



**Food Protection (FSO-RFE)  
User Manual**



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

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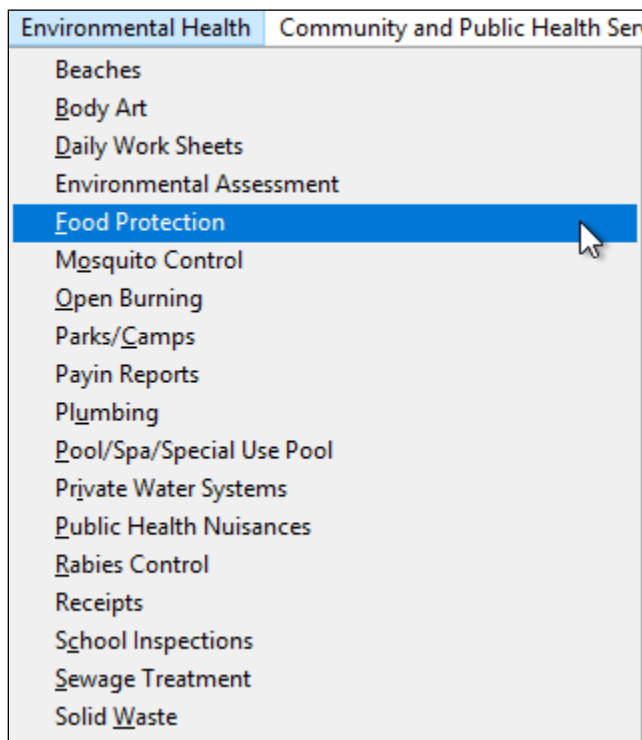
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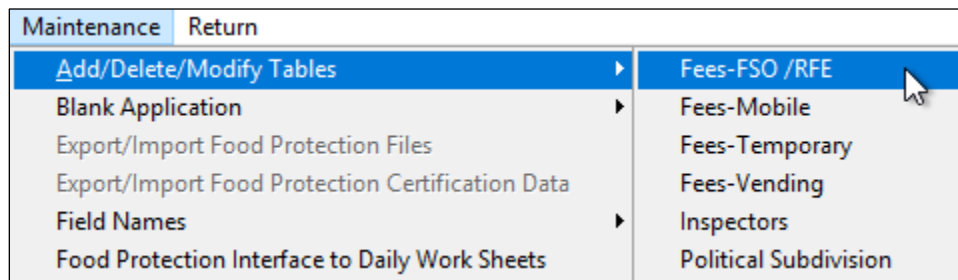
## Chapter 1: Getting Started

Once the Food Protection Module has been installed, it can be accessed by going to:

**Environmental Health > Food Protection**



The first order of business is to complete the control files that will drive the module. After going into the Food Protection Module, these files can be found by going to: Maintenance > Add/Delete/Modify Tables.



## Fees – FSO/RFE

From the Food Protection Module, navigate to: Maintenance > Add/Delete/Modify Tables > Fees-FSO/RFE.

[illegible]

The information entered in this table populates the fee code dropdown box in the module.

To enter FRS/RFE fees, follow these steps (use the tab key to advance to each field):

1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
2. Enter a **Description** for this fee code.
3. Enter the amount of the **Local Fee** for this fee code.
4. Enter the amount of the **State Fee** for this fee code.
5. Enter the amount of the **Water Fee** for this fee code. (This deals with a bacterial water sample.)
6. Enter the **Inspection** Interval in days.
7. Enter the **CCP/PR** (Critical Control Point/Process Review) Interval in days.
8. Repeat steps 1-7 as many times as necessary.
9. Click **Close** to exit the table.

Additional information:

1. Other buttons will be outlined later, as needed.
2. **Delete Fee:** Use to delete the record where your cursor is positioned.
3. **Print:** Use to print the list.

## Inspectors

From the Food Protection Module, navigate to: Maintenance > Add/Delete/Modify Tables > Inspectors.

Code	Name	District
106	BROWN, GENEVIEVE	
108	CHRISTENSON, JACK	
50	FABLES, DAVE	
107	GREENE, KYLE	
66	HUBER, JOHN	
80	HOLDERBAUM, AMY	
56	HUTTON, DAVID	
49	IMMONS, ANGEL	
101	JONES, KEITH	
103	KOVACH, STEPHEN	
102	LABOR, JOHN	
55	MORRIS, DEANNA	
104	NAPERS, STEVE	
109	POWELL, COLLIN	
105	SCHNEIDER, JOHN	
79	STEVENS, DREW	
57	THOMAS, RYAN	
110	TOMPKINS, PATRICK	
UNK	UNKNOWN	

If you have other HDIS Modules, this file may already be completed. The information entered in this table populates the inspector dropdown box in the module. This table cannot be populated “on the fly”, so information must be entered here if you want it available in dropdown boxes throughout the module.

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

1. Click **Add** and enter a **Code** to identify this inspector. It can be up to four characters long.
2. Enter the **Name** of this inspector (Last Name, First Name).
3. Enter the **District** this inspector is assigned to, if applicable.
4. Repeat steps 1-3 as many times as necessary.
5. Click **Close** to exit the table.

Additional information:

1. **Delete:** Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.
3. **Update Inspectors:** Discussed later.



## Political Subdivision

If you have other HDIS Modules, this file may already be completed.

The information entered in this table populates political subdivision dropdown boxes in the module.

From the Food Protection Module, navigate to: Maintenance > Add/Delete/Modify Tables > Political Subdivisions.

Code	Subdivision	District
001	AUSTINTOWN TWP.	
0012	AUSTINTOWN-SE (FOOD ONLY)	
0013	AUSTINTOWN-SW (FOOD ONLY)	
0014	AUSTINTOWN-N (FOOD ONLY)	
002	BEAVER TWP.	
003	BERLIN TWP.	
004	BOARDMAN TWP.	
0041	BOARDMAN-NE (FOOD ONLY)	
0042	BOARDMAN-NW (FOOD ONLY)	
0043	BOARDMAN-SE (FOOD ONLY)	
0044	BOARDMAN-SW (FOOD ONLY)	
005	CANFIELD CITY	

1. Click **Add** and enter a **Code** to identify this political subdivision. It can be up to four characters long
2. Enter the name of this political **Subdivision**.
3. Enter the **District** this subdivision is assigned to, if applicable.
4. Repeat steps 1-3 as many times as necessary.
5. Click **Close** to exit the table.

Additional information:

1. **Delete:** Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.
3. **Update Districts:** Discussed later.

## Chapter 2: Entering FSO/RFE Information

From the Food Protection Module, navigate to: Food Protection > FSO/RFE.

The screenshot shows the 'FSO / RFE -' window with the 'Find' tab selected. The window has a search bar with three radio buttons: 'by Name' (selected), 'by License #', and 'by StreetAddress'. Below the search bar is a text input field labeled 'Enter Name, License# or Street Address'. To the right of the input field are three buttons: 'Check For Complaints', 'Add' (circled in red), and 'Close'. Below the search area is a table with four columns: 'Name', 'Street', 'License #', and 'Name of operator'. The table contains 20 rows of data, including establishments like 'A DANDY PLACE TO SHOP', 'A DUBIOUSLY PRICED DINING DELIGHT', and 'A FINE DINING AND GOOD EATS PLACE'.

Name	Street	License #	Name of operator
A DANDY PLACE TO SHOP	130 MAIN STREET	170	KIM POSSIBLE
A DUBIOUSLY PRICED DINING DELIGHT	190 MAIN STREET	247	KIM POSSIBLE
A FINE DINING AND GOOD EATS PLACE	94 LINE IN SAND LANE	126	KIM UNLIKELY
A GRAIN OF SALT	70 MAIN STREET	99	KIM POSSIBLE
A LONG TIME AGO STORYBOOK CAFE	82 UPPER LOWER BLVD	114	GEORGE O'JUNGLE
A SMALL CORNER STORE	178 SQUARE CIRCLE	229	ELMER FUDDSTERIONE
A TON OF CHOW	154 LINE IN SAND LANE	199	KIM UNLIKELY
A WABBIT IN A POT	238 SQUARE CIRCLE	305	ELMER FUDDSTERIONE
AARDVARK ANTS AND OTHER TASTY BUGS	34 LINE IN SAND LANE	46	KIM UNLIKELY
AL'S HOUSE OF EXTREME WAFFLES	214 LINE IN SAND LANE	278	KIM UNLIKELY
ALEC CHEZ SNOBE	58 SQUARE CIRCLE	77	ELMER FUDDSTERIONE
ALL ABOUT CHICKEN SOUP	106 SOUTH NORTH STREE	140	SANDY SHORE
ALL ABOUT CHOCOLATE GRASSHOPPERS	226 SOUTH NORTH STREE	293	SANDY SHORE
ARNIE'S AWESOME GYM AND GRILL	22 UPPER LOWER BLVD	26	GEORGE O'JUNGLE
AUNTIE ANGELA'S HOUSE OF PASTA	202 UPPER LOWER BLVD	262	GEORGE O'JUNGLE
BARBS BEST BEAR BURGERS	46 SOUTH NORTH STREET	58	SANDY SHORE
BELLA'S BON APPETIT	142 UPPER LOWER BLVD	184	GEORGE O'JUNGLE
BENNY'S HOUSE OF EDIBLE BEE WAX	166 SOUTH NORTH STREE	212	SANDY SHORE
BLENDED BLOWISH SHACK # 250	250 MAIN STREET	321	KIM POSSIBLE
BLENDED BLOWISH SHACK # 262	262 UPPER LOWER BLVD	335	GEORGE O'JUNGLE

The **FIND** tab on the FSO/RFE window is for finding a previously entered FSO/RFE. You can browse through the grid to find a name or type the name in the **Enter Name, License# or Street Address** field and then press the enter key on your keyboard. To find a FSO/RFE by **License #**, click the radio button labeled **by License #** and then enter the license number. To find a FSO/RFE by **Street Address**, click the radio button labeled **by Street Address** and enter the street address.

Click the **"Add"** button to enter a FSO/RFE. Once you click the **"Add"** button, you have entered a FSO/RFE record. You **do not** have to click the **"Add"** button again after you have entered the information.

**FSO/RFE Tab:**

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

Field/Button	Description
FSO	Mark this checkbox if this is a Food Service Operation
RFE Endorsement	Mark this checkbox if the FSO also has an endorsement for a Retail Food Establishment
RFE	Mark this checkbox if this is a Retail Food Establishment
FSO Endorsement	Mark this checkbox if the RFE also has an endorsement for a Food Service Operation
Catering	Mark this checkbox if this establishment provides catering services
Seasonal	Mark this checkbox if this establishment is seasonal
Limited	Mark this checkbox if this establishment has any type of limitation on their license. EXAMPLES: Only pre-washed foods that are pack aged as ready to eat may be used.  Only disposable ware and utensils may be used in the preparation and serving of food.
License #	Will automatically be completed with the next license #.
Name of Facility	Enter the name of the facility

Name of License Holder	Enter the name of the license holder
Street Address	Enter the street address of the facility
City	Enter the city of the facility
State	Enter the state of the facility
Zip Code	Enter the zip code of the facility
Phone	Enter the phone # for the facility. ** Note: Must start with a "1"
Fax	Enter the fax # for the facility. ** Note: Must start with a "1"
Established Date	Enter the date the facility was established
Code	Choose the appropriate code for this facility
<b>Mailing address for annual Renewal if different than above</b>	
Name of parent company or owner	Enter the name of parent company or owner if different than above
Mail to person (optional)	Enter the name of the "mail to" person if different than above
Street address	Enter the mailing street address if different than above
City	Enter the mailing city if different than above
State	Enter the mailing state if different than above
Zip Code	Enter the mailing zip code if different than above
Phone	Enter the phone if different than above. **Note: Must start with a "1".

## Food Protection Certification

When entering new establishments or modifying existing establishments, you need to make sure that the correct Certification Levels are specified within the “Cert Levels Required” section of the “FSO/RFE” tab on the “FRO/RFE” screen.

On this screen you may directly check or uncheck the “Level 2” box, but may only indirectly change the status of the “Level 1” box. If none of the sub-requirements are selected for Level 1, then Level 1 is not required. If one or more of the sub-requirements are selected, then Level 1 certification is required.

RFSD - HDIS CAFE

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

### Food Service Operation

☒ FSO    ☐ RFE Endorsement    ☐ Catering    ☐ Seasonal    ☐ Limited    License #   
☐ RFE    ☐ FSO Endorsement

Name of Facility     Name of License Holder

Street address     City     State     Zip code

Phone     FAX     Established Date     Code

**Employees with Food Protection Certification**    [Manage Employee Certs](#)    ☒ Show Active Only

Cert Levels Required			
<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> After 2010	<input type="checkbox"/> FBI	<input type="checkbox"/> Sanitation
<input checked="" type="checkbox"/> Level 2			

Active	Last Name	First Name	Level
T	Rubblekowski	Barnabus	1

Mailing address for annual Renewal if different than above

Name of parent company or owner     Mail to Person (optional)

Street address     City     State     Zip code

Phone

Print Previous FSO/RFE Next FSO/RFE Delete FSO/RFE Add FSO/RFE Modify

## Manage Employee Certification

In order to manage the employee certifications for a given establishment, click on the **Manage Employee Certs** button.

The screenshot shows the 'Manage Employee Food Protection Certifications' window within the HDIS CAFE application. The window has a title bar 'RFSO - HDIS CAFE' and a menu bar with options: Find, FSO / RFE, Licensing Information, Inspections, FSO CCP, RFE Process Review, Variance Verification, Plan Review, and E-mail / GIS / GPS. Below the menu bar is a green header 'Food Service Operation'. The main window is titled 'Manage Employee Food Protection Certifications' and 'HDIS CAFE'. It contains a table with columns: Active, Last Name, First Name, and Level. The first row shows an active certification for 'Rubblekowski, Barnabus' at Level 1. To the right of the table is a form with fields for: Active (checked), Cert Level or Equivalent (1 or 2) (set to 1), First Name (Barnabus), Last Name (Rubblekowski), Cert Number (ABC1234), Cert Authority (ODH), Cert Start Date (12/01/2015), and Employed from (12/02/2015) until ( / / ). Below these fields are buttons for Save, Add, Reset, and Delete. At the bottom of the form are navigation buttons: First, Prev, Next, Last, and a Close button. At the bottom of the window are buttons for Print, Previous FSO/RFE, Next FSO/RFE, Delete FSO/RFE, Add FSO/RFE, and Modify.

Active	Last Name	First Name	Level
<input checked="" type="checkbox"/>	Rubblekowski	Barnabus	1
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

To edit an existing certification entry you select it from the list, alter the values as desired, and click the “Save” button. If you begin changing values and want to reset everything back to the original values prior to saving, then you may click on the “Reset” button in order to restore the most recently saved values.

In addition to being able to click on the entry in the list, you may also click on the button labelled “First” to go to the first item in the list, “Last” to go to the last item in the list, “Prev” to go to the previous item in the list, or “Next” to go to the next item in the list.

To create a new certification entry, you click on “Add”, fill in the desired values on the subsequently displayed record, then click on save.

To mark a record as deleted, click on the “Delete” button. It is important to remember two things about the behavior of “Delete” on this screen:

- 1) You should not delete a record that has been valid in the past. Rather instead, if an employee has left the establishment, you should uncheck the box marked “active” and save the record.
- 2) When you click on the “Delete” button you are telling HDIS to ignore this record, but you are not removing the data from the database.

You are required to specify the “Active” status- (Checked by default), the First Name, the Last Name, and the Cert Number. Other fields are optional.

## Licensing Information Tab

RFSD - AL'S HOUSE OF EXTREME WAFFLES

Find FSO / RFE **Licensing Information** Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Code	Descript	Local fee	State fee	WS fee	Late fee	Total
C4S	COMMERCIAL CLASS 4 <25,000 SQ. FT.	365.00	28.00	0.00	0.00	393.00

Insp. interval: 180  
 Last three standard inspection dates: 05/20/2016, 12/04/2015, 06/26/2015  
 CCP Interval: 180  
 Last two CCP inspections: 05/20/2016, 12/04/2015

Audit: 9813390  
 Date issued: 02/16/2016  
 Date paid: 02/16/2016  
 Receipt#: 144753

Inspector: KJK  
 Service: CCP  
 CRITICAL CONTROL POINT

Political subdivision: 11  
 BALROG TWP  
 District:   
 Air Compliance: (C)ompliant (N)on (O)ver  
 Compliance Date: / /

Website:   
 Note: Success consists of going from failure to failure without loss of enthusiasm.

☒ Private Water ☐ PWS/EPA ☐ Out of business  
 OOB date: / /

Print Modify

Field/Button	Description
Code	Chose the fee code for the FSO/RFE
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)
WS Fee	If you check the Private Water check box, a water fee will appear if you have defined one in the fee table.
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Inspection Interval	(filled out once fee code is selected)
Last Three Inspection Dates	Enter your last three inspection dates
CCP Interval	(filled out once fee code is selected)
Last two CCP Inspections	Enter your last two critical control point inspection dates
Audit	(filled out once a license fee is printed)
Date issued	Date permit issued

Date Paid	Date the permit was paid
Receipt #	Receipt number for the permit
Inspector	Inspector's code and name
Service	Reason code and description
Political subdivision	Political subdivision code and political subdivision
District	Used only if you have defined districts for Inspectors.
Air Compliance	C = Compliant / N = Non-Compliant / O = Over Compliant
Compliance Date	Enter the date of air compliance
Website	Enter the website for this establishment
Note	Enter your notes
Private Water	Check if the FSO/RFE uses private water
PWS/EPA	The EPA was involved with the private water system on the property
Out of Business	Check if the FSO/RFE is out of business
OOB Date	Enter the out of business date
Print	Opens the print menu
Modify	Click to modify the information on the page



## Inspections Tab

**RFE - A TON OF CHOW**

Find | FSO / RFE | Licensing Information | **Inspections** | FSO CCP | RFE Process Review | Variance Verification | Plan Review | E-mail / GIS / GPS

Physical Facilities/Poisonous or Toxic Materials/Special Requirements | Violations/Comments | RFE - Voluntary Destruction

FSO / RFE Inspection | Management and Personnel / Food | Equipment, Utensils, Linens/Water, Plumbing, and Waste

Category/Description COMMERCIAL CLASS 4 <25,000 SQ.	Date 03/06/2017	Inspection Time (min) 	Travel Time (min) 
			Travel Miles 

☐ Standard 
☐ Follow up
 ☐ Foodborne
 ☐ Complaint
 ☐ Consultation
 ☐ Prelicensing
 ☐ 30 Day
 ☐ Other (specify)

Follow-up Date and Inspector (if required) //	Sample date/result (if required) //	Automatic Day sheet Entry
		Daily Work Sheet Report

Date 03/06/2017	Prgm Description 	Activity Description 
Service Code & Description 	Time 	Mileage 
		<input type="button" value="Add Entry"/>

To enter a standard inspection, click the “Modify” button, then RIGHT CLICK the **Add Inspection** button and enter the inspection date.

**FSO/RFE Inspection**

The screenshot shows the 'RFEO - A TON OF CHOW' application window. The 'Inspections' tab is active, and the 'FSO / RFE' sub-tab is selected. The form contains the following fields and controls:

- Category/Description:** COMMERCIAL CLASS 4 <25,000 SQ.
- Date:** 03/06/2017
- Inspection Time (min):** 230
- Travel Time (min):** 44
- Travel Miles:** 14
- Inspection Type:** ☒ Standard, ☐ Follow up, ☐ Foodborne, ☐ Complaint, ☐ Consultation, ☐ Prelicensing, ☐ 30 Day, ☐ Other (specify) [ ]
- Follow-up Date and Inspector (if required):** [ ] [ ]
- Sample date/result (if required):** [ ]
- Buttons:** Automatic Day sheet Entry, Daily Work Sheet Report, Add Entry, Print, Previous Inspection, Next Inspection, Delete Inspection\*, Add Inspection\*, Modify.

Field/Button	Description
Category/Description	Automatically filled out
Date	Enter the date of the inspection
Inspection Time (min)	Enter the inspection time in minutes
Travel Time (min)	Enter the travel time in minutes
Travel Miles	Enter the number of miles travelled for this inspection
Standard	Check if this is a standard inspection
Update Button	Click to update the last three inspection dates on the Licensing Information page
Follow up	Check if this is a follow up inspection
Food borne	Check if this is a foodborne inspection
Complaint	Check if this inspection is due to a complaint
Consultation	Check if this is a consultation inspection
Prelicensing	Check if this is a follow prelicensing inspection

30 day	Check if this is a follow 30 day inspection
Other (specify)	Check if this is an Other type of inspection and enter the kind of inspection in the field to the right.
Follow up Date and Inspector (if required)	Enter the follow up date for an inspection if it is required, along with the inspector
Sample date/result (if required)	Enter the sample date/result if required

## **Management and Personnel/Food**

To enter a violation, click on the appropriate check box for the violation. In the example above, we are going to click on **Management and Personnel Rule 2.3 Hygienic Practices**. When the violation is checked, the Food Protection Inspection rules table will open (seen on the next page). If the violation is critical, check the Critical check box before clicking the violation. This will preface the violation on the Violations/Comments with \* **Critical Violation** \*.

The screenshot shows the 'RFE - A TON OF CHOW' application window. The 'Inspections' tab is active, and the 'Management and Personnel / Food' sub-tab is selected. The interface displays two columns of inspection rules, each with a checkbox and a 'Critical' checkbox.

Management and Personal	Food
<input type="checkbox"/> 2.1 Employee health <input type="checkbox"/> Critical	<input type="checkbox"/> 3.0 Safe, unadulterated and honestly pres..... <input type="checkbox"/> Critical
<input type="checkbox"/> 2.2 Personal cleanliness <input type="checkbox"/> Critical	<input type="checkbox"/> 3.1 Sources, specification, containers <input type="checkbox"/> Critical
<input type="checkbox"/> 2.3 Hygienic practices <input type="checkbox"/> Critical	<input type="checkbox"/> 3.2 Protection from contamination after rec... <input type="checkbox"/> Critical
<input type="checkbox"/> 2.4 Supervision <input type="checkbox"/> Critical	<input type="checkbox"/> 3.3 Destruction of organisms <input type="checkbox"/> Critical
	<input type="checkbox"/> 3.4 Limitation of growth of organisms <input type="checkbox"/> Critical
	<input type="checkbox"/> 3.5 Identity, presentation, on premise labeling <input type="checkbox"/> Critical
	<input type="checkbox"/> 3.6 Discarding or reconditioning unsafe... <input type="checkbox"/> Critical
	<input type="checkbox"/> 3.7 Special requirements for highly sus... <input type="checkbox"/> Critical

Below the rules table, there is a form for entering inspection details:

- Date: 03/06/2017
- Prgm Description: [Dropdown]
- Activity Description: [Dropdown]
- Service Code & Description: [Dropdown]
- Time: [Text]
- Mileage: [Text]
- Add Entry button

At the bottom, there are navigation buttons: Print, Previous Inspection, Next Inspection, Delete Inspection\*, Add Inspection\*, and Modify.

For your inspections, you have the ability to view the rules. Check the box for the appropriate code that was violated to add to your inspection form. You may also search all 02.3 rules by typing a key word in the field box and clicking the **Search** button. This will display all rules that the key word has 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.

[illegible]

Field/Button	Description
Search	Click to search 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

## *Equipment, Utensils, Linens/Water, Plumbing, and Waste*

This page displays rules 4.0 thru 5.4.

The screenshot shows the 'RFSO - HDIS CAFE' application window. The top menu bar includes 'Find', 'FSO / RFE', 'Licensing Information', 'Inspections', 'FSO CCP', 'RFE Process Review', 'Variance Verification', 'Plan Review', and 'E-mail / GIS / GPS'. The 'Inspections' menu is open, showing sub-menus: 'Physical Facilities/Poisonous or Toxic Materials/Special Requirements', 'Violations/Comments', 'RFE - Voluntary Destruction', 'FSO / RFE Inspection', 'Management and Personnel / Food', and 'Equipment, Utensils, Linens/Water, Plumbing, and Waste'. The 'Equipment, Utensils, Linens/Water, Plumbing, and Waste' sub-menu is selected, displaying two columns of inspection rules. Each rule is preceded by a checkbox and followed by a 'Critical' status indicator.

Equipment, Utensils, Linens	Water, Plumbing, and Waste
<input type="checkbox"/> 4.0 Materials for construction... <input type="checkbox"/> Critical	<input type="checkbox"/> 5.0 Water <input type="checkbox"/> Critical
<input type="checkbox"/> 4.1 Design and construction <input type="checkbox"/> Critical	<input type="checkbox"/> 5.1 Plumbing system <input type="checkbox"/> Critical
<input type="checkbox"/> 4.2 Numbers and capacities <input type="checkbox"/> Critical	<input type="checkbox"/> 5.2 Mobile water tanks <input type="checkbox"/> Critical
<input type="checkbox"/> 4.3 Locations and Installation <input type="checkbox"/> Critical	<input type="checkbox"/> 5.3 Sewage, liquid waste and... <input type="checkbox"/> Critical
<input type="checkbox"/> 4.4 Maintenance and operation <input type="checkbox"/> Critical	<input type="checkbox"/> 5.4 Refuse, recyclables, and... <input type="checkbox"/> Critical
<input type="checkbox"/> 4.5 Cleaning of equipment and uten... <input type="checkbox"/> Critical	
<input type="checkbox"/> 4.6 Sanitizing of equipment and uten... <input type="checkbox"/> Critical	
<input type="checkbox"/> 4.7 Laundering <input type="checkbox"/> Critical	
<input type="checkbox"/> 4.8 Protection of clean items <input type="checkbox"/> Critical	

At the bottom of the window, there are buttons for 'Print', 'Previous Inspection', 'Next Inspection', 'Delete Inspection\*', 'Add Inspection\*', and 'Modify'.

***Physical Facilities/Poisonous or Toxic Materials/Special Requirements***

This page displays rules 6.0 thru 27.

The screenshot shows the 'RFSO - HDIS CAFE' application window. The 'Inspections' tab is active, and the 'Physical Facilities/Poisonous or Toxic Materials/Special Requirements' sub-tab is selected. The window displays a list of inspection rules, each with a checkbox and a 'Critical' status indicator.

FSO / RFE Inspection	Management and Personnel / Food	Equipment, Utensils, Linens/Water, Plumbing, and Waste
<b>Physical Facilities/Poisonous or Toxic Materials/Special Requirements</b>		
<b>Physical Facilities</b>		
<input type="checkbox"/> 6.0 Materials for construction...	<input type="checkbox"/> Critical	<input type="checkbox"/> 8.3 Bulk water machine criteria <input type="checkbox"/> Critical
<input checked="" type="checkbox"/> 6.1 Design, construction...	<input type="checkbox"/> Critical	<input type="checkbox"/> 8.4 Acidified white rice preparation <input type="checkbox"/> Critical
<input checked="" type="checkbox"/> 6.2 Numbers and capacities	<input type="checkbox"/> Critical	<input type="checkbox"/> 9.0 Facility layout and equipment... <input type="checkbox"/> Critical
<input type="checkbox"/> 6.3 Location and placement	<input type="checkbox"/> Critical	<input type="checkbox"/> 20 Existing facilities and equipment <input type="checkbox"/> Critical
<input checked="" type="checkbox"/> 6.4 Maintenance and operation	<input type="checkbox"/> Critical	<b>901:3-4 OAC RFE Only</b>
<b>Poisonous or Toxic Materials</b>		
<input type="checkbox"/> 7.0 Labeling and identification	<input type="checkbox"/> Critical	<input type="checkbox"/> 12 Articles - Cease Use <input type="checkbox"/> Critical
<input type="checkbox"/> 7.1 Operational supplies...	<input type="checkbox"/> Critical	<input type="checkbox"/> 13 Records <input type="checkbox"/> Critical
<input type="checkbox"/> 7.2 Storage and display...	<input type="checkbox"/> Critical	<input type="checkbox"/> 14 Food Sample Collected <input type="checkbox"/> Critical
<b>Special Requirements</b>		
<input type="checkbox"/> 8.0 Fresh juice production	<input type="checkbox"/> Critical	<input type="checkbox"/> 15 Embargo of food/Voluntary... <input type="checkbox"/> Critical
<input type="checkbox"/> 8.1 Heat treatment dispensing...	<input type="checkbox"/> Critical	<b>3701-21 OAC FSO Only</b>
<input type="checkbox"/> 8.2 Custom Processing	<input type="checkbox"/> Critical	<input type="checkbox"/> 27 Embargo of food <input type="checkbox"/> Critical

At the bottom of the window, there are buttons for 'Print', 'Previous Inspection', 'Next Inspection', 'Delete Inspection\*', 'Add Inspection\*', and 'Modify'.

## Violation(s)/Comment(s)

The “**Violations/Comments**” page displays the rules that you added.

You may add your own 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	Choose the inspector who performed the inspection
R.S./SIT#	Enter the number of the Registered Sanitarian or Sanitarian in Training
Received by	Enter the person who received the inspection form
Title	Enter the title of the person who received the information
All Rules	Click to open all inspection rules
Spell Check	Click to perform a spell check on your comments
Zoom	Click to open the violations/comments in a full screen.

In the Violations/Comments Section:

**F2** key will produce squared symbol, **F3** key will produce degree symbol

If there are no violations, press **F4** with the cursor in the **Violations and Comments** section and "**No violations at time of inspection**" will appear. You will not have to print out the second page for a standard inspection. A small box will appear on the first Standard Inspection page with that comment in it.



## ***RFE – Voluntary Destruction***

On this page, you will enter information on the products that were voluntarily destroyed by the FSO/RFE.

The screenshot shows a web application window titled "RFSO - HDIS CAFE". The interface includes a top navigation bar with tabs: Find, FSO / RFE, Licensing Information, Inspections, FSO CCP, RFE Process Review, Variance Verification, Plan Review, and E-mail / GIS / GPS. Below this is a sub-navigation bar with tabs: FSO / RFE Inspection, Management and Personnel / Food, Equipment, Utensils, Linens/Water, Plumbing, and Waste, Physical Facilities/Poisonous or Toxic Materials/Special Requirements, Violations/Comments, and RFE - Voluntary Destruction (which is currently selected). The main form area contains the following sections:

- Product(s) and estimated amount in pounds, cases, bottles, etc.**: A text input field with a vertical scrollbar.
- Reason for unfitness**: A text input field with a vertical scrollbar.
- Method of Destruction**: A text input field with a vertical scrollbar.
- Remarks**: A text input field with a vertical scrollbar.

At the bottom of the window, there is a row of buttons: Print, Previous Inspection (highlighted in red), Next Inspection, Delete Inspection\*, Add Inspection\*, and Modify.

## FSO CCP Tab

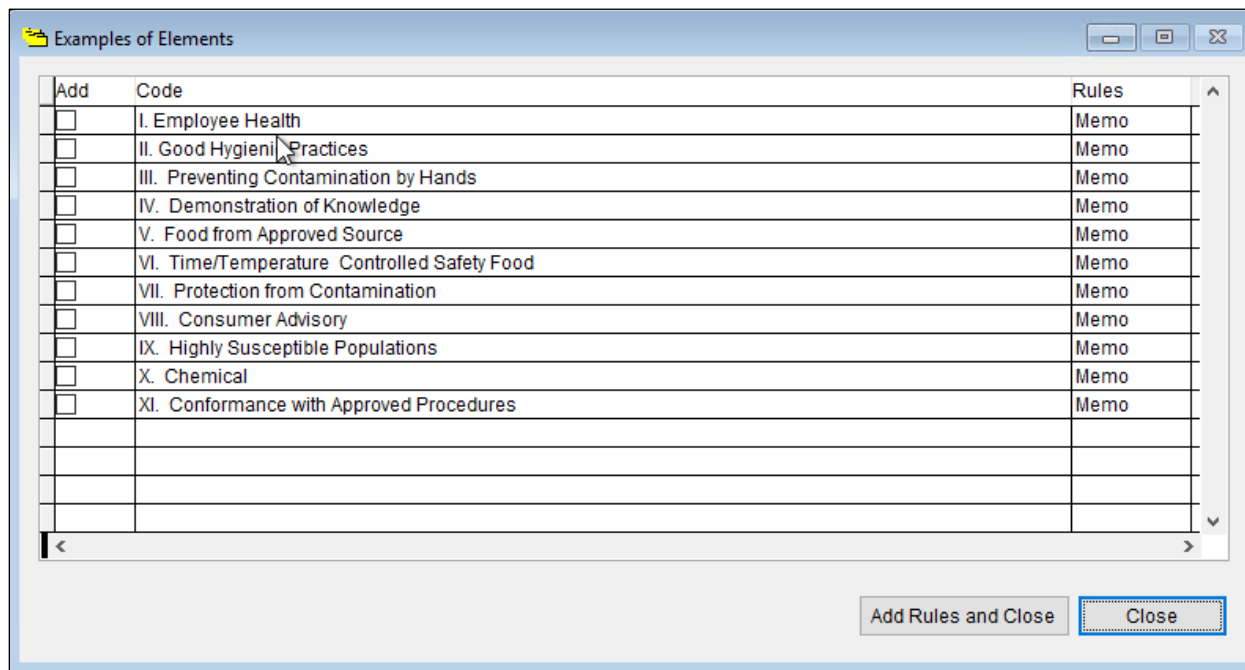
To enter a critical control point inspection, click the **Modify** button and then RIGHT click the **Add CCP** button.

## ***Critical Control Point***

Enter the information related to this CCP inspection.

Field/Button	Description
Category/Description	Automatically filled out
Date	Enter the date of the critical control point inspection
Update	Click to update the critical control point inspection dates on the licensing information page
Inspection Time (min)	Enter the inspection time in minutes
Travel Time (min)	Enter the travel time in minutes
Examples of Elements Button	Click to View/Add Examples of Elements
Rules Button	Click to open all inspection rules
Spell Check	Click to perform a spell check on your comments
Delete CCP* Button	To delete this CCP, you must RIGHT click on this button.
Add CCP*	Right click to add another CCP Inspection

## Examples of Elements



The screenshot shows a window titled "Examples of Elements". It contains a table with three columns: "Add", "Code", and "Rules". The table lists 11 food safety elements, each with a checkbox in the "Add" column and the word "Memo" in the "Rules" column. Below the table are two buttons: "Add Rules and Close" and "Close".

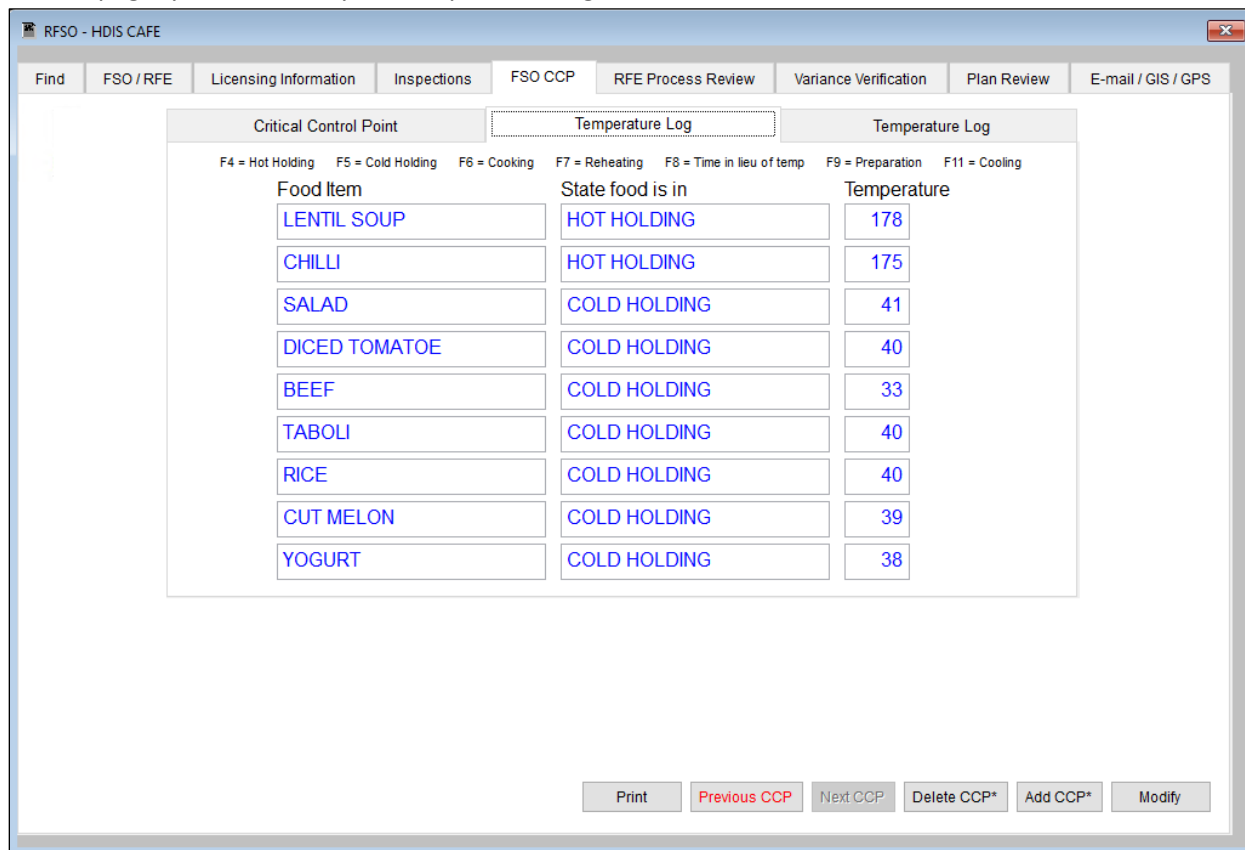
Add	Code	Rules
<input type="checkbox"/>	I. Employee Health	Memo
<input type="checkbox"/>	II. Good Hygienic Practices	Memo
<input type="checkbox"/>	III. Preventing Contamination by Hands	Memo
<input type="checkbox"/>	IV. Demonstration of Knowledge	Memo
<input type="checkbox"/>	V. Food from Approved Source	Memo
<input type="checkbox"/>	VI. Time/Temperature Controlled Safety Food	Memo
<input type="checkbox"/>	VII. Protection from Contamination	Memo
<input type="checkbox"/>	VIII. Consumer Advisory	Memo
<input type="checkbox"/>	IX. Highly Susceptible Populations	Memo
<input type="checkbox"/>	X. Chemical	Memo
<input type="checkbox"/>	XI. Conformance with Approved Procedures	Memo
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Buttons: Add Rules and Close, Close

The "Examples of Elements" button is similar to the "Rules" button where you can view the elements and add them to your "Violations/Comments" field for your Critical Control Point Inspection.

## Temperature Log

On this page, you will enter your temperature log on the food items.



Food Item	State food is in	Temperature
LENTIL SOUP	HOT HOLDING	178
CHILLI	HOT HOLDING	175
SALAD	COLD HOLDING	41
DICED TOMATOE	COLD HOLDING	40
BEEF	COLD HOLDING	33
TABOLI	COLD HOLDING	40
RICE	COLD HOLDING	40
CUT MELON	COLD HOLDING	39
YOGURT	COLD HOLDING	38

Print Previous CCP Next CCP Delete CCP\* Add CCP\* Modify

### *Temperature Log (continued)*

On this page, you will enter your continued temperature log on the food items as well as the inspector who performed the critical control point inspection and who received the report.

The screenshot shows a web application window titled "RFSO - HDIS CAFE". The navigation bar includes tabs: Find, FSO / RFE, Licensing Information, Inspections, FSO CCP, RFE Process Review, Variance Verification, Plan Review, and E-mail / GIS / GPS. The "FSO CCP" tab is active, and the "Temperature Log" sub-tab is selected.

The form contains the following fields:

Food Item	State food is in	Temperature
MILK	COLD HOLDING	38
RAW CHICKEN	COLD HOLDING	33
		0
		0
		0

Below the table, there are fields for:

- Inspected by: 109 (dropdown), POWELL, COLLIN
- R.S./Sit #: 123456
- Received by: THELMA
- Title: PIC

At the bottom of the form, there are buttons: Print, Previous CCP (highlighted in red), Next CCP, Delete CCP\*, Add CCP\*, and Modify.

## RFE Process Review

To enter a RFE Process Review, click the Modify button and then RIGHT click the **Add PR** button.

The screenshot shows the 'RFSO - HDIS CAFE' application window. The 'RFE Process Review' tab is selected in the top menu bar. The form contains several input fields and sections:

- Top Menu:** Find, FSO / RFE, Licensing Information, Inspections, FSO CCP, **RFE Process Review**, Variance Verification, Plan Review, E-mail / GIS / GPS.
- Process Headers:** Four tabs labeled 'Processes' and one labeled 'Comments'.
- Form Fields:**
  - Date:** A date input field with a dropdown arrow and an 'Update' button.
  - Inspection time (min):** A numeric input field.
  - Travel Time (min):** A numeric input field.
  - Travel Miles:** A numeric input field.
  - Comments:** A text area with a legend:
    - F5=Unsatisfactory
    - F6=Satisfactory
    - F7=Person in Charge-Not Knowledgeable
    - F8=Person in Charge-Knowledgeable
    - F9=Not Applicable
- Thawing Section:**
  - ☐ Under refrigeration...
  - ☐ Thawing in water
  - ☐ Part of continuous...
  - ☐ Thawed in microwave...
- Cooking Section:**
  - ☐ Eggs - 155F for 15 sec...
  - ☐ Comminuted fish, meat...
  - ☐ Meat roasts:...
  - ☐ Ratites & injected...
  - ☐ Poultry: stuffed fish...
  - ☐ Whole-muscle, intact...
  - ☐ Microwave: Raw...
- Cooling Time - Temp Control Section:**
  - ☐ Fish, meat, pork, game...
  - ☐ Fruits & vegetables...
  - ☐ Cooked TCS foods...
  - ☐ TCS food prepared...

At the bottom of the window, there is a row of buttons: **Print**, **Previous PR**, **Next PR**, **Delete PR\***, **Add PR\***, and **Modify**.

## Processes – 1

The screenshot shows the 'RFSO - HDIS CAFE' application window. The 'RFE Process Review' tab is selected. The form contains several input fields and sections:

- Navigation Tabs:** Find, FSO / RFE, Licensing Information, Inspections, FSO CCP, **RFE Process Review**, Variance Verification, Plan Review, E-mail / GIS / GPS.
- Process Review Section:**
  - Date:** A date input field with a calendar icon and an 'Update' button.
  - Inspection time (min):** An input field.
  - Travel Time (min):** An input field.
  - Travel Miles:** An input field.
  - Comments:** A text area with a legend:
    - F5=Unsatisfactory
    - F6=Satisfactory
    - F7=Person in Charge-Not Knowledgeable
    - F8=Person in Charge-Knowledgeable
    - F9=Not Applicable
- Thawing Section:**
  - ☐ Under refrigeration...
  - ☐ Thawing in water
  - ☐ Part of continuous...
  - ☐ Thawed in microwave...
- Cooking Section:**
  - ☐ Eggs - 155F for 15 sec...
  - ☐ Comminuted fish, meat...
  - ☐ Meat roasts...
  - ☐ Ratites & injected...
  - ☐ Poultry: stuffed fish...
  - ☐ Whole-muscle, intact...
  - ☐ Microwave: Raw...
- Cooling Time - Temp Control Section:**
  - ☐ Fish, meat, pork, game...
  - ☐ Fruits & vegetables...
  - ☐ Cooked TCS foods...
  - ☐ TCS food prepared...

At the bottom of the form are buttons: Print, Previous PR, Next PR, Delete PR\*, Add PR\*, and Modify.

The program affords you the ability to use “hot” or “quick” keys in entering data into the fields for your RFE Process Review as noted below.

Field/Button	Description
Date	Enter the date of the process review
Update	Click to update the critical control point inspection dates on the licensing information page
Inspection Time (min)	Enter the inspection time in minutes
Travel Time	Enter your travel time in minutes
Travel Miles	Enter your travel miles
<b>Quick Keys</b>	
F5	Press to enter “U” into the field
F6	Press to enter “S” into the field
F7	Press to enter “U-PIC” into the field
F8	Press to enter “S-PIC” into the field
F9	Press to enter “N/A” into the field

## Processes -2

Continue entering your Process Review information.

RFSO - HDIS CAFE

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Processes Processes Processes Comments

**Reheating**

☐ TCS foods rapidly...

☐ Food reheated to...

☐ Commercially proc...

☐ Remaining unsliced...

☐ Two hour maximum...

**Holding**

☐ Hot TCS food...

☐ Roasts at 130F...

☐ Cold TCS foods held...

**Raw Menu Item**

☐ Approved source.

☐ Records retained:...

☐ Consumer advisory...

☐ Protection from con...

**Freezing Fish for Parasite Destruction (on premises)**

☐ Approved source.

☐ -4F or below for 168 hrs...

☐ Records retained:...

F5=Unsatisfactory  
F6=Satisfactory  
F7=Person in Charge-Not Knowledgeable  
F8=Person in Charge-Knowledgeable  
F9=Not Applicable

Print Previous PR Next PR Delete PR\* Add PR\* Modify



### Processes - 3

Continue entering your Process Review information.

RFSO - HDIS CAFE

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Processes Processes Processes Comments

**Time as a Public Health Control Cold/Hot Foods**

☐ Used only for:...

☐ Written procedures available...

☐ Hot & Cold Food...

☐ Cold Food: 6hr limitation...

**Transport of Food as a Caterer**

☐ Method of transport & protection...

☐ Method of cold & hot food temp...

☐ Method of hand washing:

☐ Method of minimizing hand contact...

☐ Protection from contamination by ...

☐ Records for food temperatures...

F5=Unsatisfactory  
F6=Satisfactory  
F7=Person in Charge-Not Knowledgeable  
F8=Person in Charge-Knowledgeable  
F9=Not Applicable

Food Process Reviewed

Print Previous PR Next PR Delete PR\* Add PR\* Modify

## Comments

On this screen, you can enter your comments on the Process Review and the food inspection rules that apply. Also, be sure to fill out the Inspector's name and who received the report.

The screenshot displays the 'RFSO - HDIS CAFE' application window. The top menu bar includes 'Find', 'FSO / RFE', 'Licensing Information', 'Inspections', 'FSO CCP', 'RFE Process Review' (which is the active tab), 'Variance Verification', 'Plan Review', and 'E-mail / GIS / GPS'. Below the menu, there are four tabs: 'Processes', 'Processes', 'Processes', and 'Comments'. The 'Comments' tab is selected, showing a large text area for entering comments. Below the text area, there are input fields for 'Inspected by' (with a dropdown arrow), 'Received by', and 'Title'. To the right of these fields are three buttons: 'Rules', 'Spell Check', and 'Zoom'. At the bottom of the window, there is a row of buttons: 'Print', 'Previous PR', 'Next PR', 'Delete PR\*', 'Add PR\*', and 'Modify'.

## Variance Verification

This screen is to be used to enter information regarding Hazard Analysis and Critical Control Points. To enter a variance, first click **Modify**, then click **Add Variance**.

### Processes-1

RFSO - HDIS CAFE

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review **Variance Verification** Plan Review E-mail / GIS / GPS

Processes Processes Comments

Date / / Inspection Time (min) Travel Time (min) Follow-up Date (if required) / /

YES NO

1. Is there a written HACCP Plan on premises? ☐ YES ☐ NO

2. Has ODA granted a variance for this process? ☐ YES ☐ NO  
Go to #3 Go to #4

3. Is the variance letter on file at the firm? ☐ YES ☐ NO

4. Are the firm's monitoring procedures being followed? ☐ YES ☐ NO  
Go to #6 Go to #5

5. Check the box of CCP/hazard combination where monitoring procedures in the plan are inadequate or missing.

Food Safety Hazard	Location of the CCP						
	Receiving	Processing	Cooking	Cooling	Packing	Storage	Other
Biological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Are the process monitoring instruments for the CCPs calibrated? ☐ YES ☐ NO

7. Are there records for the calibration? ☐ YES ☐ NO

8. Are the appropriate corrective actions taken when a critical limit deviation occurs? ☐ YES ☐ NO

Print Previous Variance Next Variance Delete Variance\* Add Variance Modify

Field/Button	Description
Date	Enter the date of the variance inspection
Inspection Time	Enter the inspection time in minutes
Travel Time	Enter the travel time in minutes
Follow-up Date (if required)	Enter the date a follow-up is needed (if required)
Is there a written HACCP Plan on premisis?	Check Yes or No
Has ODA granted a variance for this process?	Check Yes or No. If Yes, go to question #3. If No, go to question #4.
Is the variance letter on file at the firm?	Check Yes or No
Are the firm's monitoring procedures being followed?	Check Yes or No
Check the box of CCP/hazard combination where monitoring procedures in the plan are inadequate	Mark each box as appropriate

or missing.	
Are the process monitoring instruments for the CCPs calibrated?	Check Yes or No
Are there records for the calibration?	Check Yes or No
Are the appropriate corrective actions taken when a critical limit deviation occurs?	Check Yes or No

**Processes-2**

RFSD - HDIS CAFE

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Processes Processes Comments

	YES	NO
9. Does the firm's record keeping system adequately document the monitoring of each critical limit and any corrective actions taken?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the HACCP Plan include end product or in process testing as a verification activity?	<input type="checkbox"/> Go to #11	<input type="checkbox"/> Go to #12
11. Most recent test results: Date <input type="text"/> / <input type="text"/> / <input type="text"/> Product <input type="text"/> Result <input type="text"/>		
12. Are the records reviewed and initialed routinely?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do the SSOPs reviewed reflect the sanitary conditions observed during the inspection visit?	<input type="checkbox"/>	<input type="checkbox"/>

Print Previous Variance Next Variance Delete Variance\* Add Variance Modify

Field/Button	Description
Does the firm's record keeping system adequately document the monitoring of each critical limit and any corrective actions taken?	Check Yes or No
Does the HACCP Plan include end product or in process testing as a verification activity?	Check Yes or No. If Yes, go to question #11. If No, go to question #12.
Most recent Test Results	Enter the Date, Product and Result
Are the records reviewed and initialed routinely?	Check Yes or No
Do the SSOPs reviewed reflect the sanitary conditions observed during the inspection visit?	Check Yes or No

## Comments

On this screen, you can enter your comments on the Variance Verification. Also, be sure to fill out the Inspector's name, number and who received the report.

RFSO - HDIS CAFE

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Processes Processes Comments

Inspected by [dropdown] R.S./SIT # [text box]

Received by [text box] Title [text box] Spell Check

Print Previous Variance Next Variance Delete Variance\* Add Variance Modify

## Plan Review Tab

On this screen, you can enter your Plan Review for your FSO/RFE by clicking the Modify Button.

Field/Button	Description
Plan/Type	Choose the type of plan
Application Made	Enter the date that the application was made
Submitted	Enter the date that the application was submitted
Approved	Enter the date that the application was approved
Disapproved	Enter the date that the application was disapproved
Code	Choose the fee code
Descript	Automatically filled out
Local Fee	Automatically filled out
Date Paid	Enter the date that the application was paid for
Receipt #	Receipt # for the Plan Review, Press Ctrl + R for a receipt.
Inspector	Choose the inspector
Opening Insp.	Enter the date of the opening inspection
30 Day Follow-up	Enter the date of the 30 day follow-up
Resubmitted	Enter the date the review was resubmitted
2 <sup>nd</sup> Resubmit	Enter the date the 2 <sup>nd</sup> resubmission
Notes	Enter your notes on the plan review

## Email / GIS / GPS Tab

The Email/GIS/GPS tab allows you to enter email contact information as well as your GPS coordinates for mapping purposes. Click the **Modify Button** to enter or modify your data.

Field/Button	Description
Owner	Enter the email address of the business owner
Operator	Enter the email address of the business operator
Manager	Enter the email address of the manager
Chain Owner	Enter the email address of the chain owner
Other	Enter any other important email address
<b>Licensing Information</b>	
External ID #	
Transfer Date	
Duplicate Date	
Save Current Audit Number*	
<b>Global Information System</b>	



Street #	Automatically filled out when you enter the address on the first tab
Prefix Direction	Automatically filled out when you enter the address on the first tab
Prefix Type	Automatically filled out when you enter the address on the first tab
Street Name	Automatically filled out when you enter the address on the first tab
Street Suffix	Automatically filled out when you enter the address on the first tab
Prefix Direction	Automatically filled out when you enter the address on the first tab
<b>Global Positioning System</b>	
Latitude Decimal Value	Enter the latitude <b>DECIMAL</b> value of the location
Longitude Decimal Value	Enter the longitude <b>DECIMAL</b> value of the location

## Print

The print button is available on all the tabs. \*\* Note: The licenses will print out on your preprinted license paper. \*\*

**Print**

☒ Application  
Application year: 2017  
☐ License

☐ Letter A  
☐ Letter B  
☐ Letter C  
☐ Letter D  
☐ Letter E  
☐ Letter F

☐ Envelope-Name of Facility  
☐ Envelope 6.5" X 9.5" - Name of Facility  
☐ Envelope-Name of Parent Company  
☐ Envelope 6.5" X 9.5" - Name of Parent Company  
☐ Operation/Retail Food Inspection (both forms)  
☐ Operation/Retail Food Inspection (standard only)  
☐ Operation/Retail Food Inspection (continuation only)  
☐ Operation/Retail Food Inspection (condensed)  
☐ Operation/Retail Food Inspection (combined)  
☐ Voluntary Destruction of Unfit Products Form  
☐ Critical Control Point Inspection  
☐ Examples of Elements  
☐ Retail Food Establishment Process Review  
☐ Variance Verification Inspection  
☐ Variance Verification Inspection(back side)  
☐ Food Plan Review Report  
☐ Standard Inspection Violations Report  
☐ Blank Application

☒ Preview  
☐ Print

OK  
Close

Field/Button	Description
Application	Prints out an application form for this establishment
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.
Letters A – F	Prints the letter chosen for this establishment.
Envelope – Name of Facility	Prints a business envelope addressed to the facility.
Envelope 6.5" x 9.5" – Name of Facility	Prints a 6.5" x 9.5" envelope addressed to the facility.
Envelope – Name of Parent Company	Prints an envelope addressed to the parent company.
Envelope 6.5" x 9.5" – Name of Parent Company	Prints a 6.5" x 9.5" envelope addressed to the parent company.
Operation/Retail Food Inspection (both forms)	Prints out the Food Service Standard Inspection Report along with the Continuation Report.
Operation/Retail Food Inspection (standard only)	Prints out the Food Service Standard Inspection Report.
Operation/Retail Food Inspection (continuation only)	Prints out the Food Service Continuation Report.

Operation/Retail Food Inspection (condensed)	
Operation/Retail Food Inspection (combined)	
Voluntary Destruction of Unfit Products Form	Prints out the Voluntary Destruction of Unfit Products Report.
Critical Control Point Inspection	Prints out the Critical Control Point Inspection Report.
Examples of Elements	Prints out the Examples of Elements form.
Retail Food Establishment Process Review	Prints out the Retail Food Establishment Process Review Report.
Variance Verification Inspection	
Variance Verification Inspection (back side)	
Food Plan Review Report	Prints out the Food Plan Review Report
Standard Inspection Violations Report	Prints a count report of all the Standard Inspection violations
Blank Application	
Preview	Selects the output to preview.
Print	Selects the output to the printer.
OK	Use to print or preview the form requested.
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

## Chapter 3: Reports

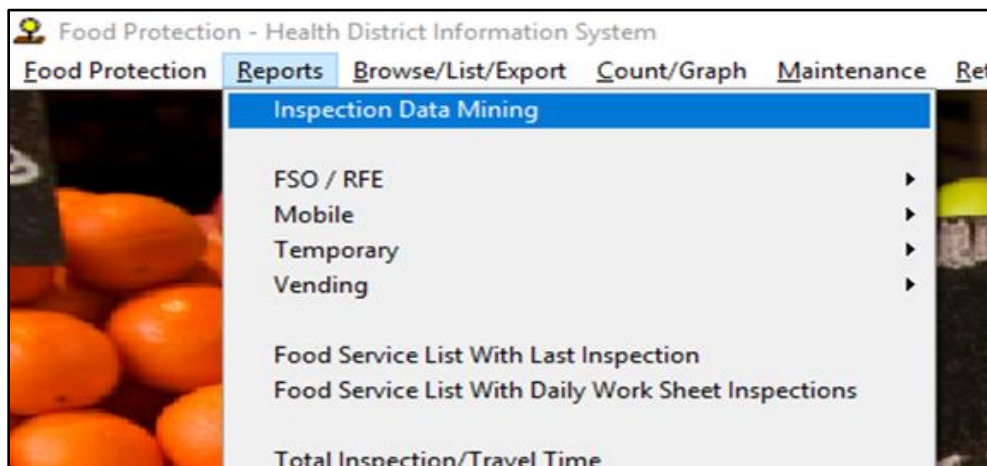
Reports	Browse/List/Export	Count/Graph	Maintenance	Return
Inspection Data Mining				
<div> <div> FSO / RFE Mobile Temporary Vending  Food Service List With Last Inspection Food Service List With Daily Work Sheet Inspections  Total Inspection/Travel Time  ODH-License Report ODH-Transmittal Report ODA-License Report ODA-Transmittal Report </div> <div> Applications Certification Compliance Critical/Non-Critical Violations Envelopes-Location Envelopes-Mail to Filing Labels Inspection Tracking by Inspector Inspection Tracking by Political Subdivision Inspections (Batch) Inspections (Followup) Inspections (List) Labels-Location Labels-Mail to Labels-Mail to (all) Labels-Parent Company, Street, City, State, Zip Letters A-F Letters-Applications Letters-Delinquent Letters-Hearings Licenses/RFE Licenses/FSO List List-Audit # List by Class List by Inspectors Required Inspections Versus Inspections Done Required Inspections Versus Inspections Done By Inspector Food Violations Statistics Standard Inspection Violations (Detail) Standard Inspection Violations (Summary) </div> </div>				

The Food Protection program has a set of pre-defined reports to choose from. Most reports will ask for “**From date issued**” and “**To date issued**”. This is to prevent printing a report for a FSO/RFE that is Out of Business or that did not apply for a license.

Retail Food Establishment / Service Operation Report Options for Applications			
<b>Output to:</b> <input checked="" type="radio"/> Preview <input type="radio"/> Printer	<b>From date issued</b> <input type="text" value=" / /"/> <b>To date issued</b> <input type="text" value=" / /"/>	<b>Application year</b> <input type="text" value="2005"/>	<input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Filters"/>

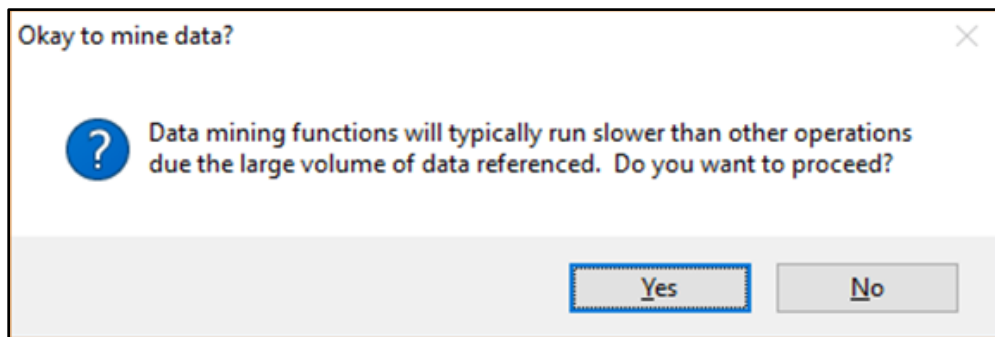
## Inspection Data Mining

Food Inspection Data Mining provides for two different views of your data. First and foremost, as a collection of establishments that either have, or have not, had inspections that match the specified search criteria. The second view of your data is as a collection of violations found across any inspections.



*Food Inspection Data Mining is available as the first option in the Report menu in the Food Protection module.*

When you select the “Inspection Data Mining” option, the program will warn you that this is a data intensive operation not recommended for use on slower computers or slower network connections.



*Data mining operations will always be at least a little slower than other operations due to the volume of data involved.*

The Data Mining screen provides you with an overview of all establishments of all types. Particularly important attributes include the dates to search, the entity types to review, and whether or not there were inspections that match the search criteria for any matching establishments.

**Review Food Safety Inspections**

**Inspection Date Range**  
Start: 07/24/2017  
End: 07/24/2018

**Inspection Type**  
☒ Standard  
☒ Follow up  
☒ Foodborne  
☒ Complaint  
☒ Consult  
☒ Prelicensing  
☒ 30 Day  
☒ Other  
☒ CCP  
☒ PR

**Inspector**  
 CAT SCAN, SIT  
 CLOUSEAU  
 DECKER  
 DRESDEN  
 GABBY  
 ...

**Political Subdivision City**  
 ATLANTIS TWP  
 BALROG TWP  
 BUBONICA TWP  
 GOTHAM CITY  
 HOBBITON TWP  
 ...

**Entity Type**  
☒ FSO / RFE  
☒ Mobile  
☒ Temporary  
☒ Vending

**Risk Level**  
☒ Show none specified  
☒ Show Level 1  
☒ Show Level 2  
☒ Show Level 3  
☒ Show Level 4

**In Business**  
☒ In Business  
☒ Out of Business

**With and w/out insp**  
☒ With Inspections  
☒ Without Insp

**Violations**  
☒ Show Without  
☒ Show Non-critical  
☒ Show Critical  
☐ Only show repeats for print and save

**Filter based on current ID/Lic#**  
 Enter a value or double click row  
 Only this ID:

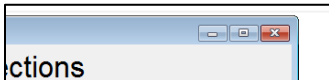
**Selection**

FSO/RFE	Mobile	Temp	Vend	Name	OOB	ID / Lic #	Audit	Risk	FSO	RFE	FSO Endrs	RFE Endrs	Catering	S
F	F	F	T	9029KAYLETEST	F	451	9807716	0	F	F	F	F	F	F
T	F	F	F	AAAA TEST	F	485	0	1	T	F	F	F	F	F
T	F	F	F	AAAA TEST	F	485	0	1	T	F	F	F	F	F
T	F	F	F	AAAA TEST	F	485	0	1	T	F	F	F	F	F
T	F	F	F	AAAA TEST	F	485	0	1	T	F	F	F	F	F
T	F	F	F	AAAA TEST	F	485	0	1	T	F	F	F	F	F
F	T	F	F	AAA REALLY NEW TEST	F	973	9807716	0	T	F	F	F	F	F
T	F	F	F	AA TEST IMPORTS	F	778	0	1	T	F	F	F	F	F
T	F	F	F	AA TEST IMPORTS	F	778	0	1	T	F	F	F	F	F
T	F	F	F	AA TEST IMPORTS	F	778	0	1	T	F	F	F	F	F
T	F	F	F	AA TEST IMPORTS	F	778	0	1	T	F	F	F	F	F

**Buttons:** Preview, Printer, Print Insp, Print Viol, Violation Chart, XML, Save Insp List, Save Viol Counts, Save Violations

Within the Food Safety Data Mining screen, it is possible to filter on many different aspects of your data.

There are many columns in the list and you may need to scroll to the right in order to see all the columns based on your screen size and whether you have maximized the window.



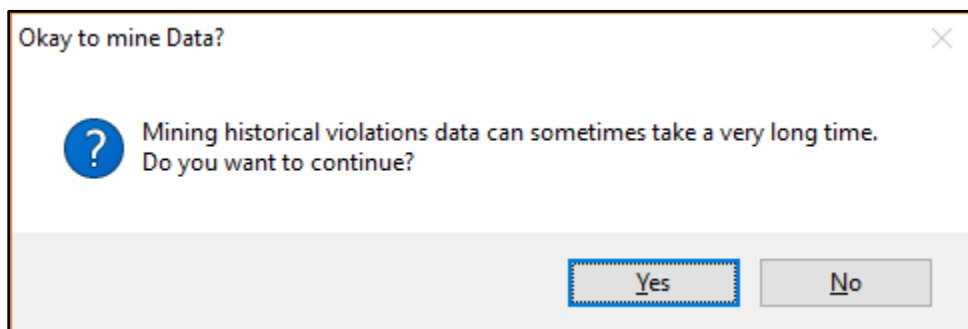
Click the Maximize button to expand the window to the maximum available size. Extra space will be given to the table showing the list of selected inspections.

### *Mine Historical Violations*

#### **Mine Historical Violations**

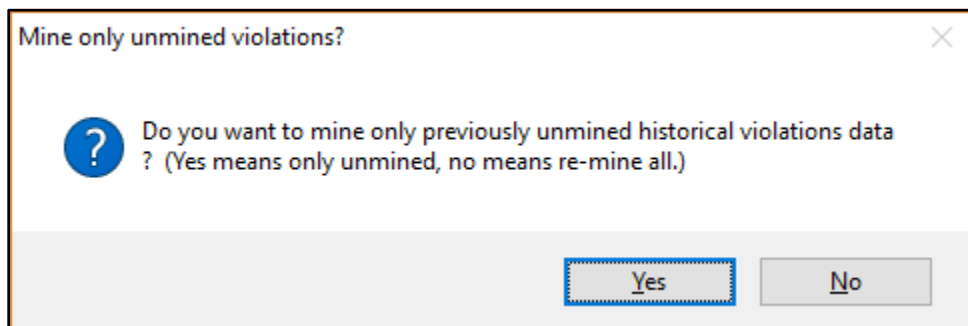
When you mine historical violations, the process goes through the comments of the inspections to gather data about what codes (down to the paragraph level) are being violated. This part of the process is not necessary to do every single time you use the data mining screen; however, it should be done on a regular basis. Depending upon the amount of data that is entered into your system, that could mean using this utility on a weekly basis or a monthly basis. Additionally, this process should be ran the first time you intend to use the data mining as a resource for reporting.

Once the Mine Historical Violations button is clicked, a confirmation message will be displayed.



*The program will read through inspection comments and try to identify specific code violations. This can take a very long time, but only needs to be done once for a given inspection record.*

After you click on the “Mine Historical Violations” button, the system will let you either refresh the mining results completely, or merely mine those records that have not yet been mined. The system will try to save time by picking up where it left off if you click on “Yes”. Individual inspection records don’t need be mined again if they remain unchanged.

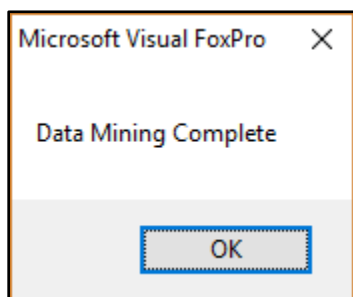


Sometimes the mining of historical inspections for violations will take a very long time, especially if you have many inspections recorded in the program. You may hit Alt-S to stop and start where you left off at a later time.

The screenshot shows the HDIS interface with a dialog box in the center. The dialog box contains the text: "Mining Data. At any point you may hit Alt-S to stop." The background interface includes a "Clear All" button, checkboxes for "In Business" (checked) and "Out of Business" (unchecked), and checkboxes for "With Inspections" (checked) and "Without Insp" (unchecked). Below the dialog box, there is a table with columns: "Limited", "Insp Date", "Said", "Fwdp", "FBI", "Empmt", "Consult", "Frcnc", "30 day", and "Ot". The table contains two rows of data:

Limited	Insp Date	Said	Fwdp	FBI	Empmt	Consult	Frcnc	30 day	Ot
F	06/01/2016	T	F	F	F	F	F	F	
F	08/30/2010	T	F	F	F	F	F	F	

*The program will let you know when the data mining has completed.*





## Data Mining Filters

Check or uncheck boxes, specify a current ID#, or modify dates as desired to alter the list of inspections shown. After you have changed your search criteria, click the button labelled "Apply Filter Selections".

"Violations – Only show repeats for print and save" Will display only repeat records.

The search is narrowed or expanded as you see fit. Any time you want your selections to be applied, click on the **Apply Filter Selections** button.

☒ CCP  
☒ PR

In Business

☒ In Business  
☐ Out of Business

With and w/out

☒ With Inspection  
☐ Without Insp

one specified

level 1

level 2

level 3

level 4

Filter based on current ID/Lic#

Enter a value or double click row

Only this ID

Selection

File	Temp	Vend	Name	OOB	ID / Lic #	Audit	Risk	FSO	R
F	F	F	BUY IT FROM US #1629	F	1145	9813796	4	T	
F	F	F	BUY IT FROM US # 309	F	389	8249984	3	F	
F	F	F	BLENDED BLOWISH SHACK #1150	F	516	9813391	4	T	
F	F	F	FISH HEAD SMOOTHIES # 306	F	386	8249981	3	F	
F	F	F	SHOPPER'S QUICKMART #1103	F	338	9807967	4	T	
F	F	F	LETTUCE AND BARK OUTDOOR DINING #3	F	387	8249982	4	F	

If you wish to view only one establishment, either enter the current ID number or double click on any row that relates to that establishment. To view all establishments again either clear the ID amount field or enter a value of zero. Any time you want your changes to be applied, click on "Apply Filter Selections" to refresh the list of inspections.

*Click on any column heading to sort. On the first click the column will sort in ascending order. On the second click it will sort in descending order.*

Se			
mitted	Insp Date	Std	F
F	05/16/2006	T	
F	05/16/2006	T	
F	05/16/2006	T	
F	05/16/2006	F	
F	05/17/2006	T	
F	05/17/2006	T	
F	05/17/2006	T	
F	05/17/2006	T	

*Viewing in descending order may be useful when reviewing violation data.*

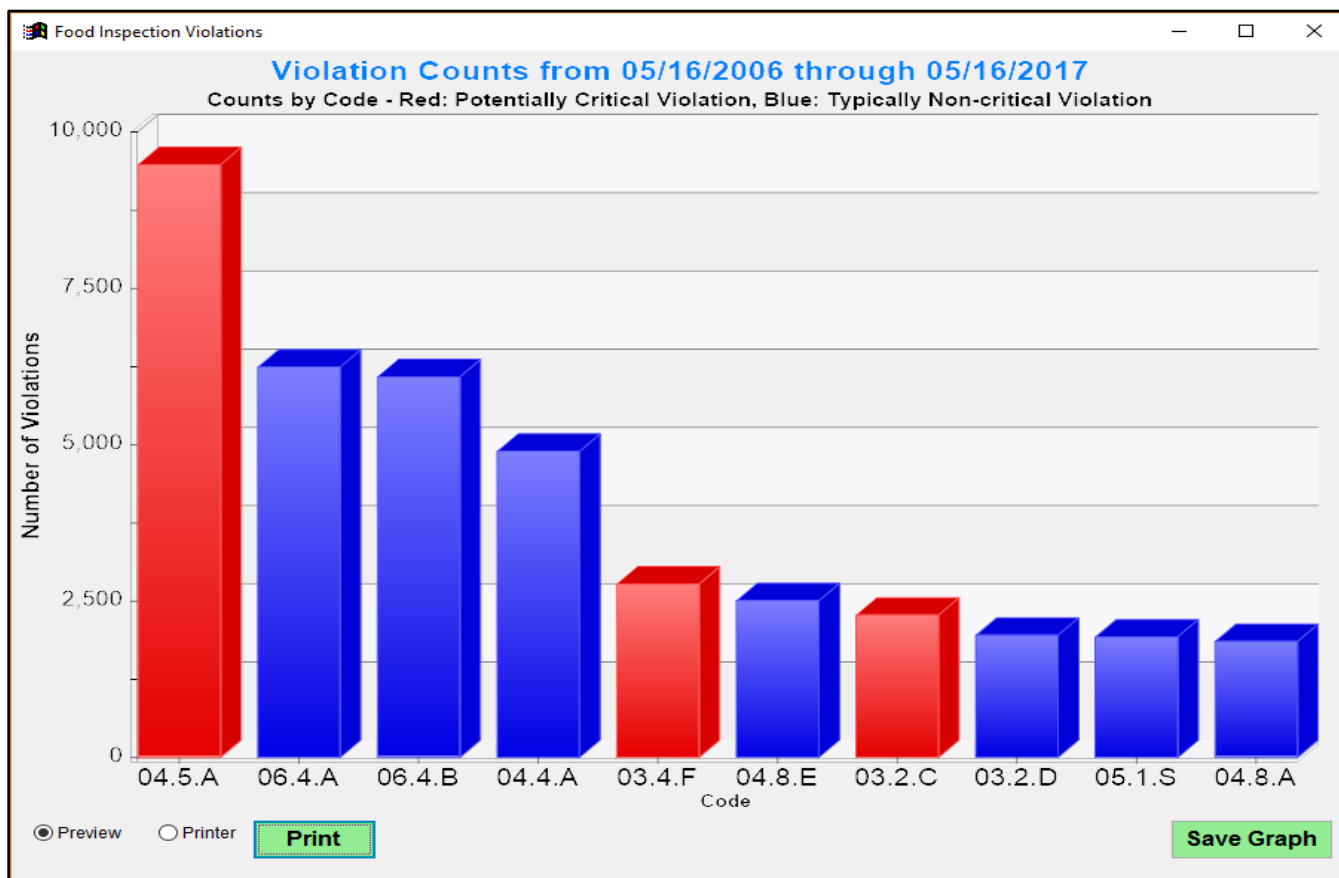
	# Viol	# Crit Viol	
01	42	17	St
06	40	17	St
02	38	18	B
4	38	19	M
01	38	17	Sc
24	37	16	St

There are several options for saving or printing the selected information.



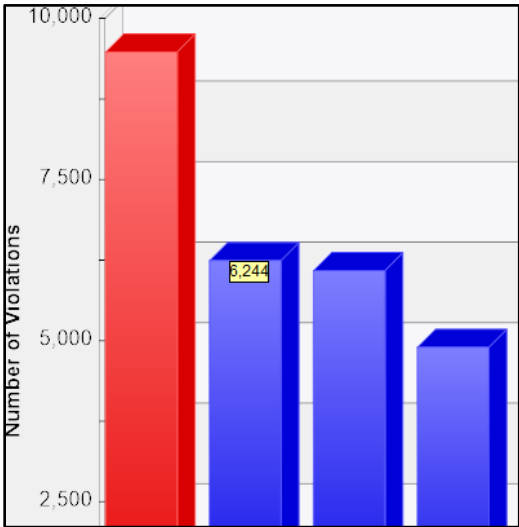
**Print Button:** Will produce a report listing the ID #, Name, Inspection Date, Inspector and Inspection Type of the information listed in the grid. Due to the large number of columns, the printed report does not include all the information shown on the screen. Also choose whether to preview or send the report directly to the printer.

**Violation Chart:** Using the Violation Chart button, you may bring up a chart of counts of violations by type that were found during the inspections shown. Up to ten categories are shown, sorted in descending order by count within each code category.

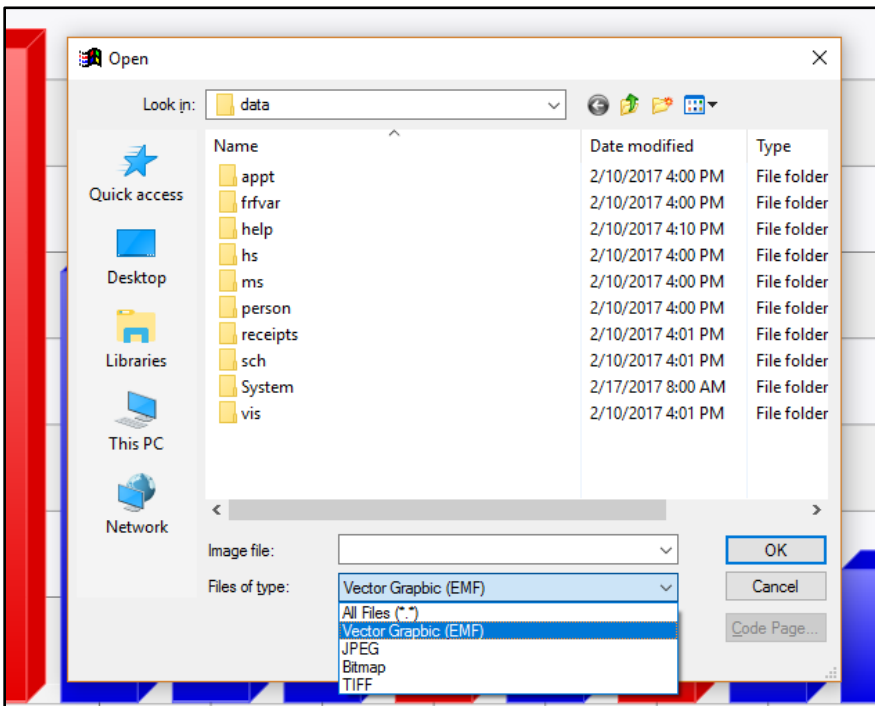


The chart shows the top ten violation categories for the selected inspections sorted from greatest count to least.

*Additionally, you can hover over a column to get the exact count*



Using the **Save Graph** button will Save the chart as shown to an EMF, JPEG, BMP, or TIFF file. EMF is a vector format that allows the image to be greatly magnified. You may stretch the height and width of the chart window prior to saving, so as to emphasize or de-emphasize the differences in column height.



***XML:*** This button allows you to save your results onto your computer as an XML file.

***Save Inspections:*** To save the full information shown, you may click on the “Save Inspections” button to save the displayed grid to a spreadsheet.

***Save Violation Counts:*** Creates a spreadsheet with a listing of violation counts by category found during the selected inspections. One code is shown per row in the spreadsheet, with the most frequently cited showing first.

***Save Violations:*** Creates a spreadsheet with a full listing of violations found during the selected inspections. One violation is shown per row in the spreadsheet.

## **Reports – FSO/RFE**

***Applications:*** This will generate applications for EACH FSO/RFE. You must enter the **From date issued, To date issued** and **Application Year**.

***Certification Compliance:***

***Critical/Non-Critical Violations:*** Generates the Critical/Non-Critical Violations Report that meets the criteria set in the **From Inspection Date** and **To Inspection Date**.

***Envelopes-Location:*** Addresses envelope to the location of EACH FSO/RFE based on the **From Inspection Date** and **To Inspection Date**.

***Envelopes-Mail To:*** Addresses envelope to the “mail to” field of the FSO/RFE based on the **From Inspection Date** and **To Inspection Date**.

***Filing Labels:*** Prints out filing labels for your FSO/RFE’s. Also gives you the ability to skip labels to print on partial sheets.

***Inspection Tracking by Inspector:*** Produces a report listing all inspections needed and completed by Class, by inspector.

***Inspection Tracking by Political Subdivision:*** Produces single page reports by inspector broken down by political subdivision listing all inspections needed and completed by Class.

***Inspections (Batch):*** Produces the complete standard inspection for each FRO/RFE, based on the **From Inspection Date** and **To Inspection Date**.

***Inspections (Followup):*** Produces a list of follow-up inspections required, based on the **From Follow-up Inspection Date** and **To Follow-up Inspection Date** (typically a future date range). Also can specify a certain inspector or leave blank for all.

***Inspections (List):*** A report listing the fee code, ID #, Name, last two standard inspections, last two CCP inspections, inspector number, if it is a seasonal along with the address of the establishment.

***Labels-Parent Company, Street, City, State, Zip:*** Prints out label0101s for the parent company of the establishment, based on the **From Inspection Date** and **To Inspection Date**. Allows for three choices of labels.

***Letters A-F:*** Allows for the batch printing of letters for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date** as well as which letter is to be printed.

***Letters-Applications:*** Generates the letter designated as the “Application” letter in Maintenance > Letters > RFE/FSO, for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date**.

***Letters-Delinquent:*** Generates the letter designated as the “Delinquent” letter in Maintenance > Letters > RFE/FSO, for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date**. After printing these letters, you will be asked to update the late fee.

***Letters-Hearings:*** Generates the letter designated as the “Office Hearing” letter in Maintenance > Letters > RFE/FSO, for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date**.

### ***Licenses/RFE:***

**\*\*\* To use this feature the “Allow User to Print Batch Licenses” checkbox must be marked in the General Profile > Environmental Tab > Food Protection Tab\*\*\***

This will generate licenses for each RFE that meets the criteria set in the “**From Date Issued**” and “**To Date Issued**” fields. Change the “**Next Available Audit#**” and “**Licensing Year**”, 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.

### ***Licenses/FSO:***

**\*\*\* To use this feature the “Allow User to Print Batch Licenses” checkbox must be marked in the General Profile > Environmental Tab > Food Protection Tab\*\*\***

This will generate licenses for each FSO that meets the criteria set in the “**From Date Issued**” and “**To Date Issued**” fields. Change the “**Next Available Audit#**” and “**Licensing Year**”, 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.

***List:*** Generates a list of FSO/RFE’s, based on the **From Inspection Date** and **To Inspection Date**. Lists the ID, Name, Phone, Address, FSO/RFE designation, political subdivision, fee code, fee description and total fee.

***List-Audit #:*** Generates a list of FSO/RFE’s by audit #, based on the **From Inspection Date** and **To Inspection Date**. Lists the ID, Name, Date Issued, Audit #, Fee Code, License Fee, Late Fee and State Fee.

***List by Class:*** Generates a list of FSO/RFE’s by class, based on the **From Inspection Date** and **To Inspection Date**. Lists the ID, Political Subdivision, Name, Operator’s Name/Phone #, Address/City, Class & Type, Last Three Inspections and Last CCP or PR Inspection Date.

***List by Inspectors:*** Generates a list of FSO/RFE’s grouped by inspectors, based on the **From Inspection Date** and **To Inspection Date**. Lists ID, Date Issued, Political Subdivision, Name, Operator’s Name/Phone #, Address/City, Class & Type, Last Three Inspections and Last CCP or PR Inspection Date.

***Required Inspections Versus Inspections Done:*** Generates a report of required inspections versus inspections done, based on the **From Inspection Date** and **To Inspection Date**.

***Required Inspections Versus Inspections Done by Inspector:*** Generates a report of required inspections versus inspections done by inspector, based on the **From Inspection Date** and **To Inspection Date**.

***Food Violation Statistics:*** Report showing both critical and non critical violations, based on the **From Inspection Date** and **To Inspection Date**. Lists Name, Street, # of Violations, # of Critical Violations and specific violations.

***Standard Inspection Violations (Detail):*** Report showing both critical and non critical violations, based on the **From Inspection Date** and **To Inspection Date**. Lists Name, Street, # of Violations, # of Critical Violations and specific violations.

***Standard Inspection Violations (Summary):*** Report showing # of counts by category, based on the **From Inspection Date** and **To Inspection Date**.

### ***Electronic Signatures for Food Service Licenses***

Create a bit map file (.bmp) from your Health Commissioner's signature.

For best results, make the size of the bit map 1/2 inches high and 4 inches long.

Save this file in **C:\HDIS\GRAPHICS**. DO NOT MAKE THE NAME LONGER THAN 8 CHARACTERS plus the extension (Example: BALDWIN.BMP)

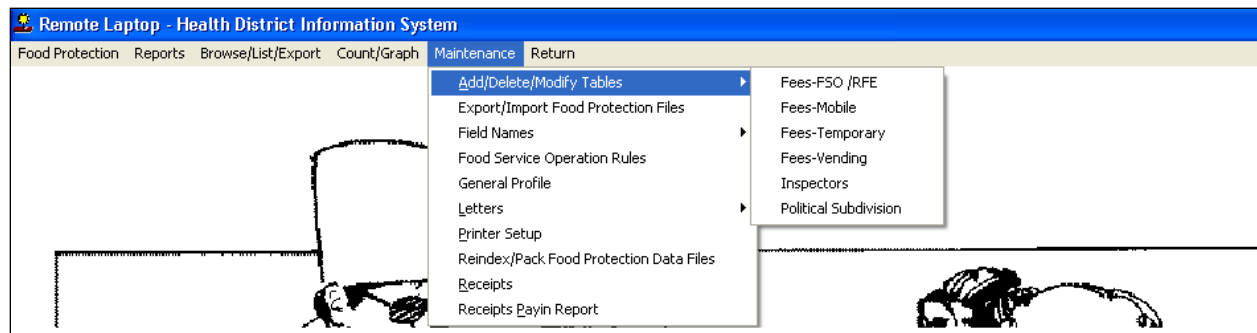
In HDIS, open the **Profile** window under **MAINTENANCE** of the main menu.

Click the **MANAGEMENT** tab and enter the name of the signature file in that field. Proceed to print a license on a blank sheet of paper as a test.

When complete, copy the file to your server in the **H:\HDIS\GRAPHICS** directory (assuming your data is on the H: disk drive). Then have everyone do an UPGRADE to download that file to their C: drive.

## **Chapter 4: Maintenance**





### *Fees – FSO/RFE*

[illegible]

Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code
Local Fee	Enter your local health department fee
State Fee	Enter state fee
Inspection	Enter the inspection interval
Close	Closes the table
Add New Fee	Adds a new fee to the table
Delete Fee	Deletes the highlighted fee
Blank Cert. Individuals*	Clears out Cert Name and Cert Number fields on FSO/RFE tab of FSO/RFE screen
Blank Range of Audit # *	
Zero All Late Fees	Click this button before printing applications for the coming year. It will zero any late fees from the previous year.
Update New Fees	Updates all FSO/RFE's based on the fees in the fee table
Print	Prints a list of fee codes

### *Inspectors*

Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the inspector's district(optional)
Close Button	Closes the table
Adds Button	Adds a inspector to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Update Inspectors	Use this to assign inspectors by political subdivision.

### *Political Subdivision*

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

### ***Export/Import Food Protection Clients***

The **Export/Import** function allows you to take your Food Protection data out of the office on your laptop. If you would like to use a laptop for your inspections, please contact The Baldwin Group for the Remote Laptop software.

#### **GUIDELINES:**

Before you leave the office:

Import Food Service Files

Click **"Environmental Health"**

Click **"Food Protection"**

Click **"Maintenance"**

Click **"Lap Top - Export/Import Food Protection Files"**

Click **"Import Food Protection Clients From Server"** radio button

Click **"OK"**

Click **"Continue"**

Upon returning to the office:

Export Food Protection Files

Click **"Environmental Health"**

Click **"Food Protection"**

Click **"Maintenance"**

Click **"Lap Top - Export/Import Food Protection Files"**

Click **"Export Food Protection Clients to Server"** radio button

Note: Any record that has been modified will display a check in the box next to the name. Any Mobile or Temporary Food Service added will be displayed.

Click **"OK"**

Click **"Continue"**

## *Field Names – RFE/RFSO*

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).

## *Food Service Operation Rules*

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 a operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list

## General Profile

**General Profile**

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

\* Health Department: BGI Health Department

Division:

\* Address1: 7550 Lucerne Drive

Address2: Suite 306

\* Phone #'s: 1-440-891-9100

Federal Tax ID: 316400067

Commissioner: Kim Zita

Client/Server Location: Z:\HDIS\DATA

Email: support@baldwingroup.com

Make Checks Payable to:

\* City: Middleburg Heights

\* State: OH

\* Zip: 44130

\* County: Mahoning

\* FAX #: 1-440-891-9458

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

\* - Required Fields

Cancel Close

The **General Profile** allows you to fill out the basic information regarding your health department.

## Food Protection

The screenshot shows the 'General Profile' window with the 'Food Protection' tab selected. The window has a title bar with a close button. Below the title bar are several tabs: Demographics, General, Management, Environmental, Community & Public Health Services, and Vital. Under the 'General' tab, there are sub-tabs: Public Health Nuisance, Rabies Control, School Inspections, Sewage Disposal, and Solid Waste. The 'Food Protection' sub-tab is active. It contains several checkboxes and a text field:

- ☐ Do Not Display Rules & Regulations
- ☒ Allow User to Print Batch Licenses
- ☐ Indicate Critical on Violations/Comments
- ☐ Inspections Using PDF995
- ☐ Add Daily Work Sheet Entry to FSO/RFE Window tabs
- Location for exporting files for web designer:

Check Box	Description
Do Not Display Rules & Regulations	Click to disable the "Rules and Regulations" window from opening when a violation is clicked.
Indicate Critical on Violations/Comments	Click to indicate which violations where critical in the "Violations/Comments" field.
Add Daily Work Sheet Entry to FSO/RFE Window Tabs	Click to provide access to the Daily Worksheet Module from the Food Protection Module.
Allow User to Print Batch Licenses	Click to allow printing of batch licenses.
Inspections Using PDF995	Uses the PDF995 "printer" to
Location for Exporting Files for Web Designer	Enter the location where the food inspection files are to be saved that will be put on your website.

**Letters – RFEO/RFSO**

**Enter/Modify FSO/RFE Letters**

Application | Delinquent | Office Hearing | Letter A | Letter B | Letter C | Letter D | Letter E | Letter F

Enclosed please find an application for an annual Retail Food Establishment (RFE) or Food Service Operation (FSO) license renewal. Please make necessary changes by drawing one line through the error and print the new information, date the application and remit fee payable to the Lake County General Health District.

State law (Ohio Revised Code (ORC) Sections 3717.23 and/or 3717.43 D) provides that except for mobile or seasonal operations, all RFE's and FSO's shall submit an application for renewal to the licensor not later than the first day of March. A penalty fee of 25% of the cost of the license shall be assessed for those operations that do not file a renewal application with this Licensor postmarked on or before March 1. Further, if you are a RFE or FSO and in operation without a license after March 1, you will be in violation of ORC section 3717.21 and/or 3717.41. The fine for operating without a license as stated above is "not more than one hundred (\$100.00) dollars for each day such violation is continued."

Last year you were classified as a \*OLD FEE DESCRIPTION\* and your fee was \$\*OLD TOTAL FEES\* (includes a \$\*OLD STATE FEE\* state fee). Your new classification is \*FEE DESCRIPTION\* and your new fee due is \$\*TOTAL FEES\* (includes a \$\*STATE FEE\* state fee).

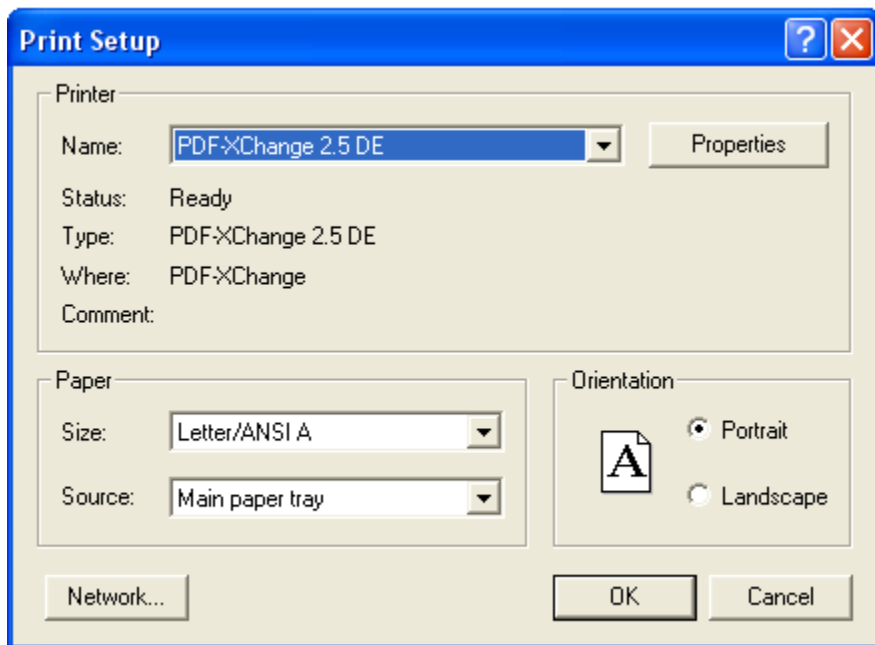
Spell Check Close

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. Use **capital letters** to describe the field name. The program allows for your Application, Delinquent, and Office Hearing letters along with six of your own letters.

Example: \*OWNER\* = TOM GORDON



### *Printer Setup*



The print setup allows you to choose from what printer you would like to print. Pick the printer in the name dropdown and click **“OK”**.

## Receipts

**Receipts**

Date: 09/02/2005 Received by:

Print Close

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

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

Certified  Add Fee Delete Fee

Code	Description	Quantity	Amount	Check#	Name	Address/Comment

Totals   Receipt #

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 FSO/RFE data entry windows by pressing ALT-R keys.

***Receipts Pay-In Report***

**Print Pay In or Receipt**

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:**

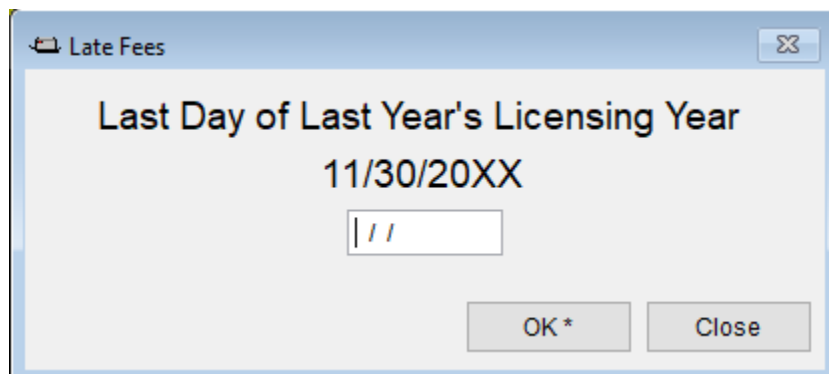
☒ Preview  
☐ Print

OK Close

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

There is a drop down menu for each selection: “Pay in by Receipt Book, Pay in by Fund, Pay in by Initials, and Receipt.” Either choose or fill in the necessary options available for your receipt.

***Update Late Fees – FSO/RFE***



Late Fees

Last Day of Last Year's Licensing Year  
11/30/20XX

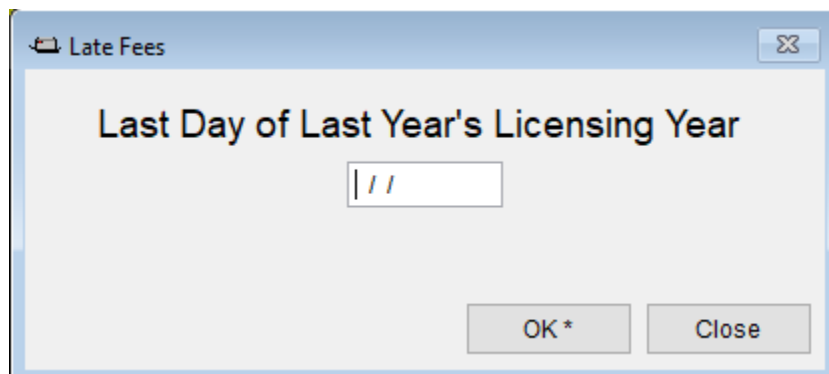
11

OK\* Close

The purpose of this section is to look for unpaid balances within the date range and to add a late charge to the unpaid ones.

Once you type in the date press "OK."

***Update Late Fees – Mobile***

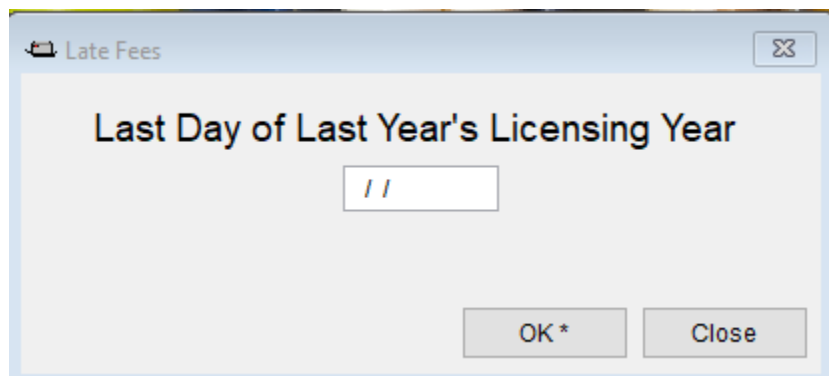


This is similar to the Update Late Fees – FSO/RFE section.

The purpose of this section is to look for unpaid balances within the date range and to add a late charge to the unpaid ones.

Once you type in the date press “OK.”

***Update Late Fees – Vending***



The screenshot shows a standard Windows-style dialog box titled "Late Fees". The main content area contains the text "Last Day of Last Year's Licensing Year" followed by a text input field that currently contains the characters " / ". At the bottom of the dialog, there are two buttons: "OK \*" and "Close".

This is similar to the Update Late Fees – FSO/RFE and Update Late Fees – Mobile.

The purpose of this section is to look for unpaid balances within the date range and to add a late charge to the unpaid ones.

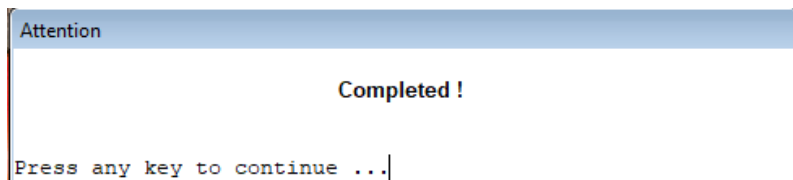
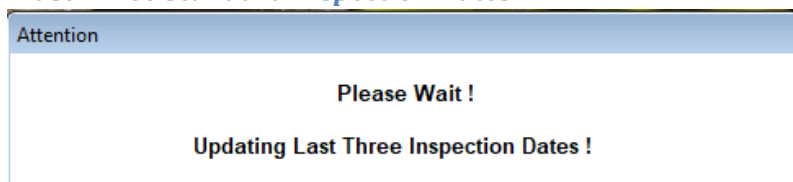
Once you type in the date press "OK."

## **Utilities**

- ***Repair Corrupted Export File***

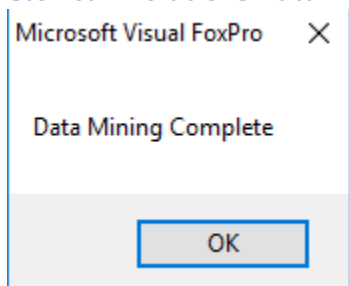
If there was a file or files that were corrupted on Export, click this section to repair the file.

- ***Update 'Last Three Standard Inspection Dates'***



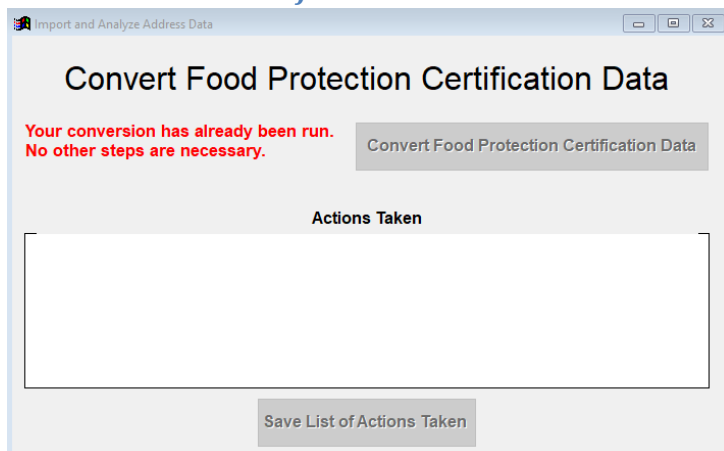
This section is to update the last three standard inspection dates.

- **Mine Historical Violations Data**



This goes through the comments posted by inspectors and stores data in an easy to understand format for later analysis. This is used to make the chart on the data mining screen work.

- **Convert Food Protection Certification Data**

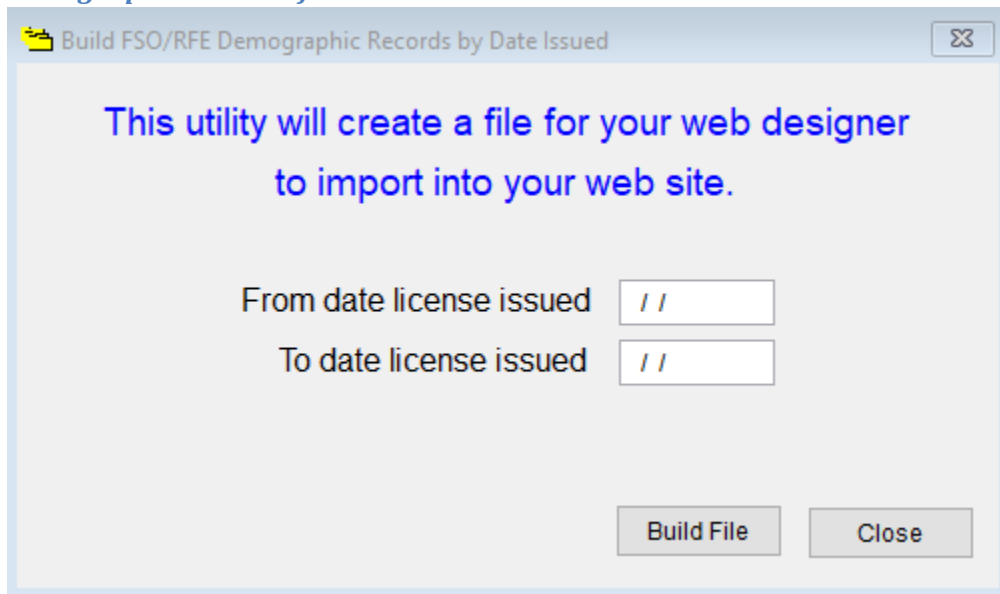


This is to convert the food protection certification data. There is a button to convert, and area that shows the actions taken, and a button to save list of actions taken.



## *Web Site Exports*

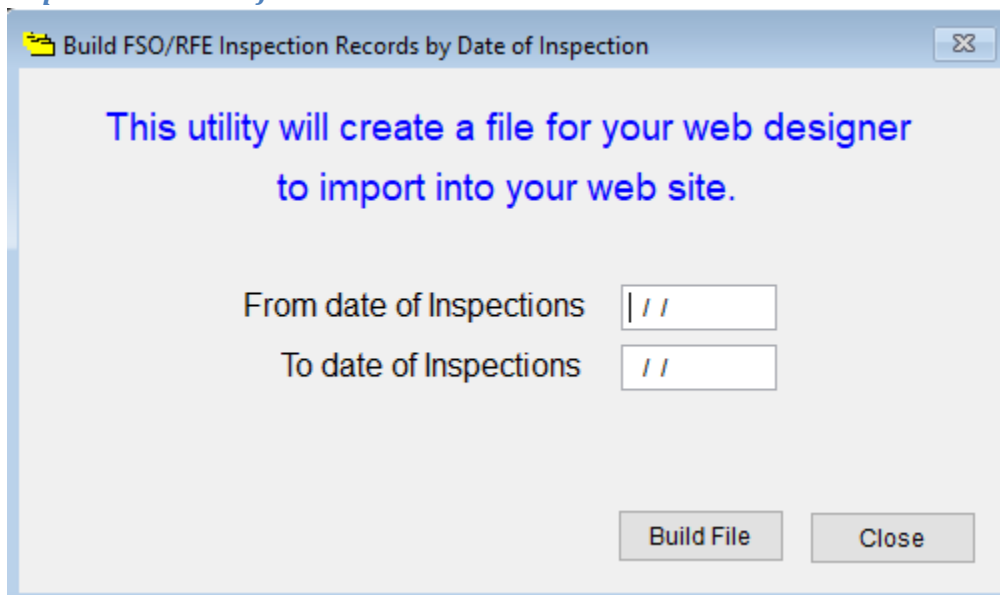
- *Create Demographic Records for Web Site*



The screenshot shows a utility window titled "Build FSO/RFE Demographic Records by Date Issued". Inside the window, there is a blue text box that reads: "This utility will create a file for your web designer to import into your web site." Below this text, there are two date input fields. The first is labeled "From date license issued" and the second is labeled "To date license issued". Both fields contain the text "//". At the bottom right of the window, there are two buttons: "Build File" and "Close".

This area creates a file of demographic records to import into your website. Enter in the dates for license issued and to date license issued. Click on "Build File" and it will automatically build the file.

- *Create Inspection Records for Web Site*



The screenshot shows a utility window titled "Build FSO/RFE Inspection Records by Date of Inspection". Inside the window, there is a blue text box that reads: "This utility will create a file for your web designer to import into your web site." Below this text, there are two date input fields. The first is labeled "From date of Inspections" and the second is labeled "To date of Inspections". Both fields contain the text "//". At the bottom right of the window, there are two buttons: "Build File" and "Close".

This area creates a file of inspection records to import into your website. Enter in the dates for from date of inspections and to date of inspections. Click on "Build File" and it will automatically build the file.