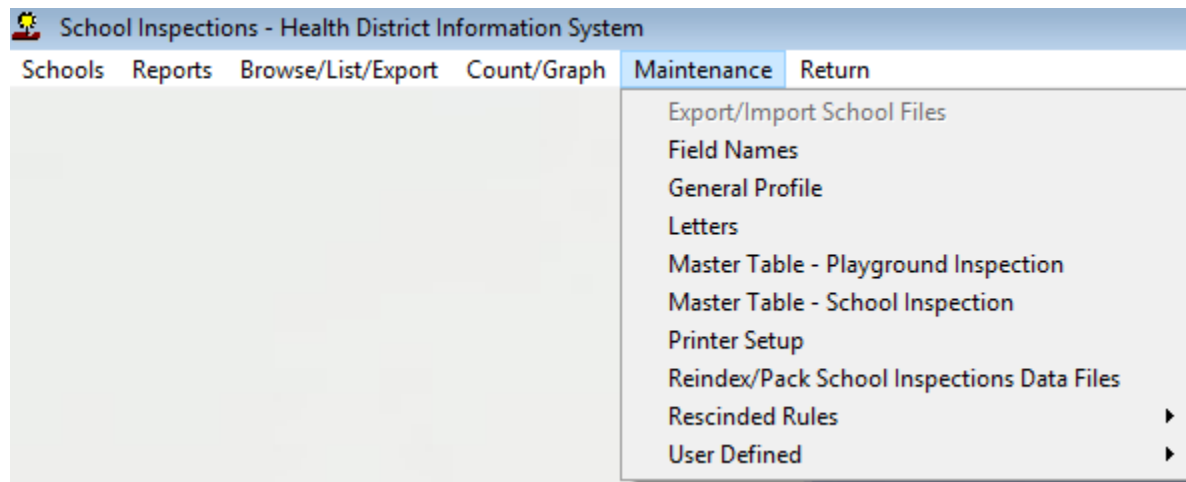


Chapter 6: Maintenance

Navigate to: **Environmental Health > School Inspection > Maintenance**

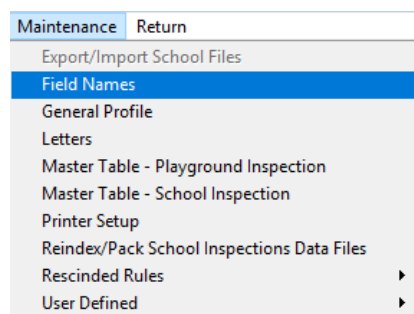
The Maintenance section holds a lot of the mechanics behind the module.

This area is where you can edit tables and adjust settings, along with other actions you use in the **School Inspections data entry windows**.



Field Names

Navigate to: **Maintenance > Field Names**

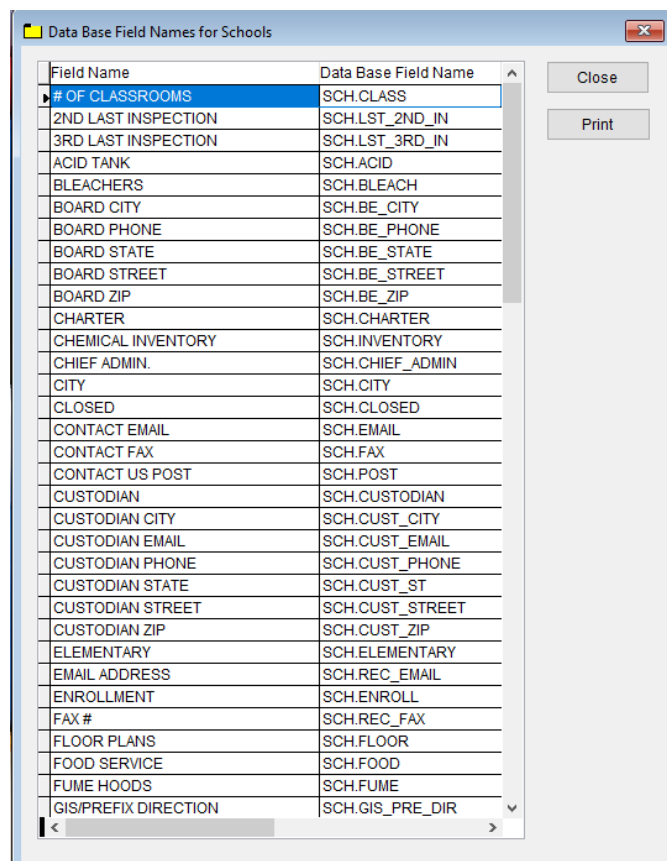


The field names listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc reports. The field name column is used to merge data into letters.

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.](#)



General Profile

Navigate to: **Maintenance > General Profile**

The **General** Profile **allows** you to fill out the basic information regarding **School Inspections**.

Check marking a year next to **View Archives** will give you access to previous data from the selected years.

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: BGI HD

City: Middleburg Heights

Division:

★ State: OH

★ Address1: 7550 Lucerne Drive

★ Zip: 44130

Address2:

★ County: Kayle

★ Phone #s: 1-440-891-9100

★ FAX #: 1-440-891-9458

Federal Tax ID: ADFA

Commissioner: Doc Darrell

Client/Server Location: M:\HDIS\DATA

Email: ADFASD

Make Checks Payable to: ADSF

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

Letters

Navigate to: **Maintenance > Notification Letters**

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

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* | JOHN DOE |
| Only first letter uppercase | *Owner* | John Doe |
| All lower case | *type of animal* | dog |

Examples: ***OWNER*** = JOHN DOE
Owner = John Doe
type of animal = dog

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

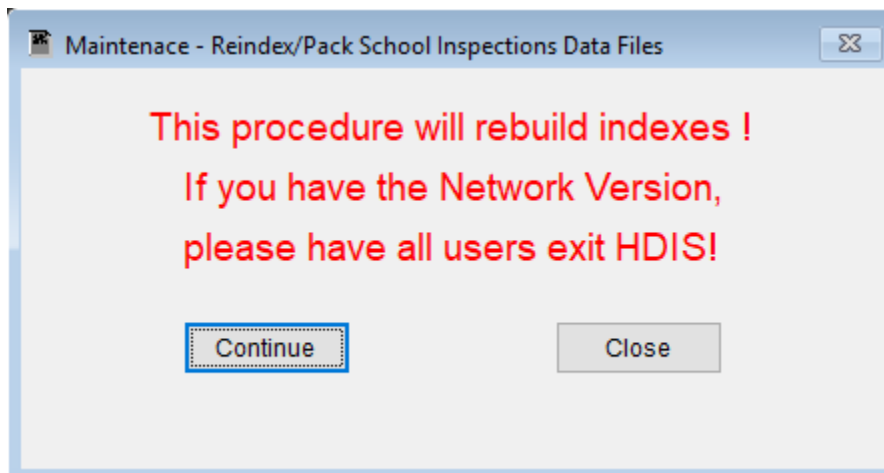


Reindex/Pack School Inspections Data Files

Navigate to: **Maintenance > Reindex/Pack School Inspections Data Files**

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.



Rescinded Rules

School Inspection Rules

| Add/Delete/Modify Add/Delete/Modify School Inspection Rules | | | | |
|---|---|---|-------|-------|
| # | Title | Code | Order | Rules |
| 1.0 | 3701-54-01 DEFINITIONS. | 3701-54-01 DEFINITIONS | 1 | Memo |
| 2.0 | 3701-54-02 PURPOSE, SCOPE AND AUTHORITY | 3701-54-02 PURPOSE, SCOPE AND AUTHORITY | 1 | Memo |
| 3.0 | 3701-54-03 RESPONSIBILITIES OF THE DIRECTOR | 3701-54-03 RESPONSIBILITIES OF THE DIRECTOR OF HEALTH | 1 | Memo |
| 4.0 | 3701-54-04 RESPONSIBILITIES OF BOARDS OF HEALTH | 3701-54-04 RESPONSIBILITIES OF BOARDS OF HEALTH | 1 | Memo |
| 5.0 | 3701-54-05 RESPONSIBILITIES OF THE PRINCIPAL | 3701-54-05 RESPONSIBILITIES OF THE PRINCIPAL, CHIEF | 1 | Memo |
| 6.1 | LITTER - EXTERIOR | *06-A1(E) LITTER - EXTERIOR | 0 | Memo |
| 6.1 | TRIP HAZARDS - EXTERIOR | *06-A1(E) TRIP HAZARDS - EXTERIOR | 1 | Memo |
| 6.1 | STANDING WATER - EXTERIOR | *06-A1(F) STANDING WATER - EXTERIOR | 2 | Memo |
| 6.1 | GROUND SLOPED TOWARD BUILDING | *06-A1(G) GROUND SLOPED TOWARD BUILDING | 3 | Memo |
| 6.1 | CLOGGED AIR INTAKES - EXTERIOR | *06-A1(H) CLOGGED INTAKES - EXTERIOR | 4 | Memo |
| 6.1 | GUTTERS BLOCKED - EXTERIOR | *06-A1(I) GUTTERS BLOCKED - EXTERIOR | 5 | Memo |
| 6.1 | BUILDING DAMAGED - EXTERIOR | *06-A1(J) BUILDING DAMAGED - EXTERIOR | 6 | Memo |
| 6.1 | ROOF INSPECTION MISSING - EXTERIOR | *06-A1(L) ROOF INSPECTION MISSING - EXTERIOR | 7 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (A) ALL BUILDINGS SHALL BE IN GENERAL GOOD REPAIR; | 8 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (B) SCHOOLS SHALL ABIDE BY THE ENGINE IDLING TIME P | 9 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (C) VEHICLES OR GAS-POWERED EQUIPMENT, WITH THE | 10 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (D) VEHICLE USE AREAS, INCLUDING BUS LOADING AND | 11 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (E) NO TRIP HAZARDS SHALL BE PRESENT AND GROUND | 12 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (F) THERE SHALL BE NO EVIDENCE OF STANDING WATER | 13 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (G) THERE SHALL BE NO EVIDENCE ON THE BUILDING OF | 14 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (H) THERE SHALL BE NO CONTAMINANT SOURCES NEAR | 15 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (I) GUTTERS, DOWNSPOUTS, SCUPPERS AND STORM DR | 16 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (J) WALLS AND WINDOWS SHALL BE INTACT WITH NO SIG | 17 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (K) THERE SHALL BE NO PAINT, ROOFING MATERIALS OR | 18 | Memo |
| 6.1 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (L) THE ROOF OF A SCHOOL SHALL BE INSPECTED BY A C | 19 | Memo |
| 6.2 | PLAYGROUND EQUIPMENT REPAIR | *06-A2(B) PLAYGROUND EQUIP. IN DISREPAIR | 0 | Memo |
| 6.2 | PLAYGROUND SURFACE MATERIAL | *06-A2(C) PLAYGROUND SURFACE MATERIALS | 1 | Memo |
| 6.2 | PLAYGROUND HAZARDS | *06-A2(F) PLAYGROUND HAZARDS | 2 | Memo |
| 6.2 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (A) STUDENTS SHALL NOT BE ALLOWED TO USE THE PLA | 3 | Memo |
| 6.2 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (B) ALL PLAYGROUND EQUIPMENT SHALL BE IN GOOD RE | 4 | Memo |
| 6.2 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (C) SURFACING IN THE USE ZONES OF PLAYGROUND EQ | 5 | Memo |
| 6.2 | 3701-54-06 SCHOOL GROUNDS AND BUILDING EX | (D) USE ZONES AROUND SLIDES, SWINGS AND STATIONA | 6 | Memo |

This table holds all of the **School Inspection Rescinded Rules**:

- To permanently **delete** a rule, select the rule and **right-click**.
- Click **Print** button to print a copy of the rules.
- Click **Add** button to add a new rule.