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## **Chapter 1: Getting Started**

Once **Nurse/Employee Daily Worksheets** is installed there are some things that need to be set up to make sure the module works correctly.

Navigate to: Community and Public Health Services > Nurse/Employee Daily Works Sheets

Health District Information System Management Services Environmental Health Community and Public Health Services Vital Statistics Maintenance About Exit Appointment Books - Clients BCMH Communicable Disease Flu / Pandemic Clinics Health Clinics Help Me Grow HIPAA HIV/AIDS Test Site Data Systems Home Visit Health Services Insurance Billing / Statements Lead Clinic Nurse/Fr OIMRI Outbreak Payin Reports Receipts Tuberculosis Testing, Surveillance and Control Welcome Home Newborn Visits Columbianna County / Cancer Detection Program Geauga County Health Department Richland County - Newborn Visits Wood County Health Department Discontinued Modules

#### Once in this module, the next section will focus on the Maintenance Tab.

Surse/Employee Daily Work Sheets - Health District Information System

Daily Work Sheets Reports Browse/List/Export Count/Graph Maintenance Return







## **Chapter 2: Maintenance**

## **Close/Add/Delete/Print Actions**

Once in Maintenance, Select Add/Delete/Modify Tables

For every sub-category in **Add/Delete/Modify Tables**, similar buttons are present that perform similar actions in each window screen.

	×
Close	
Add	
Delete	
Print	
	Close Add Delete Print

Close	Exits from the currently opened maintenance table.
	Must close in order to navigate or open a new screen.
Add	Creates a blank line that allows user to add new
	information.
Delete	Will remove/delete the currently high-lighted selection
	in the maintenance table.
Print	Prints out a list of all items in the maintenance table.





### **Activity Codes**

Once on the Maintenance Tab, click Activity Codes:

Maintenance	Return

Add/Delete/Modify Tables	Activity codes
Distribute Nurses Daily Mileage	Health Service Employees
Field Names	Political Subdivisions
General Profile	Program Codes
Printer Setup	User Defined
Reindex/Pack Nurse/Employee Daily Worksheets Data Files	HORHTON

#### Make sure table is properly filled in.

Code	Activity	Time 🔺	Close
199	SCREENING	F	Add
200	CLINICS-CLIENT SERVICE	F	
201	REPORTS	0	Delete
202	FILING/MAILINGS/ PROG SUPPORT	0	
204	EDUCATION CLASS PREPARATION	0	Print
205	ATTEMPTED VISIT	F	
206	HOME/OFFICE VISIT	F	
207	STAFF MEETING	0	
208	INSERVICE TRAINING ATTENDANCE	0	
210	MEETING	0	
211	PLANNING/DESK WORK/DAILIES	0	
213	ORIENTATION	0	
214	CLINICS-CLIENT SERVICE OFFICE	0	
218	TRANSLATION PROVIDED	0	
219	HEALTH PROMOTION	0	
220	EDUCATION CLASS PRESENTED	F	
221	HEALTH FAIRS, EVENTS	F	
224	PUBLIC RELATIONS GENERAL	0	
225	CONSULTATION	0	
300	DATA ENTRY	0	
301	PHONES-APPOINTMENT	0	
302	PHONES-GENERAL	0	
303	PROGRAM MANAGEMENT	0	
305	CFHS OHP	F	
306	CFHS BABY & ME	F	
307	CFHS NOT FIELD	F	
308	CFHS SAFE SLEEP	F	
309	PROJECT DAWN FIELD	F	
310	FIELD OTHER	F	
311	CFHS OHP OFFICE	0	
312	CFHS BABY & ME OFFICE	0	
313	CFHS NOT OFFICE	0	





### **Health Service Employees**

Navigate to: Maintenance > Add/Delete/Modify Tables > Health Service Employees

Nurse/Employee Daily Work Sheets - Health District Information System
 Daily Work Sheets Reports Browse/List/Export Count/Graph Maintena

ly Work Sheets	Reports	Browse/List/Export	Count/Graph	Maintenance	Return			
				Add/Delete	/Modify Tables	×	Activity codes	
			1	Distribute N	Nurses Daily Mileage		Health Service Employees	
				Field Name	5		Political Subdivisions	
			1-	General Pro	file		Program Codes	
			10000	Printer Setu	ip		User Defined	→ [
			TIT	Reindex/Pa	ck Nurse/Employee Daily Worksheets Data Files		ADDH-DD	

#### Insert the names of Employees or make sure that they are all entered correctly.

Add/Del	ete/Modify Nurse/Employee Table			<b>×</b>
Code	Name	District	^	Close
CB	BARTON, CLARA			Add
BR	BRADLEY, RUBY		-	Add
EC	CAVELL, EDITH			Delete
MC	CURIE, MARIE			
MV	FAIRCHILD, HELEN			Print
VH	HENDERSON, VIRGINIA AVENEL			
AM	MAXWELL, ANNA			
ww	WHITMAN, WALT			





### **Political Subdivisions**

Navigate to: Maintenance > Add/Delete/Modify Tables > Political Subdivisions

Nurse/Employee Daily Work Sheets - Health District Information System

baily work sheets hepoits blowsey Else export county of april	Maintenance	Return		
	Add/Delete	Modify Tables	Activity codes	
1	Distribute N	Nurses Daily Mileage	Health Service Employees	
15	Field Name	5	Political Subdivisions	
Field Names Political Subdivisions Program Codes				
Field Names Political Subdivisions General Profile Program Codes Printer Setup User Defined		User Defined	•	
TT	Reindex/Pa	ck Nurse/Employee Daily Worksheets Data Files	HADLAND	

#### Insert the Code and Political subdivision here.

Ad	d/Delete	/Modify Political Subdivision Table		
Γ	Code	Subdivision	^	Close
	Þ		1	01030
	001	GOTHAM CITY		Add
	002	HOBBITON TWP.		
	003	BGI TWP.		Delete
	004	HDIS TWP.	_	
	005	SQUID CITY	_	Print
	006	SHARK TWP.	_	
	007	ATLANTIS TWP.	_	
	008	BORGVILLE TWP.	_	
	009	ENTERPRISE TWP.	_	
	010	GROOT TWP.	_	
	020	SMALLVILLE TWP.	_	
	026	OUT OF COUNTY	_	





### **Program Codes**

Navigate to: Maintenance > Add/Delete/Modify Tables > Program Codes

Nurse/Employee Daily Work Sheets - Health District Information System

aily Work Sheets	Reports	Browse/List/Export	Count/Graph	Maintenance	Return			
				Add/Delete	/Modify Tables	•	Activity codes	
		Statistics .	1	Distribute N	Jurses Daily Mileage		Health Service Employees	
		-		Field Name	5		Political Subdivisions	
			1-	General Pro	file		Program Codes	
				Printer Setu	ib		User Defined	•
				Reindex/Pa	ck Nurse/Employee Daily Worksheets Data Files		HOLL-IN	
				And in case of the local division of the loc			A CONTRACTOR OF	

#### Insert the Program Codes or make sure they are accurate in this screen.

a da	Program	Undete Medule Fund #		
ode	Program	Opdate Module Fund #	^	Close
100				
100	CFHS/MCHP			Add
101	BCMH			
102	NURSING			Delete
103	VACCINE MANAGEMENT			
104	CHILD IMMUNIZATIONS			Print
105	SCHOOL HEALTH			
108	EMPLOYEE HEALTH			
109	COMMUNICABLE DISEASE			
110	FLU			
112	SIDS			
113	IAP			
114	TUBERCULOSIS			
116	ADULT IMMUNIZATIONS			
118	PUBLIC HEALTH			
119	SWANSTON			
123	TOBACCO			
126	ENVIRONMENTAL HEALTH			
128	COMM P. H SPECIAL PROJECT			
129	PUBLIC HEALTH INFRA (BIOTERRORISM)			
130	H1N1 - PHER			
812	CLINIC (EMERGENCY ONLY)			
90	TIME OFF			
	+			





### **User Defined**

Navigate to: Maintenance > Add/Delete/Modify Tables > User Defined



Fill in information for the *User Defined* fields that are used with data entry and report generation.

#### Activity Summary Table 1 - 4

Add/Delete/Modify Table - N	Nurse's Activity	Report 1						
Program	Program From	n Program To	Activity From Column 1	Activity To Column 1	Header Column 1	Activity From Column 2	Activity To Column 🔺	Close
•					VISIT			01030
60+1	100	100	723	723		722	722	Add
BCMH	111	111	723	723		722	722	
CFHS	116	116	723	723		722	722	Delete
Communicable Disease	120	120	723	723		722	722	
Community Health Assess	1930	930	723	723		722	722	Print
Family Planning	130	130	723	723		722	722	
Flu/Pneumonia	192	192	723	723		722	722	
General Administration	301	301	723	723		722	722	
General EH	400	400	723	723		722	722	
General Health Ed.	510	510	723	723		722	722	
General Nursing	380	380	723	723		722	722	
Health Chek	135	135	723	723		722	722	
Hel <mark>p M</mark> e Grow - Newborn Vi	i 141	141	723	723		722	722	
Help Me Grow - PHN	144	144	723	723		722	722	
Help Me Grow - Part C (E.I.)	143	143	723	723		722	722	
Help Me Grow - TANF	142	142	723	723		722	722	
Home Health	150	150	723	723		722	722	
Homemake Chore Service	160	160	723	723		722	722	
Homemaker Personal Care	161	161	723	723		722	722	





#### *Location*

🛄 Add/Del	ete/Modify Location Codes -	Nurse's Daily Work Sheets		<b>×</b>
Code	Location	Address	^	Close
				Add
				Delete
				Print





#### Race

Close Add Delete Print
Add Delete Print
Add Delete Print
Delete
Delete Print
Print
Print





#### Service Codes

L Add/Dele	ete/Modify Service Codes - Nurse's Daily Work Sheets		<b>—</b>
Code	Descript	^	Close Add Delete
		-	Print





### **Distribute Nurses Daily Mileage**

Navigate to: Maintenance > Distribute Nurses Daily Mileage

This is a utility that creates distribution of equal spread for mileage in one whole day.

🐴 Distribute Daily Mileage			<b>.</b>					
Use this procedure if you enter your mileage as one total for the whole day.								
This procedure given day and The last entry in amount for that code to receive update column	will use the mileage distribute it evenly ac n that day might be a day. If you do not w a portion of that mil- in the program code	entered for each perso cross each program coo adjusted to reflect the to vant a particular program eage, enter an "X" in the e table.	n on a de. tal n e					
From date	To date	ОК	Close					

Enter the From date and To date fields, click OK to proceed or Close to exit.





#### **Field Names**

#### Navigate to: Maintenance > Field Names

Data Base Field Names for Nurse	s Daily Work Sheets		×
Field Name	Data Base Field Name	^	Close
# OF REFERRALS	NDW.REF_NO		
# OF SCREENING	NDW.SCREEN_NO	-	Print
ACTIVITY CODE	NDW.ACT	_	
AGE	NDW.AGE	_	
COMP TIME	NDW.COMP		
DATE	NDW.DATE		
DISEASE CODE	NDW.DISEASE		
DISPOSITION	NDW.DISPOS		
ENTRY #	NDW.ENTRY		
ENTRY #	NDW.C_ENTRY		
FLEX TIME	NDW.FLEX		
FROM ODOMETER READING	NDW.F_ODOM		
FROM TIME	NDW.FROM		
ID #	NDW.ID		
LOCATION	NDW.LOCA	-	
LOCATION ADDRESS	NDW LOC ADDR		





### **General Profile**

#### Navigate to: General Profile > Nurses Daily's

#### This screen shows extra settings in the General Profile that adapts the Daily Worksheet module.

Demograp	hics	General	Managem	ient En	vironmental	Community	& Public Health	Services	Vital	Support	
Appointments	BCMH	Communicable Disease	Flu Clinics	Health Clinic-OH	Help Me Grow	HIV/AIDS Testing	Home Visit-OH	Health Services	ces Insurance Biilling / Statements		
	l	Lead Clinics	(		Nurses Daily	S		т	B Testing		
		<ul> <li>Nurse's Da</li> </ul>	ily's - Edit Chu ily's - Edit Chu ily's - Hide Po ily's - Display ily's - Display ily's - Display ily's - Display ily's - Indicate ily's - Display ily's - Style 2 - ily's - Style 3 - ily's - Style 3 - ily's - Sort Pro	eck PS, Prgm, Act, ick last add litical Subdivision Name & Address Name & Address Notes # Seen & password Flex, Comp, Over Addtional Fields Addtional Fields Addtional Fields Richland County expense report bu grams & Activities	Time for Mileage Always time 2 time by descriptions	Remove Field	s From Data E 's - Vehicle 's - Miles 's - ID # & Name	ntry Screen			

Check mark or uncheck mark the boxes to apply settings for the **Nurse/Employee Daily Worksheets** module.

Once set, the selection is automatically saved.





### **Printer Setup**

#### Navigate to: Maintenance > Printer Setup

Page Setup	×
Paper Size: Le	• • • • • • • • • • • • • • • • • • •
Source: A	utomatically Select V
Orientation	Margins (inches)
Portrait	Left: 1 Right: 1
◯ Landscape	Top: 1 Bottom: 1
	OK Cancel

This screen allows a default printer setup.





### **Reindex/Pack Nurse/Employee Daily Worksheets Data Files**

Navigate to: Maintenance > Reindex/Pack Nurse



This utility is used when there is a possibility for an issue with data indexes.





## **Chapter 3: Using Nurse/Employee Daily Worksheets**

#### **Daily Work Sheets Tab**

From the Nurse/Employee Daily Work Sheets module, navigate to: Daily Work Sheets tab

#### **View/Select**

This is an overview of the Daily Worksheet entries. Selecting an entry from this screen and navigating to the **Modify** or **Add** tabs will edit or add a new entry for the selected Nurse/Employee.

Surse/Employee Daily Work Sheets - Health District Information System

Daily Work Sheets Reports Browse/List/Export Count/Graph Maintenance Return

	\	/iew	/Selec	t								M	odify								A	dd		
				· .		-		-					ouny									uu		
lonth		, ,	rear	ח ה ר	lurse	/Emp	bloye	e Co	de &	Nan	ne													
JANUARY	~	1	2020		JD		$\sim$	DOF	Ξ, JO	HIN										P			C	ose
1 2 3 4	5	6	7 8	9	10	11	12	13	14	15	16	17	18 1	9 20	21	22	23	24	25	26	27	28	29 3	0 31
Nurse	Dat	e		Ent	ry	Prg	m		Act			Time		Vehic	le	Fro	om C	dom	To (	Odom	n I	Miles		PS ^
HC	06/	27/2	016		2	10:	2		211				30										0.0	001
HC	06/	27/2	016		3	10	)		314				60										0.0	001
HP	11/	01/2	010		1								0										0.0	
HP	11/	19/2	010		1	9	9		207				75										0.0	001
HP	11/	22/2	010		1	104	4		200				450										0.0	001
HP	12/	06/2	010		1	104	4		203				30										0.0	001
HP	12/	06/2	010		2	10	1		202				180										0.0	001
HP	12/	06/2	010		3	9	9		213				30										0.0	001
HP	12/	07/2	010		1	110	6		200				450										0.0	001
HP	12/	08/2	010		1	104	4		200				450										0.0	017
КТ	01/	04/2	016		1	119	9		202				15										0.0	001
кт	01/	04/2	016		2	10	0		315				30										0.0	001
кт	01/	05/2	016		1	10	)		315				90										0.0	001
кт	01/	06/2	016		1	90			96				450										0.0	001
кт	01/	07/2	016		1	119	9		321				90										0.0	001
KT	01/	11/2	016		1	104	4		200				450										0.0	004
KT	01/	11/2	016		2	10:	2		211				30										0.0	001
KT	01/	12/2	016		1	110	6		200				30										0.0	001
кт	01/	12/2	016		2	10	)		208				150										0.0	001





## **Create Worksheet**

To create a Worksheet, from the Daily Work Sheets Tab, navigate to the **Add** tab.

Daily Work Sheet for						×
	View/Select		Modify		Add	
	View/Select Date Entry Ps D1/08/2020 1 Prgm Description ime Total office time 0 D# Name lame/Location	City Total field time Total	Modify Activity 0 Address	Description	Add	]
						Add

Fill in appropriate fields and click the **Add** button.





### **Modify Worksheet**

Click on the **Modify** button at the bottom of the screen to make changes to the selected entry.

Clicking **Previous** or **Next** will navigate between different entries.

Daily Work Sheet for DOE, JOHN		<b>—</b>
View/Select	Modify	Add
View/Select         Date       Entry       Ps       City         06/27/2016       2       026       OUT OF         Prgm       Description       102       NURSING         Time       Total office time       Total field time         30       90       360         ID #       Name         Name       Image: Code & Name         ID       Image: Code & Name         ID       Image: Code & Name         ID       Image: Code & Name	Modify COUNTY Activity Description 211 Vehicle # F 450 Address Address	Add DESK WORK/DAILIES From Odom To Odom
	Prev	ious Next Delete Modify





### **Reports**

Click the **Reports** tab to see a dropdown list of different reports in the module.

Surse/Employee Daily Work Sheets - Health District Information System







For Example: Clicking on the **Activities** Report Options will open a new window with options to choose from in order to optimize the report.

🖴 Activities Repor	t Options	
Output to: Preview	From date	OK Close
○ Printer	To date	Filters

The Filters button opens a new window that allows even more constraints to make the report more specific.

Field Name	Data	Data	1st sort 2nd sort 3rd sort
# OF REFERRALS	= 🗸	= 🗸	
# OF SCREENING	= 🗸	= 🗸	
ACTIVITY CODE	= 🗸	= 🗸	
AGE	= 🗸	= 🗸	
COMP TIME	= 🗸	= 🗸	
DATE	= 🗸	= 🗸	
DISEASE CODE	= 🗸	= 🗸	
DISPOSITION	= 🗸	= ~	
ENTRY #	= 🗸	= ~	
ENTRY #	= 🗸	= 🗸	
FLEX TIME	= 🗸	= 🗸	
FROM ODOMETER READING	= 🗸	= 🗸	
FROM TIME	= 🗸	= 🗸	
D#	= 🗸	= 🗸	
LOCATION	= 🗸	= 🗸	
LOCATION ADDRESS	= 🗸	= 🗸	
LOCATION NAME	= 🗸	= 🗸	
LOCATION NOTES	= 🗸	= 🗸	
LODGING	= 🗸	= ~	
MARITAL STATUS	= 🗸	= ~	
MEALS	= 🗸	= ~	
MEETING	= 🗸	= ~	
MILES	= 🗸	= ~	
NURSE/EMPLOYEE	= 🗸	= ~	
OTHER	= 🗸	= ~	
<		· · · · · · · · · · · · · · · · · · ·	>





### Browse/List/Export

Clicking on the **Browse/List/Export** tab, a window will popup that is similar to what is seen in Reports. This screen has selections to constrain the type of data to pull from the system.

Nurse/Employee Daily Work Sheets - Health District Information System Daily Work Sheets Reports Browse/List/Export Count/Graph Maintenance Return

The **Output to** section shows the different types of files that can be saved.

Browse/List/Expo	ort		
			ОК
			Close
			Filtore
			Filters
			Font
	LEETS	Browse	
JAILT WORK SI	ILCT0	LIUWSE	
ly			
	<	# of screening Activity Code Age Comp time Date Disease code Disposition Entry # Entry # Flex time From odometer From time ID # Location	reading
		Location addres	
	DAILY WORK SI	DAILY WORK SHEETS	DAILY WORK SHEETS Browse Iy Iy I I I I I I I I I I I I I I I I





#### **Count Graph**

Click on the Count Graph tab in the module to open a new screen. This window is similar to Browse/List/Export or pulling a Report from the Reports menu. Count Graph will display sums for different data selections, along with showing the results in graphs.

Report Fitte		
# of referrals		Filters Close OK
egend Title		
		Output to:
		Screen     O     Print
# of referrals # of screening Activity Code Age Comp time	^	O DBF file     O SDF file     O Delimited file       C:\HDIS\EXPORT     Browse
Date Disease code Disposition Entry #		Output: O top ten
Entry # Entry # Flex time From odometer reading From time ID # Location Location address Location name Location notes Lodging Marital Status Meals Meeting		Type       Sort by <ul> <li>count</li> <li>Totals</li> <li>pie graph</li> <li>pie graph (full page)</li> <li>Low to high</li> <li>bar graph</li> <li>bar graph (full page)</li> <li>by data</li> </ul>





#### Example of a simple bar graph output:



