



Rabies Control User Manual



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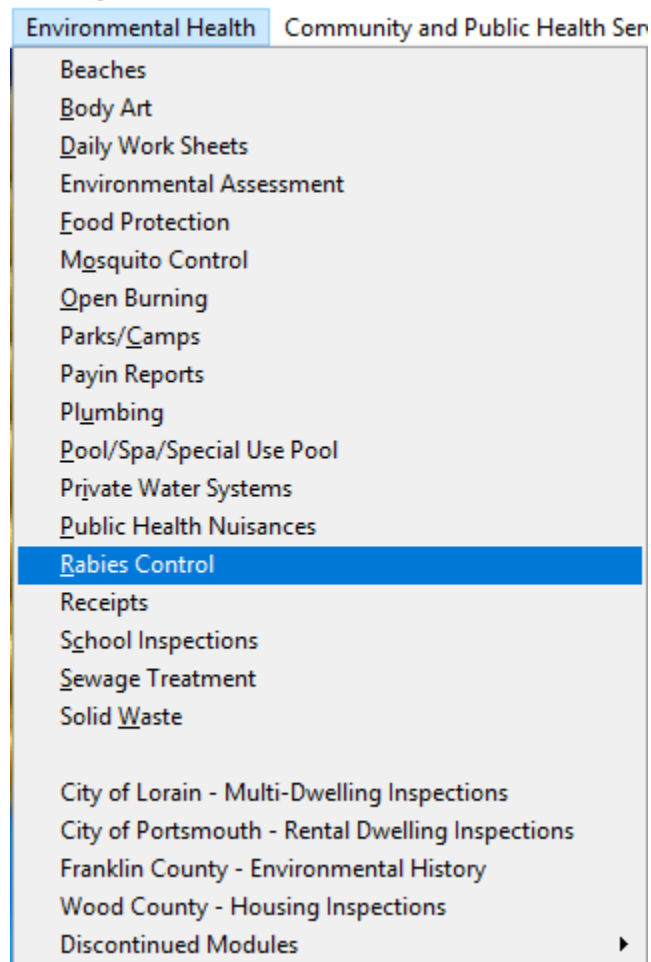
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Chapter 1: Getting Started

Once the Rabies Control Module has been installed, it can be accessed by going to:

Environmental Health > Rabies Control



Once inside “**Rabies Control**” navigate to the “**Bite Victim**” tab.

Bite ID#	Name	ID #	Street	City	State
2016294	THOMAS, JEAN A.		5512 NORFOLK LN	BALROG TWP	
2016293	HALL, GRAY W.	409	5511 PEARL ST	SMALLVILLE VILLAGE	OH
2016292	CLARK, ELI	3051	5510 BALDWIN RD	BUBONICA TWP	OH
2016291	WHITE, DYLAN	59	5509 LUCERNE BLVD	GOTHAM CITY	OH
2016290	DAVIS, DALLAS	2110	5508 MAIN ST	BALROG TWP	OH
2016289	WILSON, DALE	797	5507 PINE ST	SMALLVILLE VILLAGE	OH
2016288	TAYLOR, CASEY	88	5506 NORFOLK LN	BUBONICA TWP	OH
2016287	MILLER, CARROLL	195	5505 PEARL ST	GOTHAM CITY	OH
2016286	WILLIAMS, BROOK	733	5504 BALDWIN RD	BALROG TWP	OH
2016285	JOHNSON, PAT	3942	5503 LUCERNE BLVD	SMALLVILLE VILLAGE	OH
2016284	BROWN, BLAKE	267	5502 MAIN ST	BUBONICA TWP	OH
2016283	JONES, ANDY	895	5501 PINE ST	GOTHAM CITY	OH
2016282	SMITH, ALEX	3711	5500 NORFOLK LN	BALROG TWP	OH
2016281	SCOTT, SEAN	1252	5499 PEARL ST	SMALLVILLE VILLAGE	OH
2016280	LEWIS, MAX	971	5498 BALDWIN RD	BUBONICA TWP	OH
2016279	ROBINSON, MEL	124	5497 LUCERNE BLVD	GOTHAM CITY	OH
2016278	ALLEN, LOU	161	5496 MAIN ST	BALROG TWP	OH
2016277	WOOD, KYLE	1346	5495 PINE ST	SMALLVILLE VILLAGE	OH
2016276	MARTIN, JAMIE	2046	5494 NORFOLK LN	BUBONICA TWP	OH

The **FIND** tab on the Rabies Control window is for locating a bite victim. You can browse through the grid or type the **Bite ID #**, **Victim’s name**, **Victim’s ID #**, **Owner’s name**, or **Owner’s Address** in the search field.

To add a bite victim into the program, type the name of the bite victim in the name field and press “**Enter**”. If a bite victim already exists, the program will find it in the grid for you.

In this case, we are going to add a bite victim. To do this, click the “**Add**” button. Once the bite victim is entered, you will not have to click the “**Add**” button again.

While going through the process of entering information drop down boxes may be a choice to choose from. You can modify these choices by editing them in the “**Maintenance**” tab. Refer to **Chapter 3: Maintenance** for more detailed information.

Victim Tab

Bite Victim - BROWN, BLAKE

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
Bite ID #	Victim's First Name	Victim's Middle Name	Victim's last name			
2016284	BLAKE		BROWN			
Victim's ID#	Victim's Street	Victim's City				
267	5502 MAIN ST	BUBONICA TWP				
State	Zip Code	Phone	Age	Political Subdivision		
OH	99974	4-0-5-5-39	70	02 BUBONICA TWP		
Parent's Name(if applicable)	Bite/Exposure	Circumstances				
THOR ODINSON	11/18/2016	BITTEN				
Body Part Bitten/Scratched	Date Received	Reported by	Last Contacted			
UNKNOWN	11/23/2016	CAPTAIN OBVIOUS	12/05/2016			
Additional Info		of Person's Exposed / Vaccines Given to Any Victims #				
Pet or Human Bitten/Exposed	Hospital/Doctor	Phone				
H	DR. CANIS INFIRMUM	4-0-5-5-29				

Print Previous Next Delete Add Modify

You may now begin to enter data into the fields. Remember, you can use the “**Tab**” or the “**Enter**” button to travel from field to field.

**** Note:** For your first bite victim ID#, change the number 1 to indicate year and the number followed by the estimated bite victims per year (Example: 2005001 for up to 999 bite victims).

Each victim added afterwards will be given an automatic ID based on the previous.

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

Animal Tab

Bite Victim - BLAIR, CARTER

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
<div> <div>Animal Owned ? <input checked="" type="checkbox"/> Y</div> <div>Animal Species <input type="text" value="DOG"/></div> <div>Species or Animal Group <input type="text" value="DOG"/></div> <div>Animal's Sex <input type="text"/></div> </div>						
<div> <div>Animal Color <input type="text" value="WHITE"/></div> <div>Animal Name <input type="text"/></div> <div>Dog Breed <input type="text"/></div> </div>						
<div> <div>Mixed Breed? <input type="checkbox"/> (Y)es (N)o</div> <div>Neutered ? <input type="checkbox"/> (Y)es (N)o</div> <div>Veterinarian <input type="text"/></div> <div>Vet's Phone <input type="text" value="- - -"/></div> </div>						
<div> <div>Place of Confinement <input type="text" value="UNKNOWN"/></div> <div>Days Confined <input type="text" value="10"/></div> <div>First Observation <input type="text" value="//"/></div> <div>Second Observation <input type="text" value="//"/></div> </div>						
<div> <div>Date Immunized <input type="text" value="//"/></div> <div>Immunized at Time of Bite? <input type="checkbox"/> (Y)es (N)o</div> <div>Rabies Tag# <input type="text"/></div> </div>						
<div> <div>Head Sent To Lab? <input checked="" type="checkbox"/> N (Y)es (N)o</div> <div>Results: <input type="checkbox"/> (P)os, (N)eg (U)nable to Determine</div> </div>						
						<div> <div>Print</div> <div>Modify</div> </div>

On this screen, fill out the information on the animal. You are able to build all of your dropdown fields in the **"Maintenance"** menu which is explained in **Chapter 3: Maintenance**.

Owner Tab

Bite Victim - BROWN, BLAKE

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
<div>Owner Name: CARROLL MILLER</div> <div>Owner Street: 5502 BALDWIN RD</div> <div>Owner city: BUBONICA TWP</div> <div>State: OH</div> <div>Zip code: 99974</div> <div>Copy Victim's Location</div> <div>Owner Phone: 4-0-5-5-5-02</div> <div>Political Subdivision: 02 BUBONICA TWP</div> <div>Office Hearing Date: / /</div> <div>Office Hearing Time:</div> <div>Board of Health Hearing Date: / /</div> <div>Print</div> <div>Modify</div>						

On this screen, enter the information about the owner of the animal. Refer to **Chapter 3: Maintenance** for a detailed explanation on any dropdown fields.

Information Tab

Bite Victim - BROWN, BLAKE

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
By employee <input type="text" value="MARTHA WASHINGTON"/>				<input type="checkbox"/> Letter A sent to victim <input type="checkbox"/> Letter B sent to victim <input type="checkbox"/> Letter C sent to victim <input type="checkbox"/> Letter A sent to owner <input type="checkbox"/> Letter B sent to owner <input type="checkbox"/> Letter C sent to owner <input checked="" type="checkbox"/> Completed		
Inspector <input type="text" value="CAT SCAN"/>						
Service <input type="text" value="FBI"/> <input type="text" value="FINAL BITE INVESTIGATION"/>						
Mail Certified Number <input type="text"/>		Human Bite-Associated Fatality <input type="text" value="N"/> (Yes (N)o				
Date Victim Notified of Results <input type="text" value="//"/>		Inspector <input type="text"/>				
Comments (Max. 160 characters) <input type="text" value="SPOT LOOKS CUTE DESPITE THE RADIOACTIVITY AND ABILITY TO SPIT FIRE 30 FEET."/>						
				<input type="button" value="Print"/> <input type="button" value="Modify"/>		

On this screen, enter the other information such as the employee, inspector, what letter has been sent out, etc.

There is a **Comments** section where you can type comments up to 160 characters.

Refer to **Chapter 3: Maintenance** for a detailed explanation on any dropdown fields.

Comments Tab

On this screen, you are able to enter your comments on the record.

The screenshot shows the 'Bite Victim - BLAIR, CARTER' window. The 'Comments' tab is selected, displaying a large text area for entering comments. The 'Orders Issued' subtab is also visible. At the bottom right, there are 'Print' and 'Modify' buttons.

There is an "Orders Issued" subtab next to "Comments" where you can record information about the orders.

The screenshot shows the 'Bite Victim - BLAIR, CARTER' window with the 'Orders Issued' subtab active. The subtab contains the following fields:
 Orders Iss. (checkbox)
 1st Date Orders Issued (date field)
 2nd Date Orders Issued (date field)
 3rd Date Orders Issued (date field)
 Date Orders Due (date field)
 Board Orders Issued (date field)
 Law/Regulation(s) Violated (text area)
 Final Disposition (text area)
 Rechecks: (three date fields)
 At the bottom right, there are 'Print' and 'Modify' buttons.

GIS/GPS Tab

The screenshot shows a software window titled "Bite Victim - BLAIR, CARTER". It contains several tabs: "Find", "Victim", "Animal", "Owner", "Information", "Comments", and "GIS/GPS". The "GIS/GPS" tab is selected. Inside this tab, there are two main sections. The first section, "Global Information System", contains six input fields: "Street #", "Prefix Direction", "Prefix Type", "Street name", "Street Suffix", and "Prefix Direction". The second section, "Global Positioning System", contains two input fields: "Latitude Decimal Value" and "Longitude Decimal Value". A "Modify" button is located at the bottom right of the window.

The **GIS/GPS** tab enables you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out)
Prefix Direction	Enter prefix direction of the street
Prefix Type	Enter the prefix type of the street
Street Name	(automatically filled out)
Street Suffix	Enter the street suffix
Prefix Direction	Enter prefix direction of the street
Latitude Decimal Value	Enter the latitude DECIMAL value of the location
Longitude Decimal Value	Enter the longitude DECIMAL value of the location
Modify	Click to modify the information on the page

Print Button

Print

Form:

- ☐ Victim Letter A
- ☐ Victim Letter B
- ☐ Victim Letter C
- ☐ Victim Envelope
- ☐ Owner Letter A
- ☐ Owner Letter B
- ☐ Owner Letter C
- ☐ Owner Letter D
- ☐ Owner Envelope
- ☒ Investigation Form
- ☐ Investigation Form with Comments
- ☐ Rabies Test Submission Report

Output to:

- ☒ Preview
- ☐ Print

Letter Size

- ☒ Letter
- ☐ Legal

OK

Close

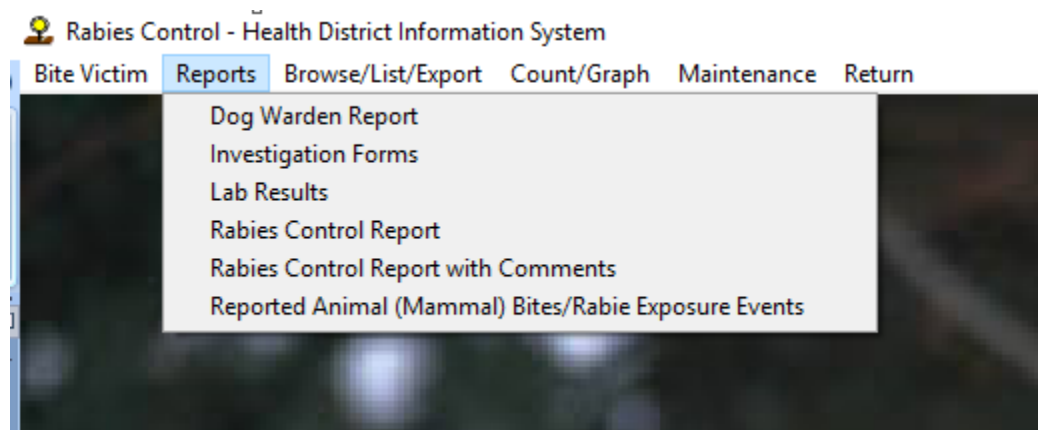
Print: The print button is available on all the tabs.

Field/Button	Description
Victim Letter A	Prints out Letter A to the victim (These letters are composed by you under the "Maintenance" menu)
Victim Letter B	Prints out Letter B to the victim (These letters are composed by you under the "Maintenance" menu)
Victim Letter C	Prints out Letter C to the victim (These letters are composed by you under the "Maintenance" menu)
Victim Envelope	Prints out an envelope addressed to the victim
Owner Letter A	Prints out Letter A to the owner (These letters are composed by you under the "Maintenance" menu)

Owner Letter B	Prints out Letter B to the owner (These letters are composed by you under the "Maintenance" menu)
Owner Letter C	Prints out Letter C to the owner (These letters are composed by you under the "Maintenance" menu)
Owner Envelope	Prints out an envelope addressed to the owner
Investigation Form	Prints out an investigation form that may be given to the sanitarian for investigation
Investigation Form with Comments	Prints out an investigation form along with comments that may be given to the sanitarian for investigation
Rabies Test Submission Report	Prints the Rabies Test Submission Report
Letter Size - Letter	Prints the letter on letter paper
Letter Size - Legal	Prints the letter on legal paper
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

Chapter 2: Reports

Reports



Rabies Control Report

For each report that you run, the menu above will appear. You will need to enter a “From Bite/Exposure Date” and a “To Bite/Exposure Date” to run the report for that timeframe. You may also preview the report before you print it out along with the ability to use filters which will be explained in the next section.

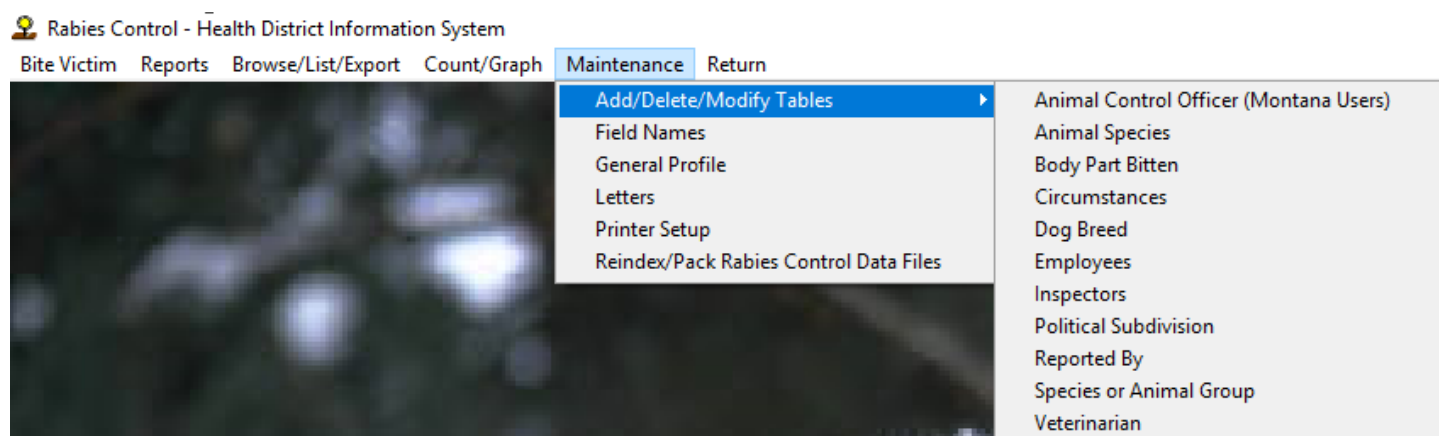
Report	Description
Dog Warden Report	Generates a report of all animal bites along with animal information for the dog warden in your community that meet the criteria in the “From” and “To Date of Bite” fields.
Investigation Forms	This will generate an Investigation Form for each bite victim that meets the criteria in the “From” and “To Date of Bite” fields.
Lab Results	Generates a report of lab results for each animal species that meet the criteria in the “From” and “To Date of Bite” fields.

Rabies Control Report With Comments	Listing of Rabies Control Victims
Reported Animal (Mammal) Bites/Rabies Exposure Events	Generates a Health Department Survey of Reported Animal (Mammal) Bite/Rabies Exposure Events

Chapter 3: Maintenance – Add/Delete/Modify Tables

Maintenance

The maintenance menu contains a list of the tables that you can modify for your program.



This section is important because this list of tables affects how you enter information.

Chapter 1 explains how to enter the information and this section gives examples of the lists behind it.

At some point while you are entering information, you might run into a part that you clicked and a list will appear to choose from.

Modifying these tables early will make entering information easier and quicker.

Animal Control Officer (Montana Users)

The screenshot shows a software window titled "Add/Delete/Modify Animal Control Officer". The window contains a table with a header row labeled "Name" and approximately 25 empty rows. To the right of the table are four buttons: "Close", "Add", "Delete", and "Print". The "Close" button is highlighted with a blue dashed border.

You can add, delete, or modify the Animal Control Officer's here (For Montana Users).

Animal Species

Field/Button	Description
Name	Enter the name of the animal
Close	Closes the table
Add	Adds animal to the table
Delete	Deletes the highlighted animal
Print	Prints the list

Body Part Bitten

[illegible]

Field/Button	Description
Name	Enter the body part bitten
Close Button	Closes the table
Add Button	Adds a body part bitten to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

The screenshot shows a software dialog box titled "Add/Delete/Modify Circumstances". It features a list box with a "Name" column header. The list contains four entries: "ANIMAL EXPOSURE", "BITTEN", "OTHER EXPOSURE", and "SCRATCHED". The list box has a vertical scrollbar on its right side. To the right of the list box are four buttons: "Close", "Add", "Delete", and "Print". The "Add" button is highlighted with a blue background.

Field/Button	Description
Name	Enter the circumstance
Close Button	Closes the table
Add Button	Adds a circumstance to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Dog Breed

Add/Delete/Modify Dog Breed

Name

- AFFENPINCHER
- AFGHAN HOUND
- AIREDALE TERRIER
- AKITA
- ALASKAN MALAMUTE
- AMERICAN ESKIMO
- AMERICAN FOX HOUND
- AMERICAN STAFFORDSHIRE
- AUSTRALIAN CATTLE DOG
- AUSTRALIAN SHEPHERD
- AUSTRALIAN TERRIER
- BASENJI
- BASSET HOUND
- BEAGLE
- BEARDED COLLIE
- BEDLINGTON TERRIER
- BELGIAN MALINOIS
- BELGIAN SHEEPDOG
- BELGIAN Tervuren
- BENCH-LEGGED FRIST
- BERNESE MOUNTAIN DOG
- BICHON
- BICHON FRISE
- BLACK AND TAN COONHOUND
- BLACK MOUTH CUR
- BLOODHOUND
- BLUE HEELER
- BLUE TIC COON HOUND
- BORDER COLLIE
- BORDER TERRIER
- BORZOI
- BOSTON TERRIER

Close

Add

Delete

Print

Field/Button	Description
Name	Enter the dog breed
Close Button	Closes the table
Add Button	Adds a dog breed to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Employees

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

Buttons: Close, Add, Delete, Print

Field/Button	Description
Code	Enter the employee's code
Name	Enter the name of the employee
Close Button	Closes the table
Add Button	Adds an employee to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Inspectors

[illegible]

Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the district of the inspector
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	(See Daily Worksheets Manual)

Political Subdivision

[illegible]

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

Reported By

Add/Delete/Modify Reported By

Name
BEEGEEYE CO. BOARD OF HEALTH
BEEGEEYE COUNTY COMBINED HEALTH DIST.
BEEGEEYE COUNTY HEALTH DEPARTMENT
BEEGEEYE COUNTY SHERIFF'S OFFICE
BEEGEEYESVILLE CHILDREN'S OUTPATIENT CARE CENTER
BEEGEEYESVILLE ER
BEEGEEYESVILLE ANIMAL CLINIC
BEEGEEYESVILLE POLICE DEPARTMENT
BEEGEEYESVILLE POLICE DEPT.
BEEGEEYESVILLE POLICE DEPT.
BEEGEEYESVILLE VALLEY HOSPITAL SOUTH
BGI URGENT CARE
BUSY VETERINARY TREATMENT FACILITY
CHILDRENS MEDICAL CENTER
DAYTON VA
FAMILY HEALTH OF BEEGEEYESVILLE
GREENE COUNTY ANIMAL CONTROL
HOBBITON ANIMAL CONTROL
HOMETOWN URGENT CARE & WORKCARE CENTER
JAMESTOWN POLICE DEPARTMENT
OHIO DEPARTMENT OF HEALTH
OWNER
URGENT CARE OF BEEGEEYESVILLE
URGICARE
VETERINARY CLINIC OF BEEGEEYESVILLE
VICTIM
YELLOW SPRINGS POLICE DEPARTMENT

Close
Add
Delete
Print

Field/Button	Description
Name	Enter a name
Close Button	Closes the table
Adds Button	Adds a name to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Veterinarian

Name	Phone
DR. BERNHARD LAURITZ VET CLINIC	1-440-555-0001
DR. BUSTER LLOYED-JONES VET CLINIC	1-440-555-0006
DR. ELMO SHROPSHIRE PET HEALTH	1-440-555-0008
DR. EMMA MILNE ANIMAL HOSPITAL	1-440-555-0007
DR. HARRY COOPER PET HEALTH	1-440-555-0004
DR. LOUS CAMUTI ANIMAL HOSPITAL	1-440-555-0002
DR. LUKE GAMBLE ANIMAL HOSPITAL	1-440-555-0005
DR. ROBERT COOK PET HEALTH	1-440-555-0003
DR. SIMON FRASER TOLMIE VET CLINIC	1-440-555-0009
NORTH SOUTH ROAD ANIMAL HOSPITAL	1-440-555-0010

Field/Button	Description
Name	Enter the name of the veterinarian
Close Button	Closes the table
Adds Button	Adds a veterinarian to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Species or Animal Group

[illegible]

Field/Button	Description
Name	Enter the animal type
Add Button	Adds an animal type to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Field Names

Data Base Field Names for Rabies Control

Field Name	Data Base Field Name
# OF PEOPLE WHO RECEIVED VACCIN	RAB.NO_RCV_VAC
# OF PERSON'S EXPOSED	RAB.NO_EXPOSED
1ST DATE ISSUED	RAB.ORDER_DATE
2ND DATE ISSUED	RAB.ORDER2
3RD DATE ISSUED	RAB.ORDER3
ANIM. IMM. AT BITE TIME	RAB.ANIM_IMM
ANIMAL OWNED	RAB.ANIM_OWNED
ANIMAL SPECIES	RAB.ANIM_SPECIES
ANIMAL TAG#	RAB.ANIM_TAG
ANIMAL CONTROL OFFICER	RAB.OFFICER
ANIMAL MIXED ?	RAB.ANIM_MIXED
ANIMAL NEUTERED	RAB.ANIM_NEUT
ANIMAL SEX	RAB.ANIM_SEX
ANIMAL'S COLOR	RAB.ANIM_COLOR
ANIMAL'S IMM. DATE	RAB.ANIM_IMMD
ANIMAL'S BREED	RAB.ANIM_BREED
ANIMAL'S NAME	RAB.ANIM_NAME
ANIMAL'S VETINARIAN	RAB.ANIM_VET
BITE ID#	RAB.BITE_ID
BOARD HEARING DATE	RAB.BOARD_DATE
BOARD ISSUED	RAB.BOARD_ISS
CIRCUMSTANCES	RAB.CIRCUM
COMMENTS	RAB.COMMENTS
CONFINEMENT DAYS	RAB.DAYS
DATE CLOSED	RAB.CLOSED
DATE OF BIRTH	RAB.DOB
DATE OF BITE	RAB.DATE_BITE
DATE ORDERS DUE	RAB.ORDER_DUE
DATE RECEIVED	RAB.DATE_RCV
DATE VICTIM NOTIFIED OF RESULTS	RAB.V_NOT
DESCRIPTION	RAB.F_DESC
EMPLOYEE	RAB.BY_NAME
EMPLOYEE CODE	RAB.BY

Close

Print

The **field** names listing can be very useful in determining what fields you wish to utilize to capture data for letters and when creating reports for that data. The program will display a list of names that you can print.

General Profile

General Profile

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

* Health Department: BGI HD

Division:

* City: Middleburg Heights

* State: OH

* Address1: 7550 Lucerne Drive

* Zip: 44130

Address2:

* County: Kayle

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

* FAX #: 1-440-891-9458

Federal Tax ID: ADFA

Commissioner: Doc Darrell

Client/Server Location: M:\HDIS\DATA

Email: ADFASD

Make Checks Payable to: ADSF

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

* - Required Fields

Cancel Close

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

Rabies Control

Under: Maintenance – >Add/Delete/Modify Tables – >General Profile – >Environmental – >Rabies Control

Check Box	Description
Legal Letter – Use Health Department Title	Check the box if you wish to have your health department title printed on top of your legal letters
Upper Case Envelopes	Check the box to print all upper case letters on your envelopes

Letters

Enter/Modify Rabies Control Letters

Victim Letter A Victim Letter B Victim Letter C Owner Letter A Owner Letter B Owner Letter C Owner Letter D

This is to inform you that the *ANIMAL SPECIES* which was reported to have *CIRCUM* *VICTIM NAME* on *VICTIM DATE* and owned by *OWNER NAME* has been reported to us as quarantined for the required ten day period. The owner has certified that the *ANIMAL SPECIES* was alive and well at the end of the quarantine period. Thus, there is no threat of rabies transmission having occurred to you from this incident.

Please contact this office if you have any further questions or concerns.

Sincerely,

THE BALDWIN GROUP

Public Health Sanitarian/Environmentalist

Spell Check Close

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

Merge fields:

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

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

Keywords for Letters

Keywords for letters are based on the fields available as well as some additional ones added for ease of use.

To use in a letter, the keyword must be surrounded by asterisks. For example: DATE OF BIRTH would be entered as:

DATE OF BIRTH

To have the letter reflect the information exactly as entered in HDIS, enter in all caps. This means if the person entering information entered the VICTIM NAME as mary jones, it will print exactly as entered. If you want this to be formatted properly, you would enter the keyword in mixed case, as: *Victim Name*

# OF PEOPLE WHO RECEIVED VACCINE	
# OF PERSON'S EXPOSED	
1ST DATE ISSUED	
2ND DATE ISSUED	
3RD DATE ISSUED	
ANIM. IMM. AT BITE TIME	
ANIMAL OWNED	
ANIMAL SPECIES	
ANIMAL TAG#	
ANIMAL CONTROL OFFICER	
ANIMAL MIXED ?	
ANIMAL NEUTERED	
ANIMAL SEX	
ANIMAL'S COLOR	Can also use ANIMAL COLOR
ANIMAL'S IMM. DATE	
ANIMAL'S BREED	Can also use ANIMAL BREED
ANIMAL'S NAME	Can also use ANIMAL NAME
ANIMAL'S VETINARIAN	
BITE ID#	Can also use BITE ID
BOARD HEARING DATE	Can also use BOARD DATE
BOARD ISSUED	
CIRCUMSTANCES	Can also use CIRCUM
COMMENTS	
CONFINED	Extra keyword. This is the date value generated by Bite/Exposure date + Confinement Days
CONFINEMENT DAYS	
DATE CLOSED	
DATE OF BIRTH	
DATE OF BITE	Can also use VICTIM DATE
DATE ORDERS DUE	
DATE RECEIVED	Can also use DATE RCV
DATE VICTIM NOTIFIED OF RESULTS	
DESCRIPTION	
EMPLOYEE	
EMPLOYEE CODE	

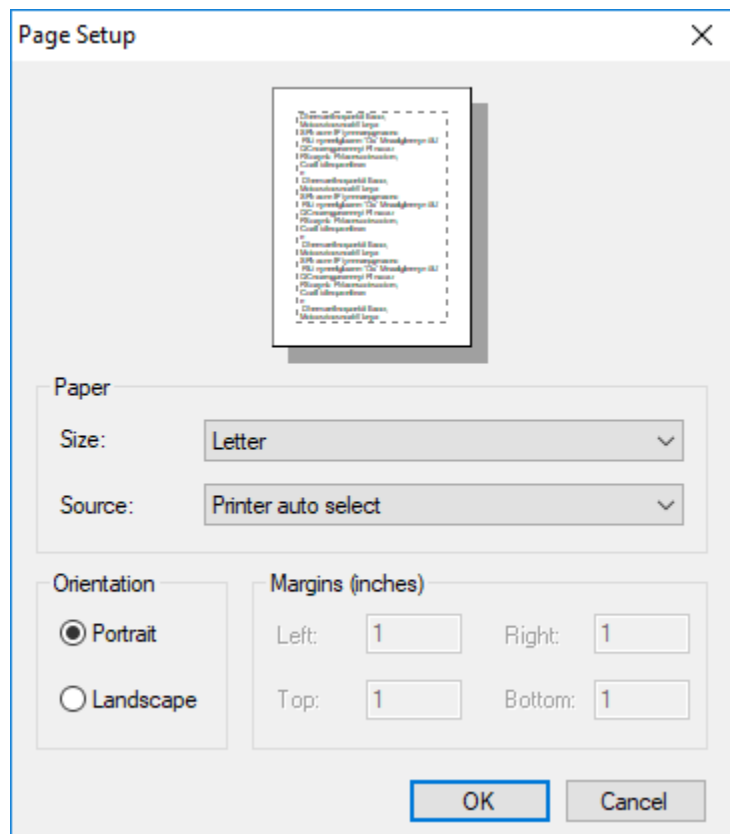
Keywords for Letters (Continued)

EXACT INSPECTOR	Extra keyword. Will enter EXACTLY what is in the inspector field.
FAXED TO POLICE	
FAXED TO SHERIFF	
FIRST OBSERVED	
GIS/PREFIX DIRECTION	
GIS/STREET	
GIS/STREET #	
GIS/STREET SUFFIX	
GIS/STREET SUFFIX DIR	
GIS/STREET TYPE	
GPS/LAT-DECIMAL	
GPS/LON-DECIMAL	
HEAD SENT TO LAB	
HOSPITAL/DOCTOR	
HOSPITAL/DOCTOR PHONE #	
HUMAN BITE-ASSOCIATED FATALITY	
ID #	
IMM UP TO DATE	
INSPECTOR	
INSPECTOR'S CODE	
INVESTIGATION COMPLETED	
LAST CONTACTED	
LOCATION OF INCIDENT	
MAIL CERTIFIED #	
NOTIFIED BY	
NOTIFIED BY CODE	
OFFICE HEARING DATE	Can also use OFFICE DATE
OFFICE HEARING TIME	Can also use OFFICE TIME
ORDERS ISSUED	
OWNER	Can also use OWNER NAME
OWNER ADDRESS	Extra keyword. Includes street, city, state and zip of owner
OWNER LETTER A	
OWNER LETTER B	
OWNER LETTER C	
OWNER'S CITY	
OWNER'S PHONE	
OWNER'S STATE	
OWNER'S STREET	
OWNER'S ZIP	
PART BITTEN/SCRATCHED	
PET OR HUMAN BITTEN/EXPOSED	

Keywords for Letters (Continued)

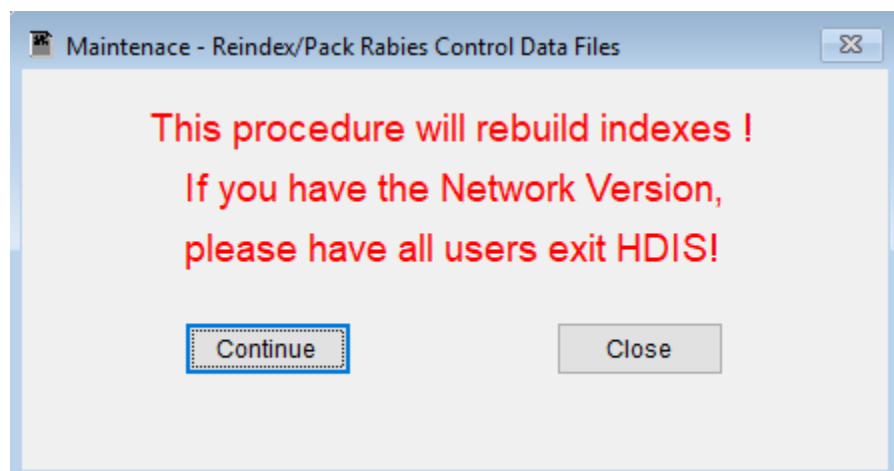
PLACE OF CONFINEMENT	
POLITICAL SUB. CITY	
POLITICAL SUB. CODE	
REASON CODE	
RECEIVED TD	
RECEIVED ANTIBIOTICS	
RECHECK 1	
RECHECK 2	
RECHECK 3	
REPORT FAXED	
REPORTED BY	
RESULTS	
SECOND OBSERVED	
SKIN BROKEN	
TETANUS UTD	
TODAY	Extra keyword. Current / today's date
TYPE OF ANIMAL	Can also use ANIMAL TYPE
UP TO DATE ON TD	
VACCINE GIVEN	
VETINARIAN PHONE	
VICTIM LETTER A	
VICTIM LETTER B	
VICTIM LETTER C	
VICTIM POL. SUB. CODE	
VICTIM POL. SUB. NAME	
VICTIM'S AGE	
VICTIM ADDRESS	Extra keyword. Includes street, city, state and zip of victim
VICTIM'S CITY	
VICTIM NAME	Extra keyword. Includes first, middle and last names altogether
VICTIM'S FIRST NAME	
VICTIM'S LAST NAME	
VICTIM'S MIDDLE NAME	
VICTIM'S PARENT	Can also use VICTIM PARENT
VICTIM'S PHONE	
VICTIM'S STATE	
VICTIM'S STREET	

Print Setup



The print setup allows you to choose from which printer you want to print. Pick the printer in the name dropdown and click “OK”.

Reindex/Pack Rabies Control Data Files



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

Environmental Assessment

Go to “Bite Victim” and look for the button “Environmental Assessment.”

Bite Victim - ✕

Find Victim Animal Owner Information Comments GIS/GPS

☒ by Bite ID #
 ☐ by Victim
 ☐ by Victim ID #
 ☐ by Owner
 ☐ Owner's Address
 Environmental Assessment

 Add Close

Bite ID#	Name	ID #	Street	City	State ^
2017005	JONES, GRAY	72	5551 LUCERNE BLVD	SMALLVILLE VILLAGE	OH
2017004	SMITH, ELI	8804	5550 MAIN ST	BUBONICA TWP	OH
2017003	SCOTT, DYLAN	767	5549 PINE ST	GOTHAM CITY	OH
2017002	LEWIS, DALLAS	638	5548 NORFOLK LN	BALROG TWP	OH
2017001	ALLEN, CASEY	1584	5546 BALDWIN RD	BUBONICA TWP	OH
2016326	WOOD, CARROLL	2350	5545 LUCERNE BLVD	GOTHAM CITY	OH
2016325	MARTIN, BROOK	230	5544 MAIN ST	BALROG TWP	OH
2016324	WRIGHT, PAT		5543 PINE ST	SMALLVILLE VILLAGE	OH
2016323	ANDERSON, BLAKE		5542 NORFOLK LN	BUBONICA TWP	OH
2016322	WALKER, ANDY	586	5541 PEARL ST	GOTHAM CITY	OH
2016321	HILL, ALEX	184	5540 BALDWIN RD	BALROG TWP	OH
2016320	MOORE, SEAN	214	5539 LUCERNE BLVD	SMALLVILLE VILLAGE	OH
2016319	THOMPSON, MAX	1149	5538 MAIN ST	BUBONICA TWP	OH
2016318	THOMAS, MEL	5403	5537 PINE ST	GOTHAM CITY	OH
2016317	HALL, LOU	1328	5536 NORFOLK LN	BALROG TWP	OH
2016316	CLARK, KYLE	15	5535 PEARL ST	SMALLVILLE VILLAGE	OH
2016315	WHITE, JAMIE	1537	5534 BALDWIN RD	BUBONICA TWP	OH
2016314	DAVIS, JORDAN	3003	5533 LUCERNE BLVD	GOTHAM CITY	OH
2016313	WILSON, JEAN	282	5532 MAIN ST	BALROG TWP	OH

< >

Environmental Assessment - 72 N HAVEN DRIVE

Private Water Systems / Residential Sewage Public Health Nuisance / Rabies Control Plumbing / Downspout

Private Water System Residential Sewage

NO RECORDS NO RECORDS

Print Close

The “**Environmental Assessment**” button will display the following for that address:

- Private Water Systems / Residential Sewage
- Public Health Nuisance / Rabies Control
- Plumbing / Downspout

Environmental Assessment - 5551 PEARL ST

Private Water Systems / Residential Sewage Public Health Nuisance / Rabies Control Plumbing / Downspout

Public Health Nuisance

Location Street	Owner Name	Complaint
MAIN STREET		COMPLAINANT STATED WORKERS WERE NOT WEARING G
MAIN STREET		IN THERE ON SEPT 2, 2008 AT 6 OR 6:30PM AND THERE W.
MAIN STREET		EMPLOYEE TOUCHED CELL PHONE BEFORE MAKING TAC
MAIN ST.		GERRI HUFFMAN WENT TO TACO BELL LAST FRIDAY. SHE
MAIN ST.		JOE HESTER IS THE FATHER OF THE FAMILY WHO HAS BE
MAIN STREET		A LADY CALLED AND SAID SHE WAS IN THERE YESTERDAY
MAIN STREET		MATT BURGER BOUGHT ARBY SANDWICHES THERE LAST
N. MAIN ST.		BATS ARE INSIDE OF BUILDING. BEES ARE GOING THROU
MAIN STREET		2 PEOPLE ATE AT THIS RESTAURANT ON MAY 23, 2009 AND
W. MAIN ST.		COMPLAINANT STATED THAT A PEICE OF THE FLOOR TILE
MAIN STREET		COMPLAINANT OBSERVED EMPLOYEE TAKING MONEY WIT

Rabies Control

Owner's Street	Owner Name	Circumstances
965 LUCERNE BLVD	ALEX DAVIS	OTHER EXPOSURE
971 LUCERNE BLVD	CASEY MOORE	OTHER EXPOSURE
977 LUCERNE BLVD	ANDY SMITH	OTHER EXPOSURE
983 LUCERNE BLVD	DALE TAYLOR	OTHER EXPOSURE
989 LUCERNE BLVD	BLAKE THOMAS	OTHER EXPOSURE
995 LUCERNE BLVD	DALLAS WRIGHT	OTHER EXPOSURE

If you click on the "Public Health Nuisance / Rabies Control" you will be able to see the records.

Chapter 4: Browse/List/Export

Inside the Rabies Control module navigate to the “**Browse/List/Export.**”

This section allows the exportation of data, also allowing the user to use **Filters**.

Rabies - Browse/List/Export

Output to:

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\RABIES Browse

Output data:

☒ All Fields

☐ Selected fields only

Sort by: (3 Max)

< >

- # of people who received vac
- # of person's exposed
- 1st date issued
- 2nd date issued
- 3rd date issued
- Anim. imm. at bite time
- Animal Owned
- Animal Species
- Animal Tag#
- Animal control officer
- Animal mixed ?
- Animal neutered
- Animal sex
- Animal's Color
- Animal's Imm. Date
- Animal's breed
- Animal's name

OK Close Filters Font

Sort by

Sorting by Field Names (3 Max) is an option. Click on the Field Name you want to sort by and press the "<" symbol to move the Field Name to the empty box. If you want to remove a Field Name, click the Field Name and press the ">" symbol.

The screenshot shows a software interface titled "Sort by: (3 Max)". It consists of two main vertical list boxes. The left list box is currently empty. Between the two list boxes are two buttons: a left-pointing arrow "<" and a right-pointing arrow ">". The right list box contains a scrollable list of field names: "# of people who received vac", "# of person's exposed", "1st date issued", "2nd date issued", "3rd date issued", "Anim. imm. at bite time", "Animal Owned", "Animal Species", "Animal Tag#", "Animal control officer", "Animal mixed ?", "Animal neutered", "Animal sex", "Animal's Color", "Animal's Imm. Date", "Animal's breed", and "Animal's name". Each list box has a small upward arrow at the top and a downward arrow at the bottom of its frame.

Filters

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

Output Field	Data	Data
<input type="checkbox"/> # OF PEOPLE WHO RECEIVED VAC	=	=
<input type="checkbox"/> # OF PERSON'S EXPOSED	=	=
<input type="checkbox"/> 1ST DATE ISSUED	=	=
<input type="checkbox"/> 2ND DATE ISSUED	=	=
<input type="checkbox"/> 3RD DATE ISSUED	=	=
<input type="checkbox"/> ANIM. IMM. AT BITE TIME	=	=
<input type="checkbox"/> ANIMAL OWNED	=	=
<input type="checkbox"/> ANIMAL SPECIES	=	=
<input type="checkbox"/> ANIMAL TAG#	=	=
<input type="checkbox"/> ANIMAL CONTROL OFFICER	=	=
<input type="checkbox"/> ANIMAL MIXED ?	=	=
<input type="checkbox"/> ANIMAL NEUTERED	=	=
<input type="checkbox"/> ANIMAL SEX	=	=
<input type="checkbox"/> ANIMAL'S COLOR	=	=
<input type="checkbox"/> ANIMAL'S IMM. DATE	=	=
<input type="checkbox"/> ANIMAL'S BREED	=	=
<input type="checkbox"/> ANIMAL'S NAME	=	=
<input type="checkbox"/> ANIMAL'S VETINARIAN	=	=
<input type="checkbox"/> BITE ID#	=	=
<input type="checkbox"/> BOARD HEARING DATE	=	=
<input type="checkbox"/> BOARD ISSUED	=	=
<input type="checkbox"/> CIRCUMSTANCES	=	=
<input type="checkbox"/> COMMENTS	=	=
<input type="checkbox"/> CONFINEMENT DAYS	=	=
<input type="checkbox"/> DATE CLOSED	=	=

Clear Filter Open Filter Save Filter Close

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

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

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

Example for characters with a space:

Desired Search Result: “Monkey Inc.”

Appropriate Search: “Monkey(B)”

Chapter 5: Count/Graph

Inside the Rabies module navigate to the “**Count/Graph.**”

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, and **Footer**.

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

There is a “**Filters**” button which is identical to the “Filters” in the “**Browse/List/Export.**” section. [See Page 25 for a recap on “Filters”]

There is a “**Sort by**” section where you can organize your results from *High to low*, *Low to high*, and by *data*.

The screenshot shows the "Rabies - Count/Graph" window. It contains the following sections:

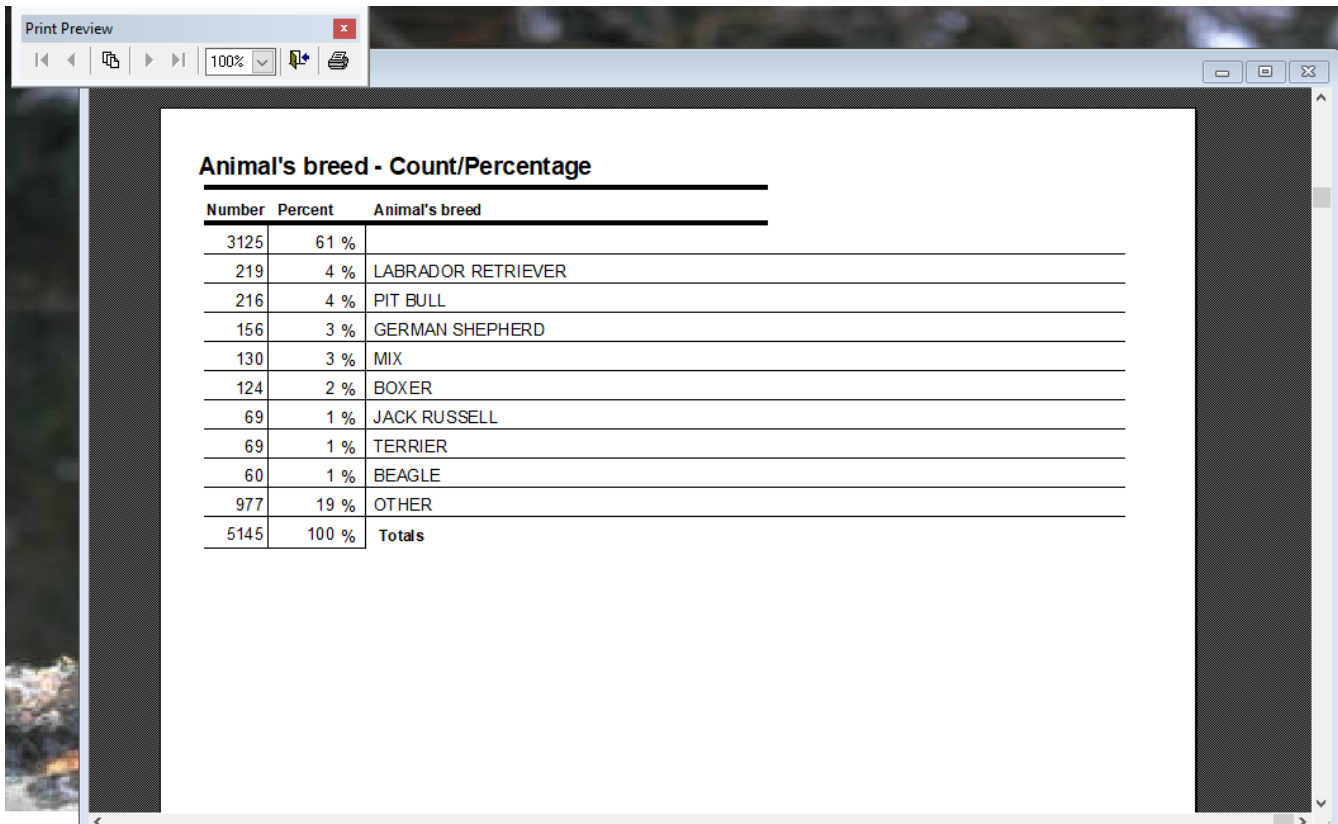
- Report Title:** A text box containing "# of people who received vaccine".
- Legend Title:** An empty text box.
- Field List:** A scrollable list of fields including:
 - # of people who received vaccine
 - # of person's exposed
 - 1st date issued
 - 2nd date issued
 - 3rd date issued
 - Anim. imm. at bite time
 - Animal Owned
 - Animal Species
 - Animal Tag#
 - Animal control officer
 - Animal mixed ?
 - Animal neutered
 - Animal sex
 - Animal's Color
 - Animal's Imm. Date
 - Animal's breed
 - Animal's name
 - Animal's veterinarian
 - Bite ID#
 - Board Hearing Date
 - Board issued
 - Circumstances
 - Comments
 - Confinement days
 - Date closed
- Buttons:** "Filters", "Close", and "OK" are located at the top right.
- Output to:**
 - Radio buttons for "Screen" (selected), "Print", "DBF file", "SDF file", and "Delimited file".
 - A text box showing "C:\HDIS\EXPORT" with a "Browse" button next to it.
- Output:**
 - Radio buttons for "top ten" (selected) and "all".
- Type:**
 - Radio buttons for "count" (selected), "pie graph", "pie graph (full page)", "bar graph", and "bar graph (full page)".
- Sort by:**
 - Radio buttons for "High to low" (selected), "Low to high", and "by data".
- Footer:** A large empty text box at the bottom.

Count

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

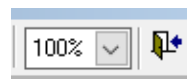
There are percentages and Totals on the side and bottom of the page.

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



Number	Percent	Animal's breed
3125	61 %	
219	4 %	LABRADOR RETRIEVER
216	4 %	PIT BULL
156	3 %	GERMAN SHEPHERD
130	3 %	MIX
124	2 %	BOXER
69	1 %	JACK RUSSELL
69	1 %	TERRIER
60	1 %	BEAGLE
977	19 %	OTHER
5145	100 %	Totals

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

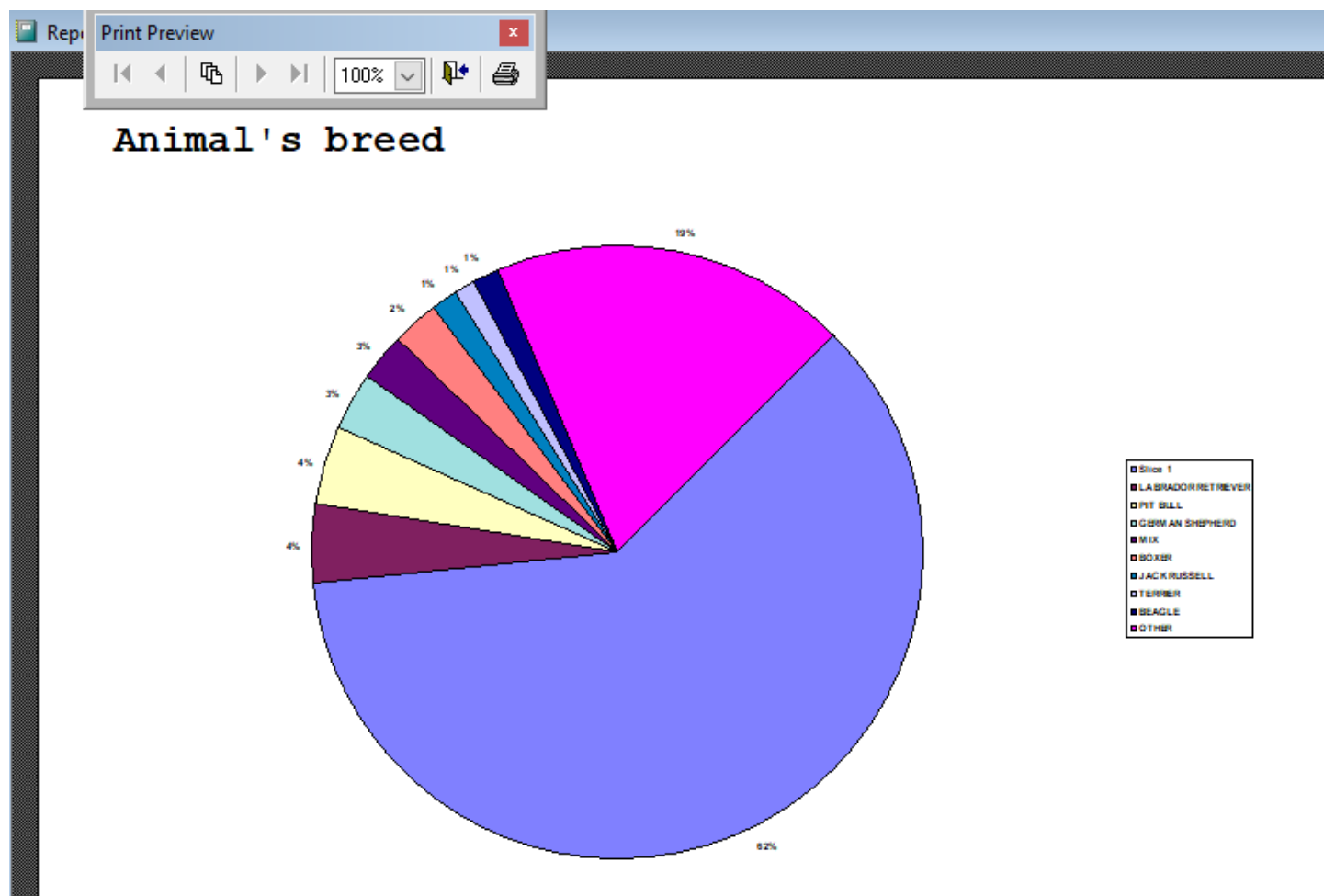


Pie graph

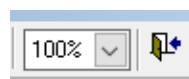
Here is an example of what the “**Pie Graph**” type would look like.

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

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



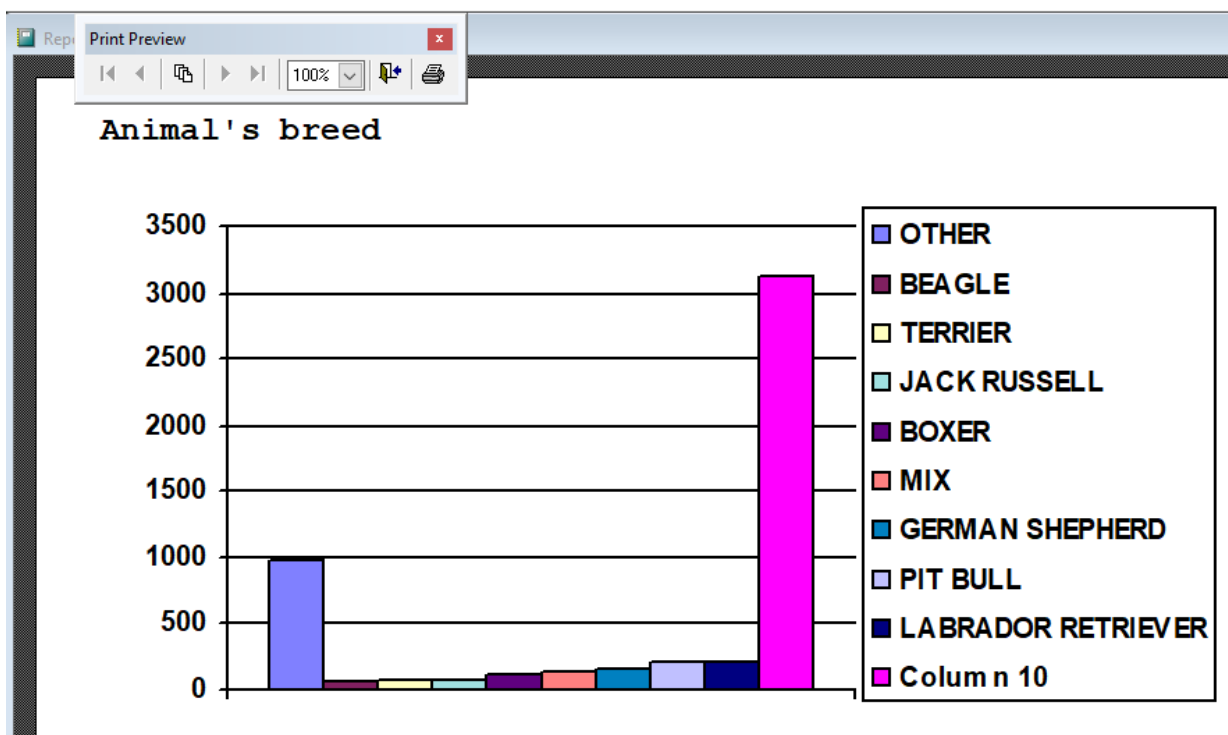
Click on the door icon next to the percent to return to the menu:



Bar Graph

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

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



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

