HDIS
Health Department Information System
Helping You...Help Others

Rabies Control
User Manual

The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

Copyright © 1996 - 2021

The Baldwin Group, Inc.

ALL RIGHTS RESERVED

HDIS are trademarks of The Baldwin Group, Inc.

No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic, or other record, without the prior agreement and written permission of The Baldwin Group, Inc.

Windows® and MS-DOS® are registered trademarks of Microsoft Corporation.

Other trademarks are owned by their respective companies.

Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

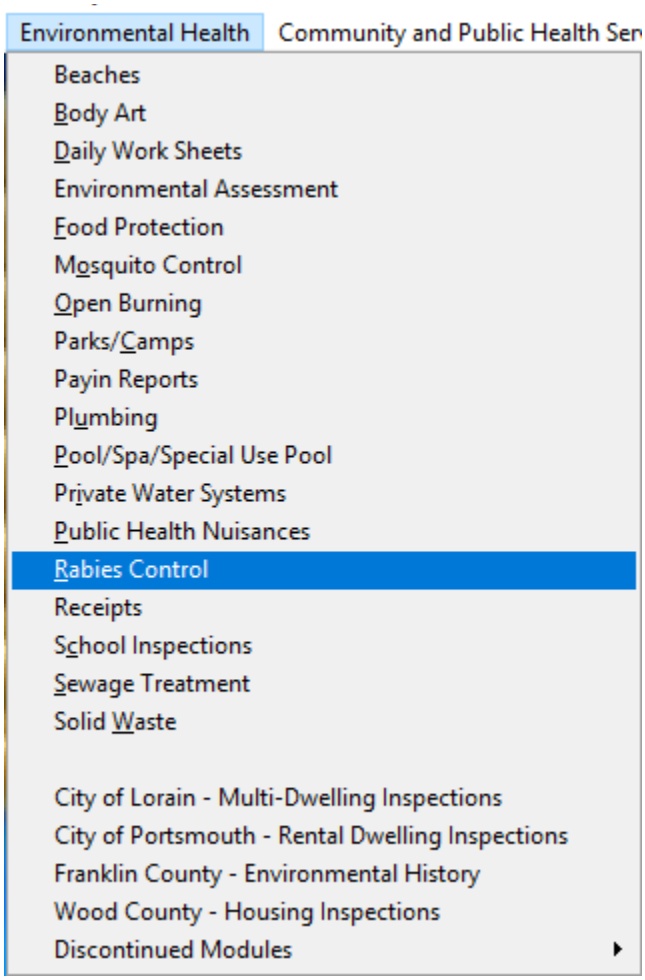
Contents

Chapter 1: Getting Started 1
Victim Tab 3
Animal Tab 4
Owner Tab 5
Comments Tab 7
GIS/GPS Tab 8
Print Button 9
Chapter 2: Reports 11
Reports 11
Rabies Control Report 11
Chapter 3: Maintenance – Add/Delete/Modify Tables 13
Maintenance 13
Animal Control Officer (Montana Users) 14
Body Part Bitten 16
Circumstances 17
Dog Breed 18
Employees 19
Inspectors 20
Political Subdivision 21
Reported By 22
Veterinarian 23
Species or Animal Group 24
Field Names 25
General Profile 26
Rabies Control 27
Letters 28
Keywords for Letters 29
Print Setup 32
Reindex/Pack Rabies Control Data Files 32
Environmental Assessment 33

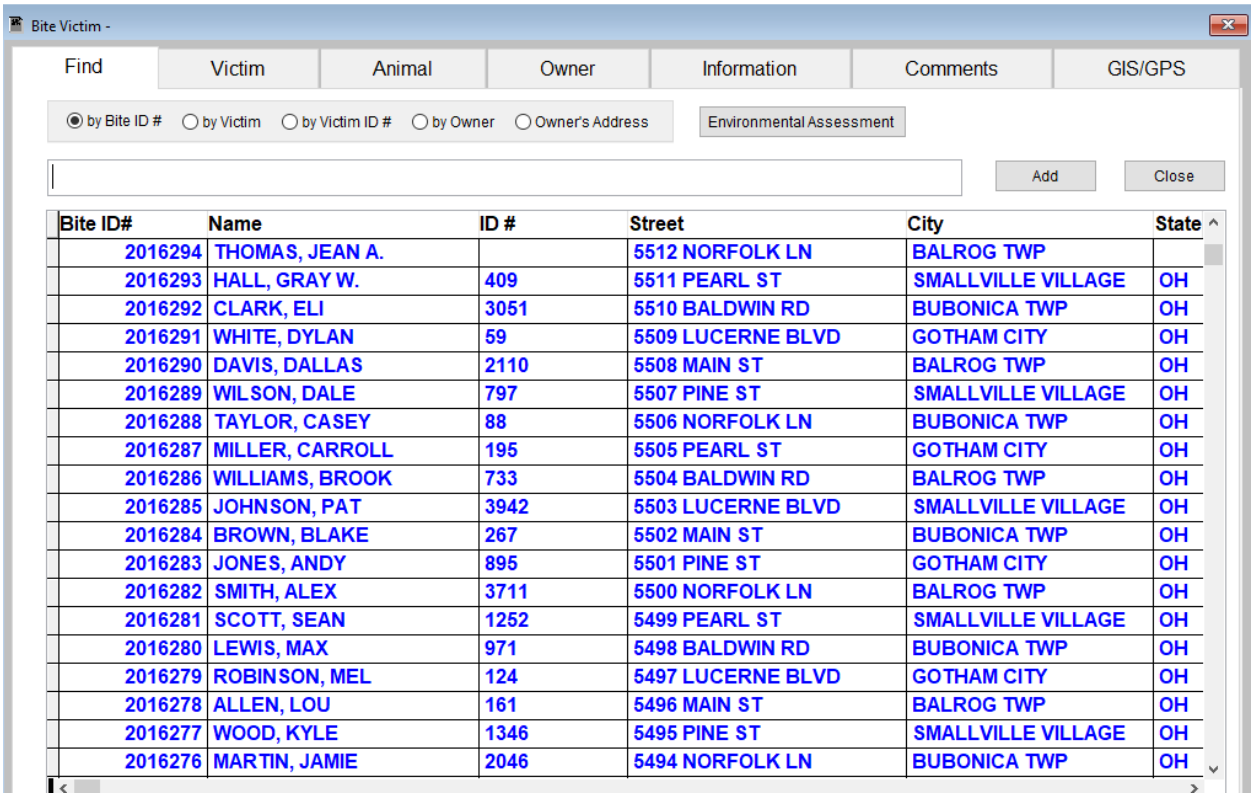
Chapter 4: Browse/List/Export 36
Sort by 37
Filters 38
Chapter 5: Count/Graph 39
Count 40
Pie graph 41
Bar Graph 42

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

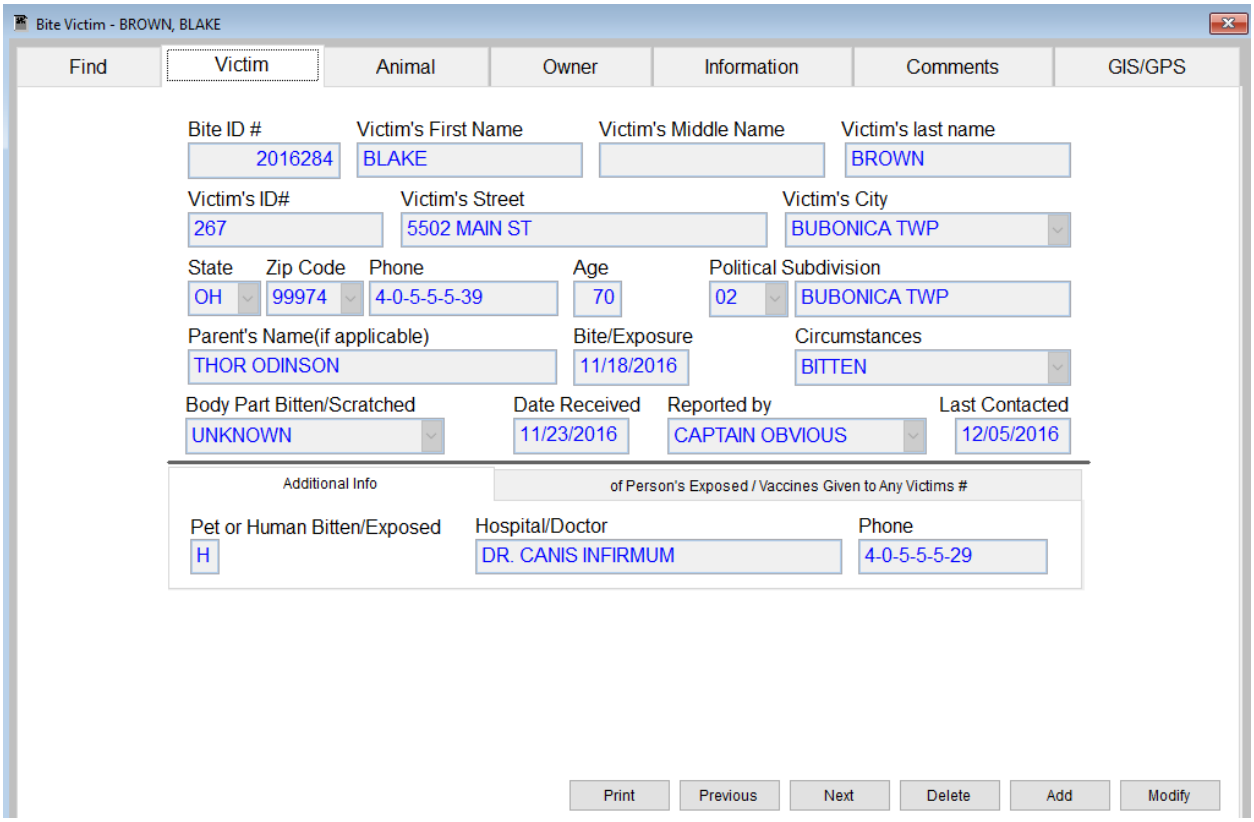
The **FIND** tab on the Rabies Control window is for locating a bite victim. You can browse through the grid or type the **Bite ID #, Victim's name, Victim's ID #, Owner's name, or Owner's Address** in the search field.

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



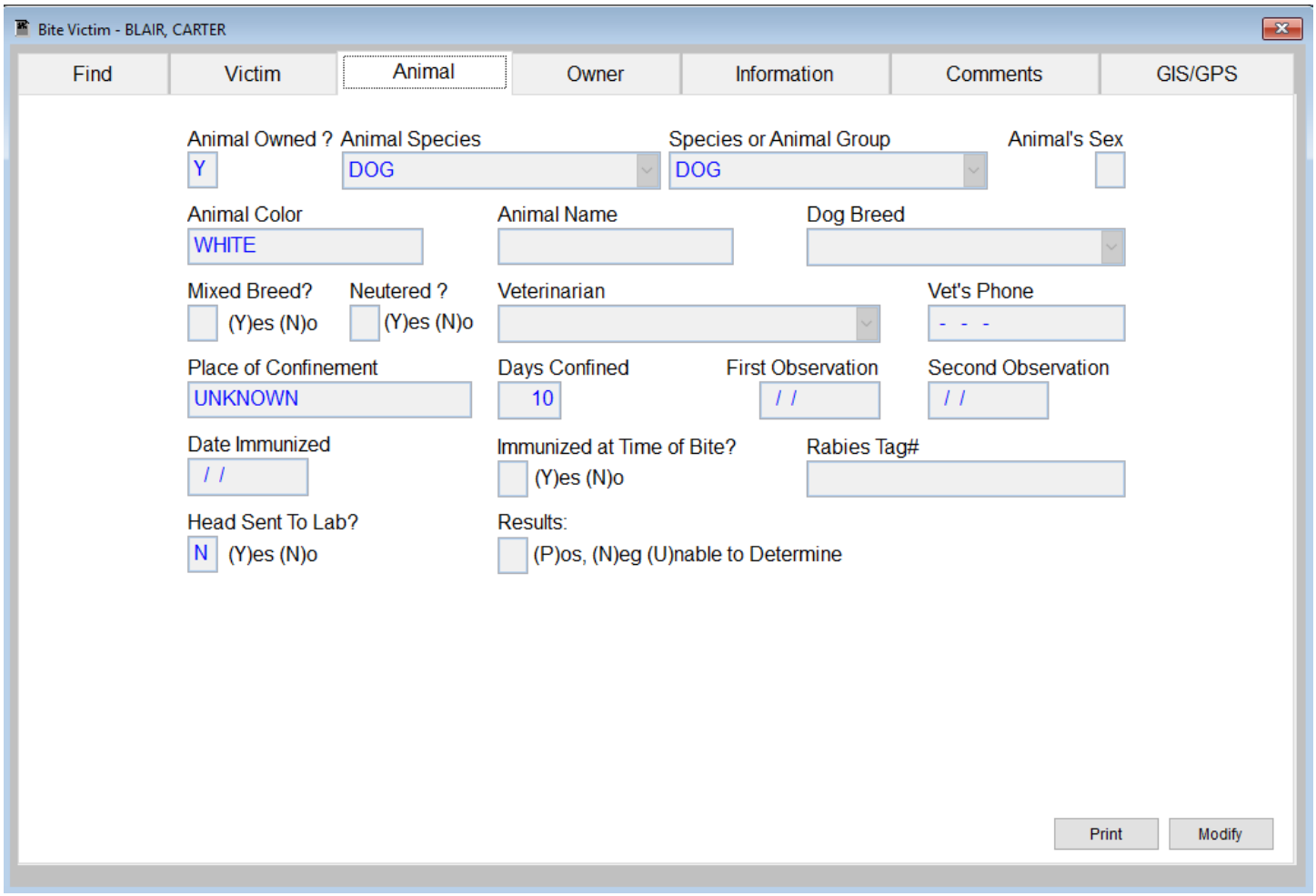
You may now begin to enter data into the fields. Remember, you can use the "**Tab**" or the "**Enter**" button to travel from field to field.

** 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.

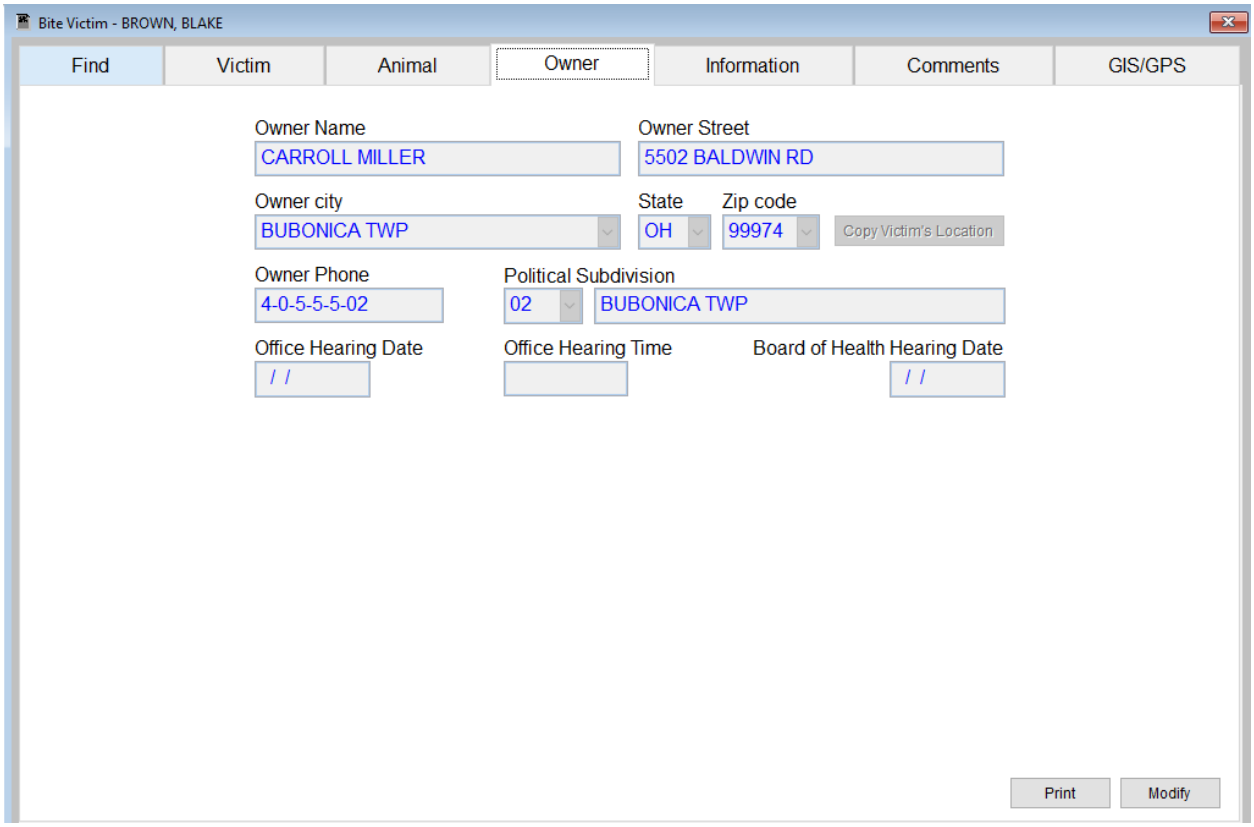
** Note: **All phone numbers must start with a "1"**

Animal Tab



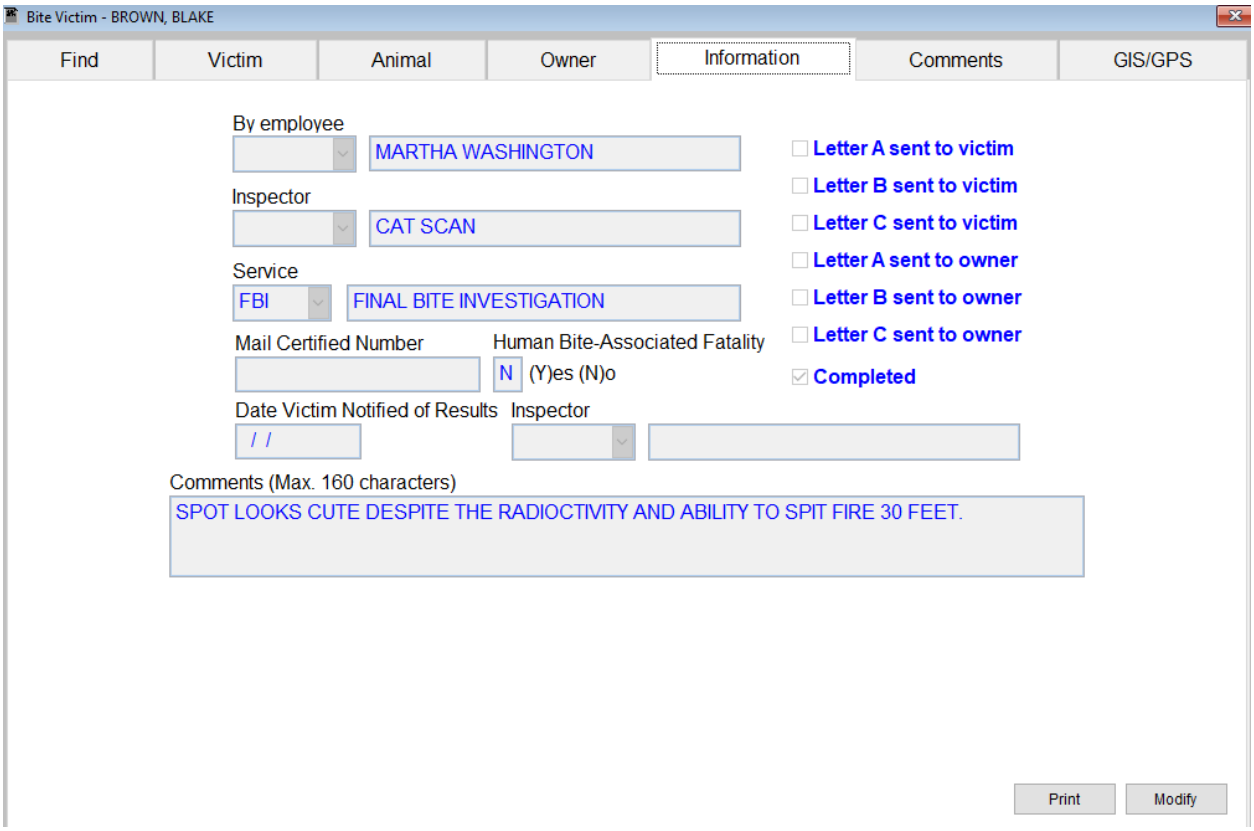
On this screen, fill out the information on the animal. You are able to build all of your dropdown fields in the "**Maintenance"** menu which is explained in **Chapter 3: Maintenance**.

Owner Tab



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



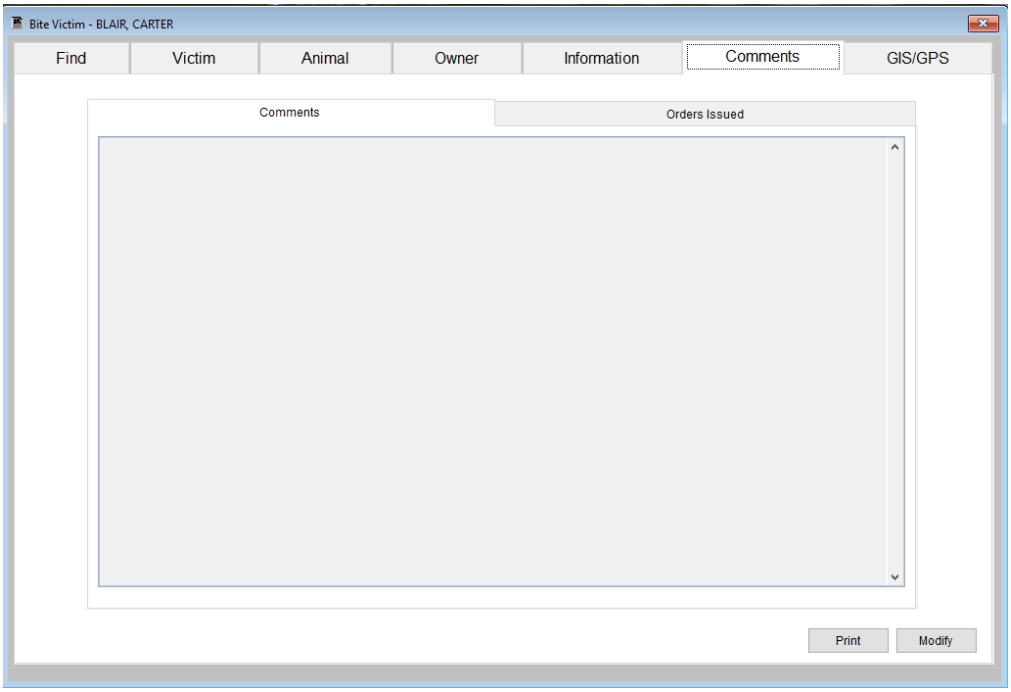
On this screen, enter the other information such as the employee, inspector, what letter has been sent out, etc.

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

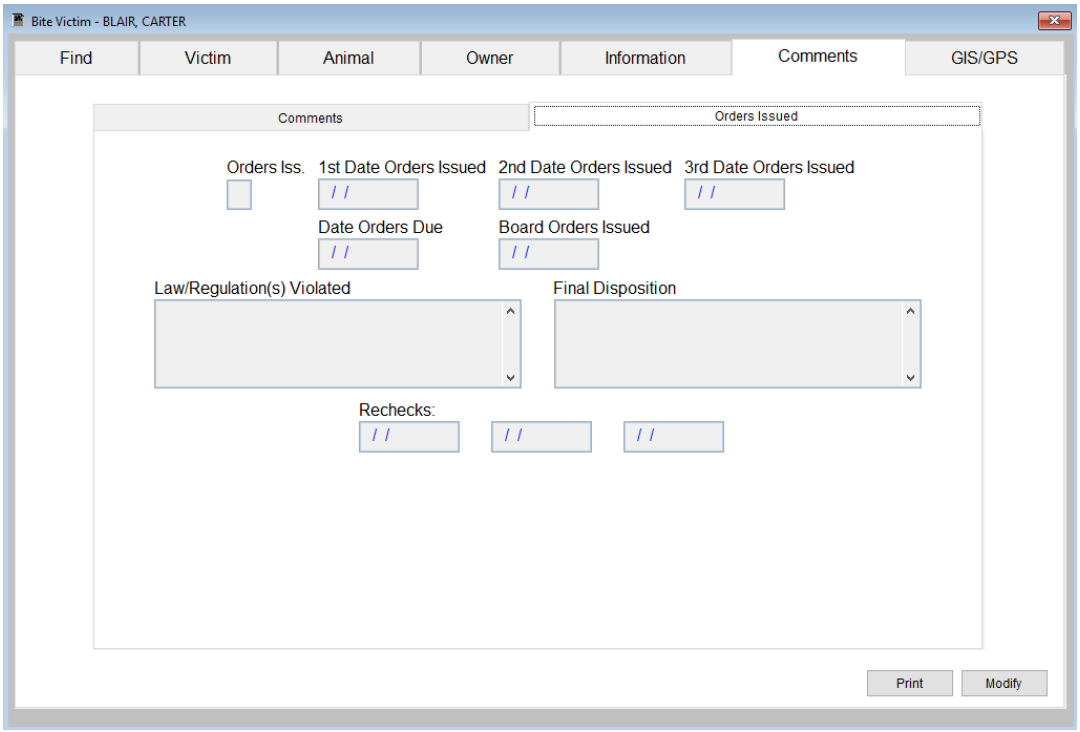
Refer to **Chapter 3: Maintenance** for a detailed explanation on any dropdown fields.

Comments Tab

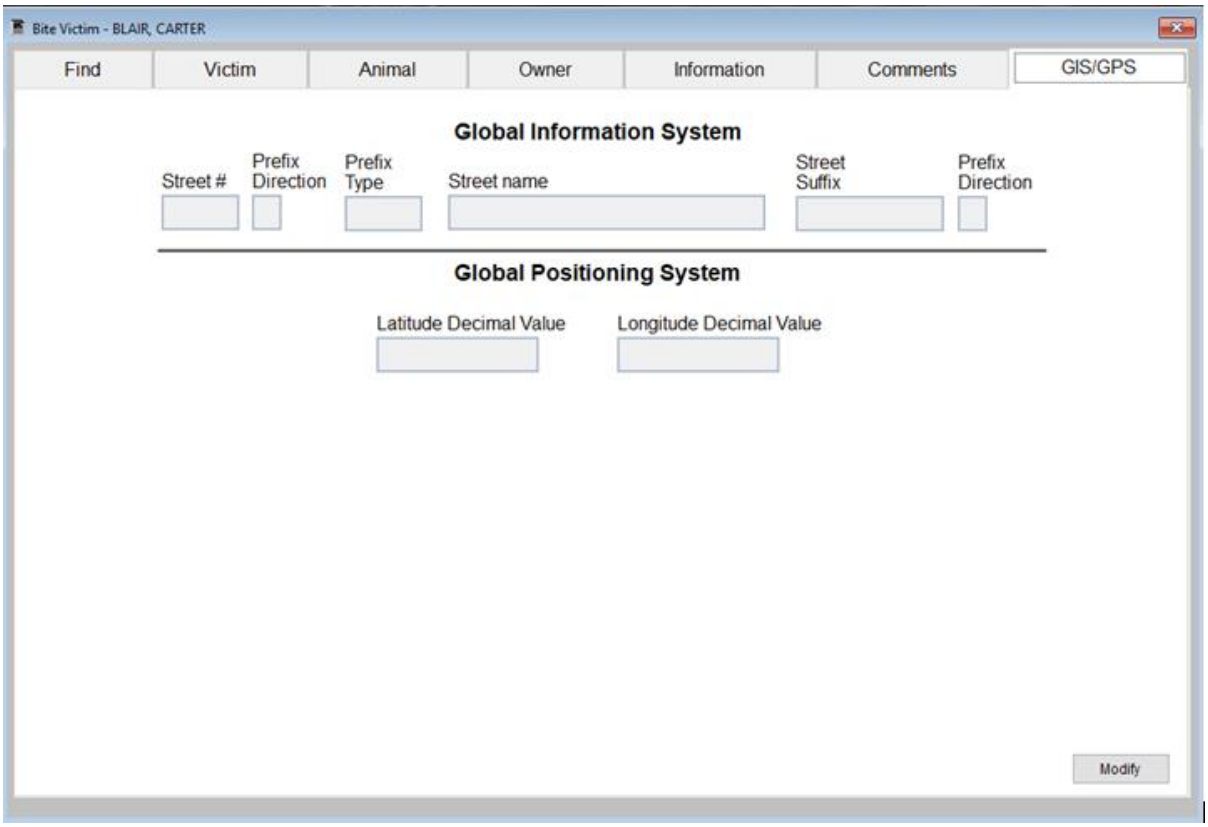
On this screen, you are able to enter your comments on the record.



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



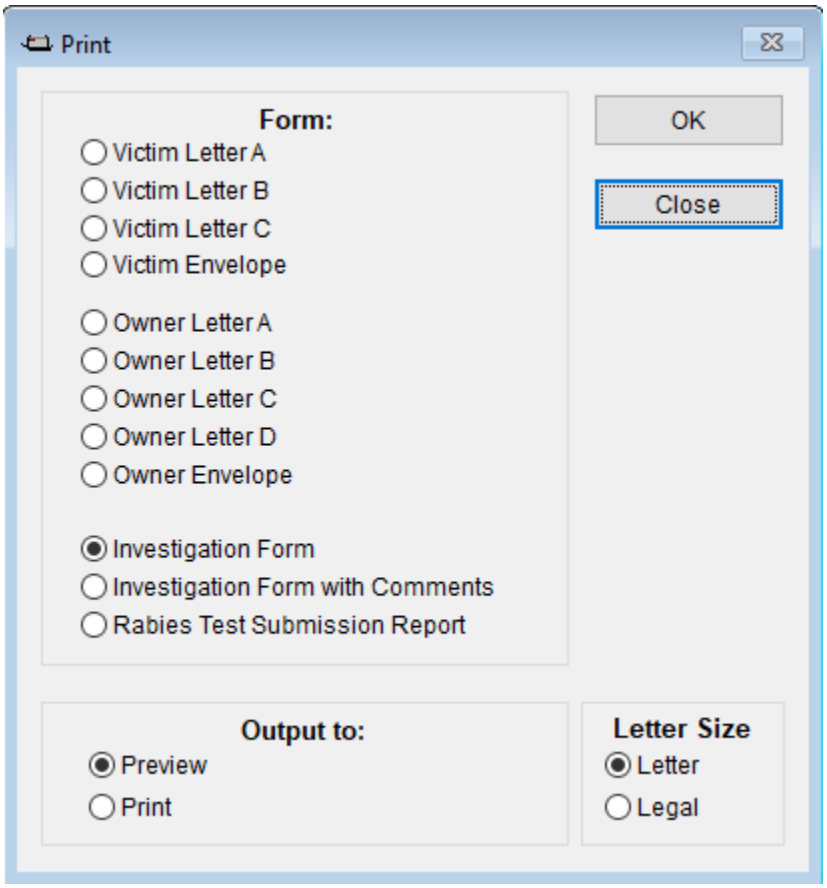
GIS/GPS Tab



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



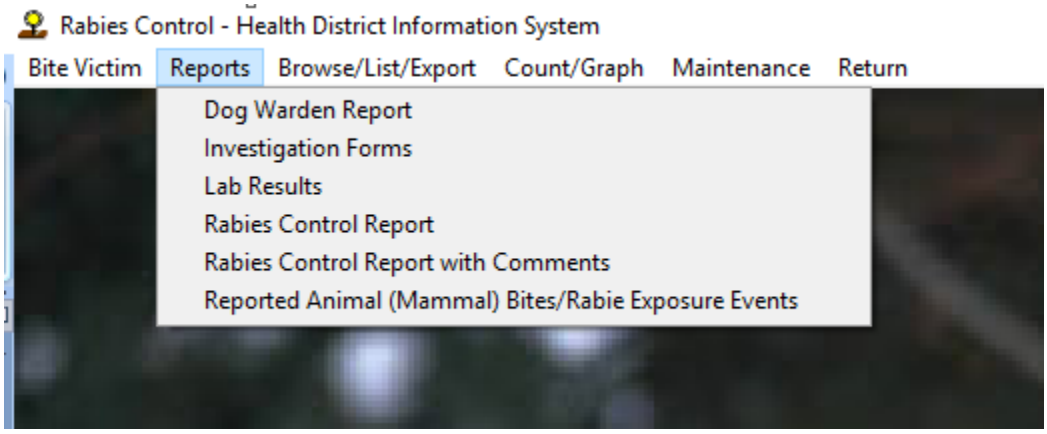
Print: The print button is available on all the tabs.

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.

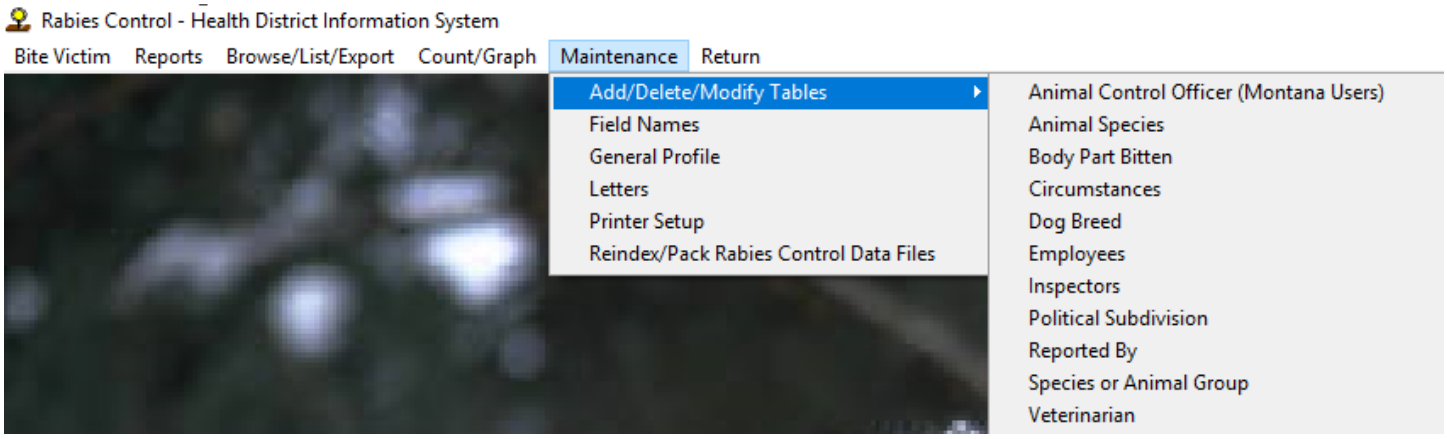
Report	Description
Dog Warden Report	Generates a report of all animal bites along with animal information for the dog warden in your community that meet the criteria in the "From" and "To Date of Bite" fields.
Investigation Forms	This will generate an Investigation Form for each bite victim that meets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



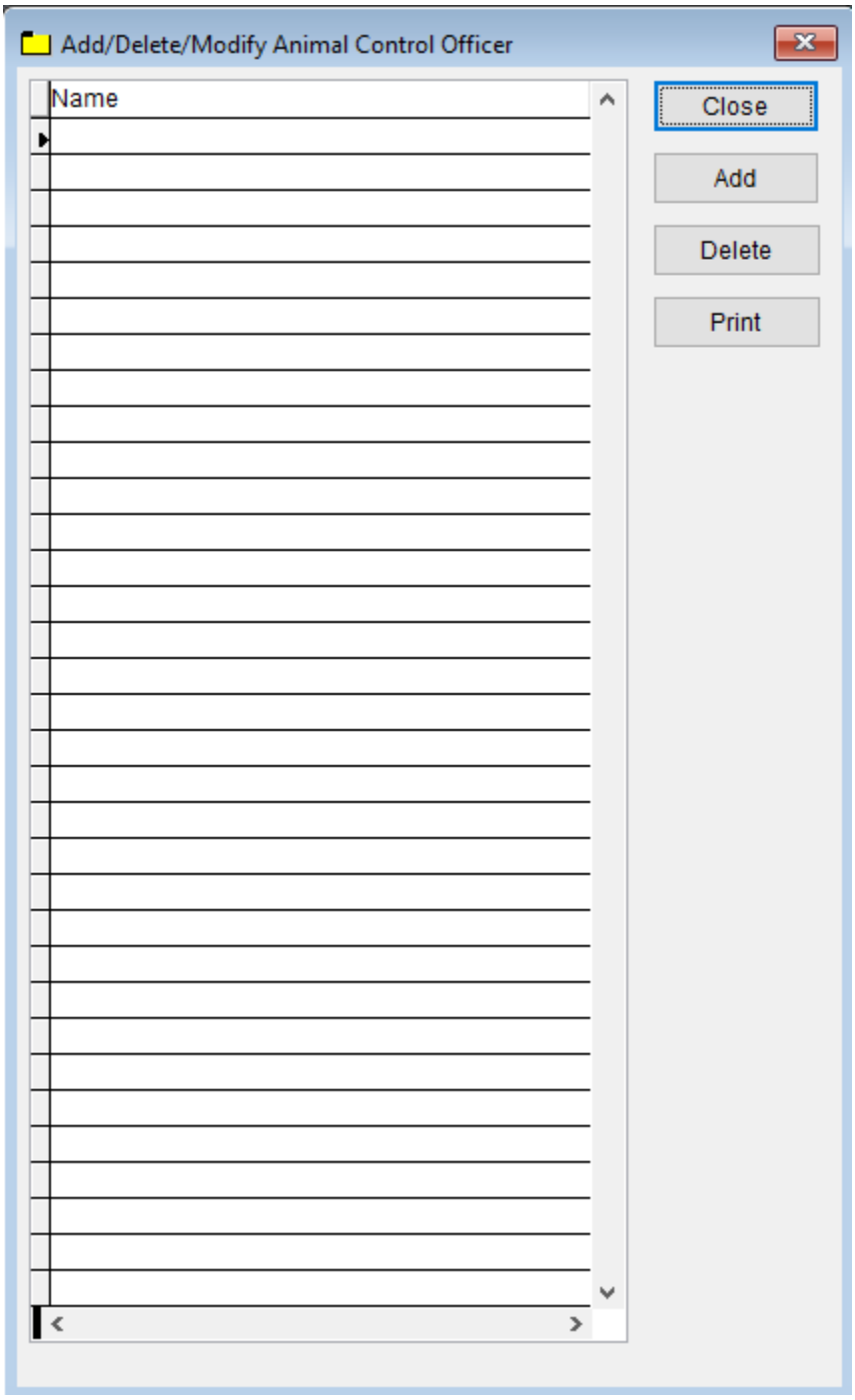
This section is important because this list of tables affects how you enter information.

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.

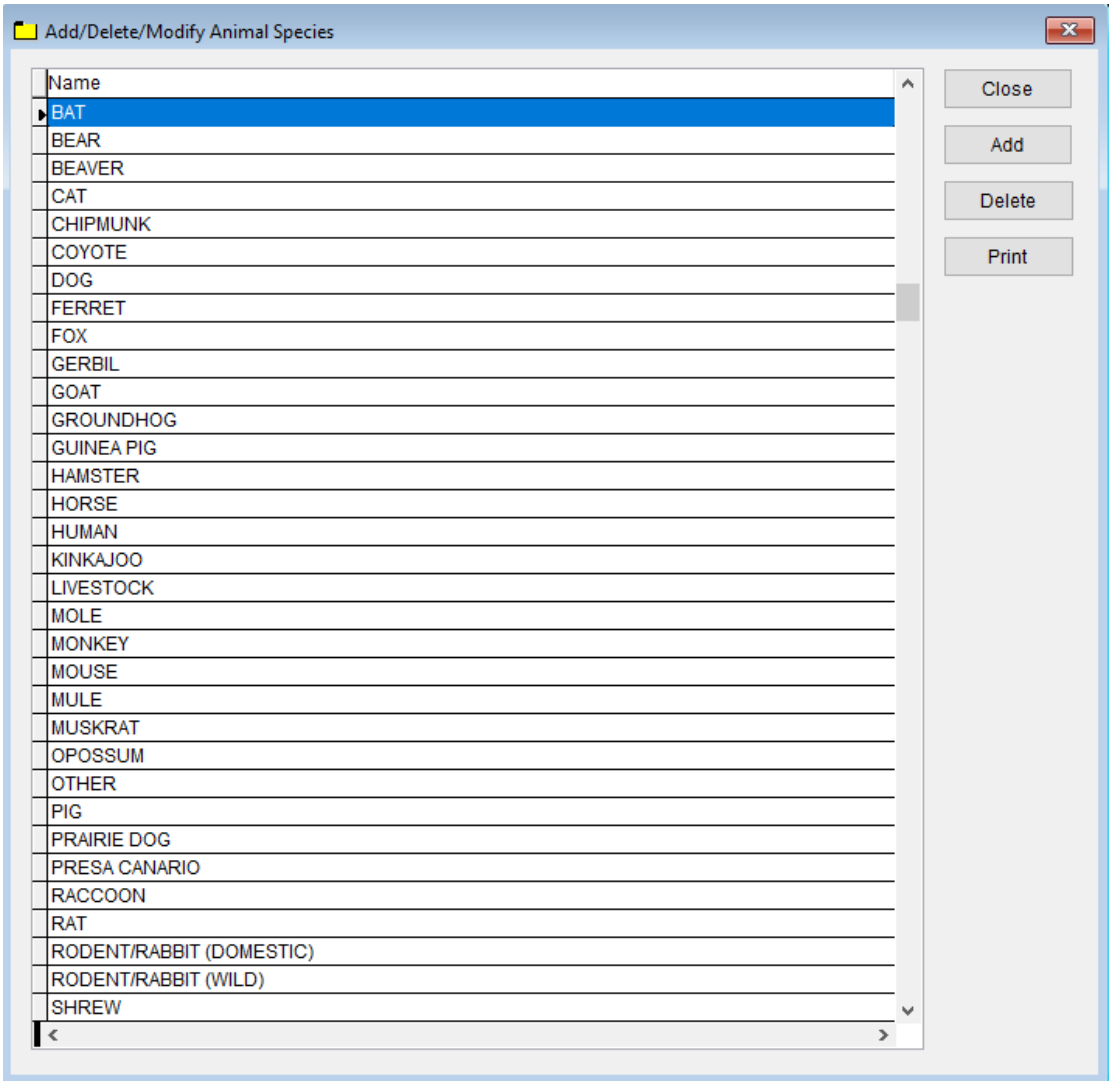
Modifying these tables early will make entering information easier and quicker.

Animal Control Officer (Montana Users)



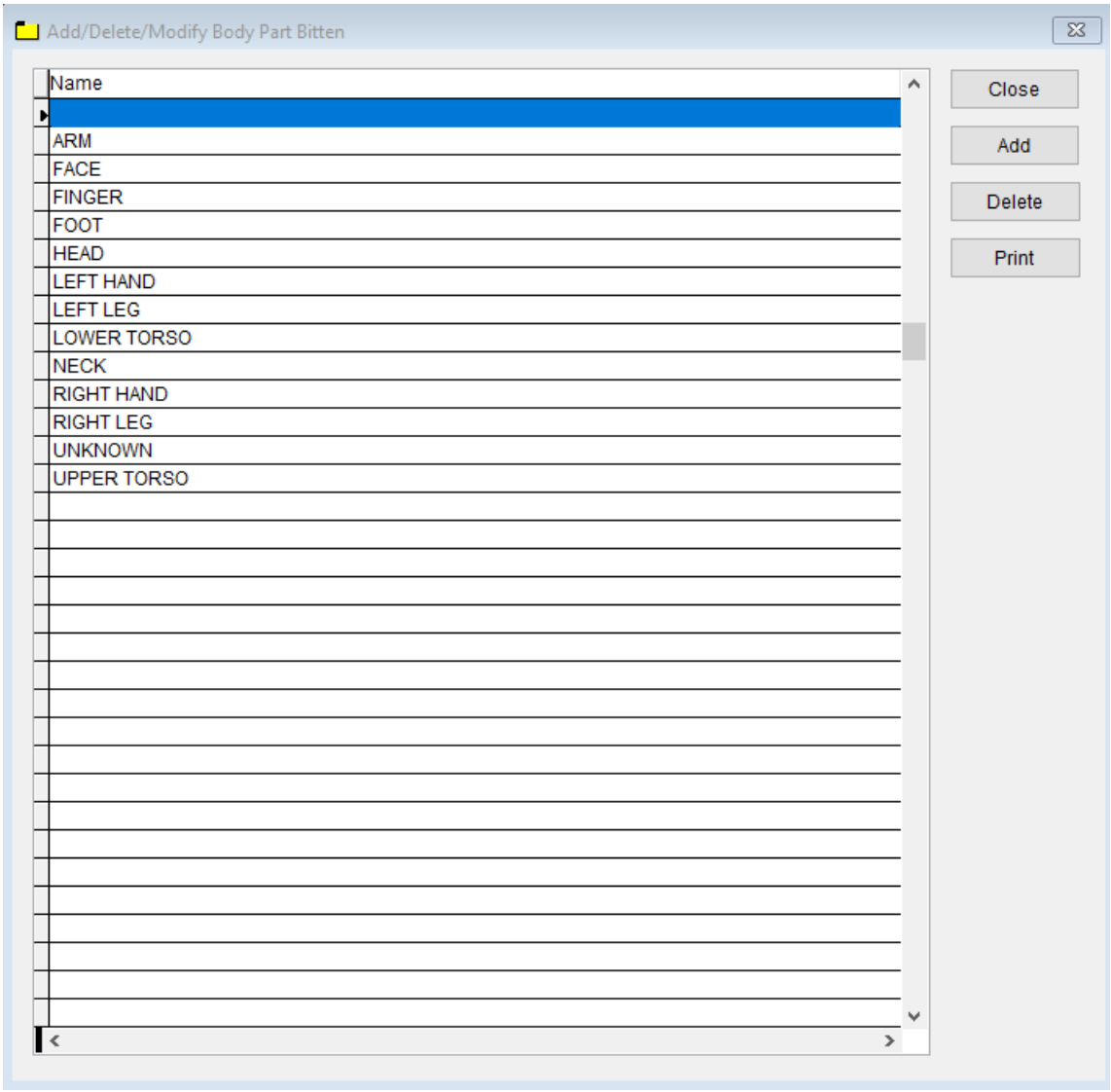
You can add, delete, or modify the Animal Control Officer's here (For Montana Users).

Animal Species



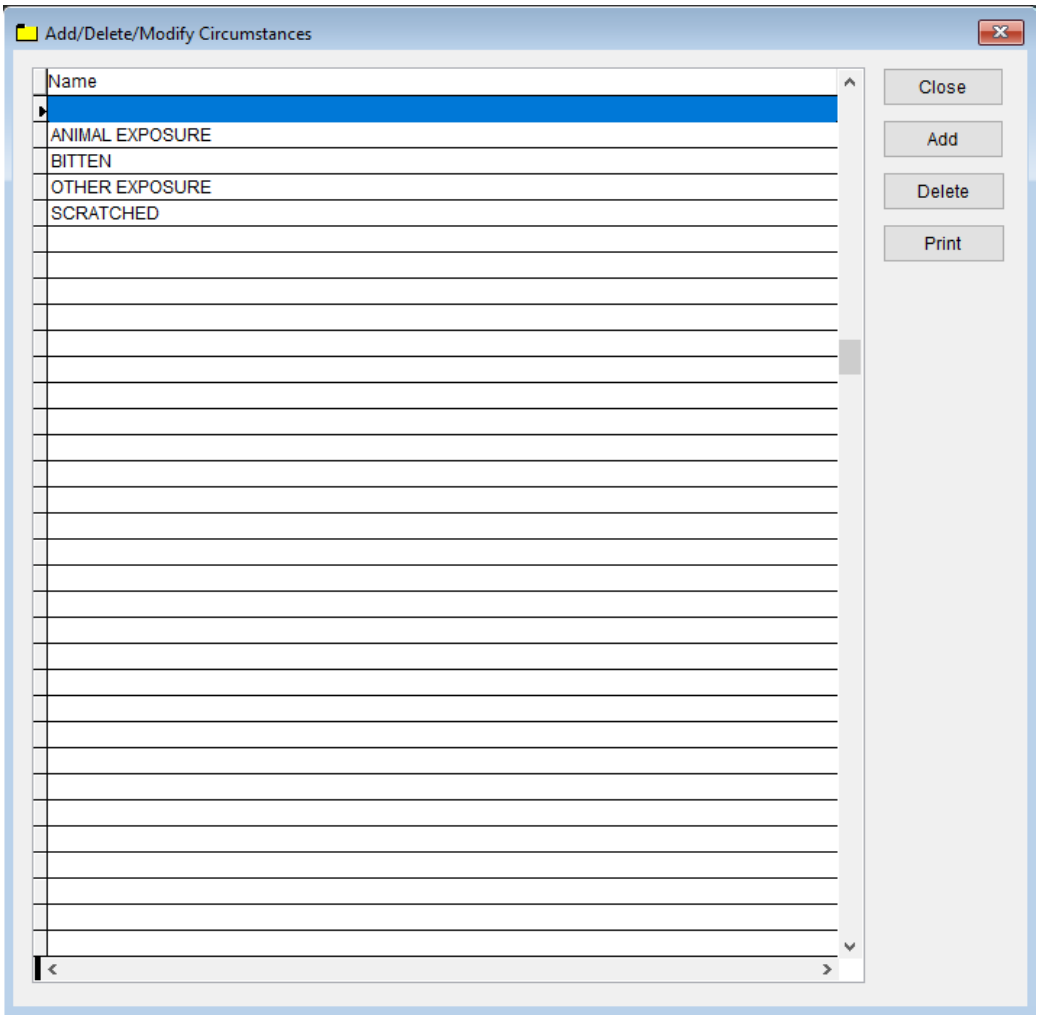
Field/Button	Description
Name	Enter the name of the animal
Close	Closes the table
Add	Adds animal to the table
Delete	Deletes the highlighted animal
Print	Prints the list

Body Part Bitten



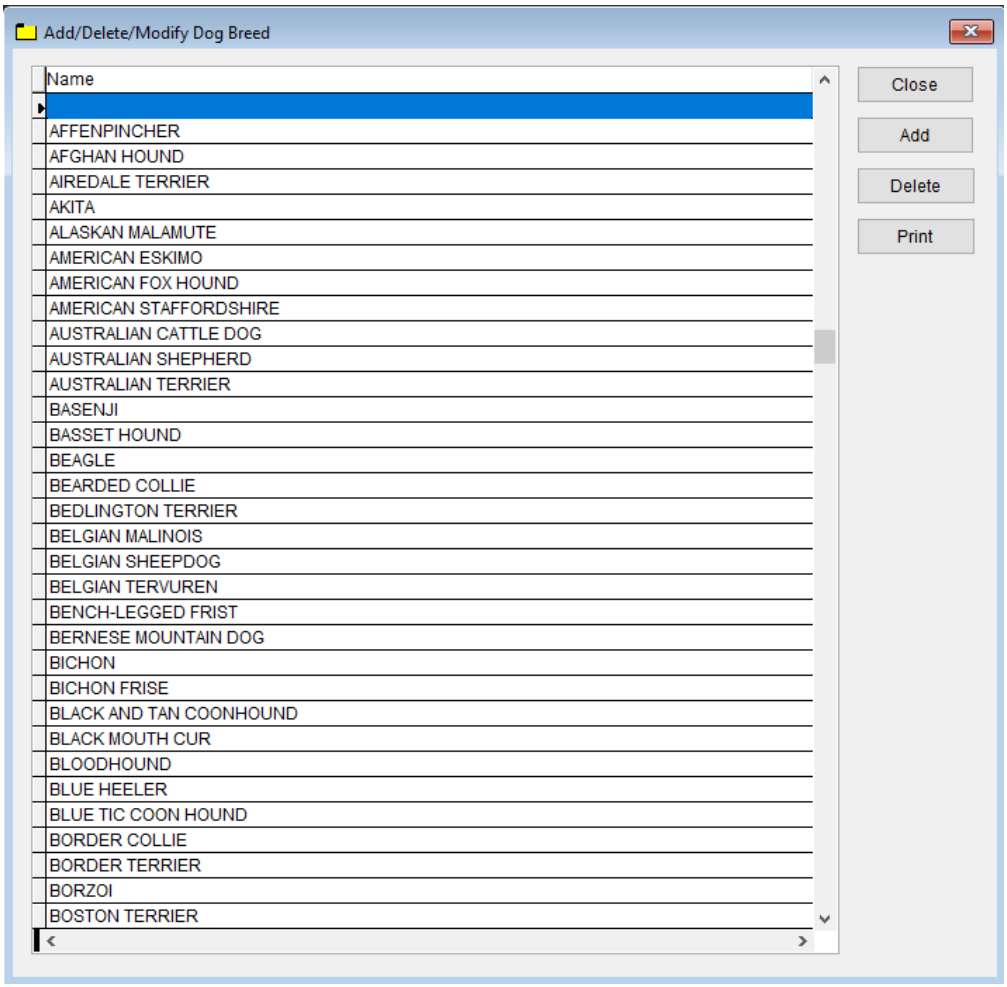
Field/Button	Description
Name	Enter the body part bitten
Close Button	Closes the table
Add Button	Adds a body part bitten to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Circumstances



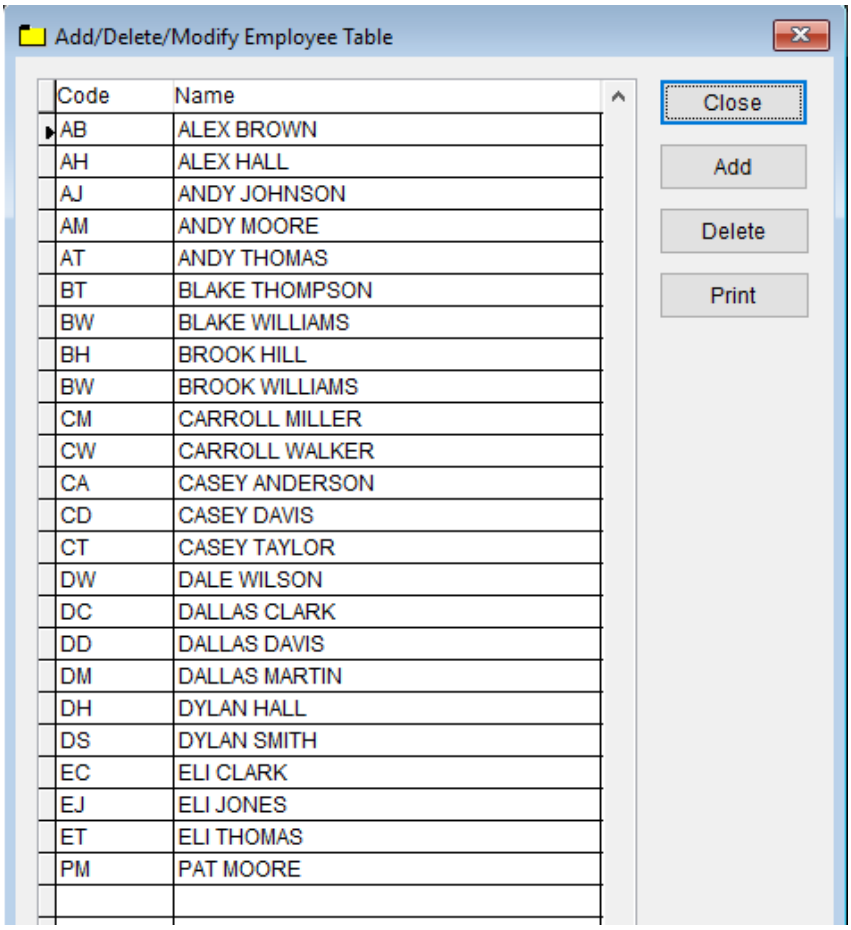
Field/Button	Description
Name	Enter the circumstance
Close Button	Closes the table
Add Button	Adds a circumstance to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Dog Breed



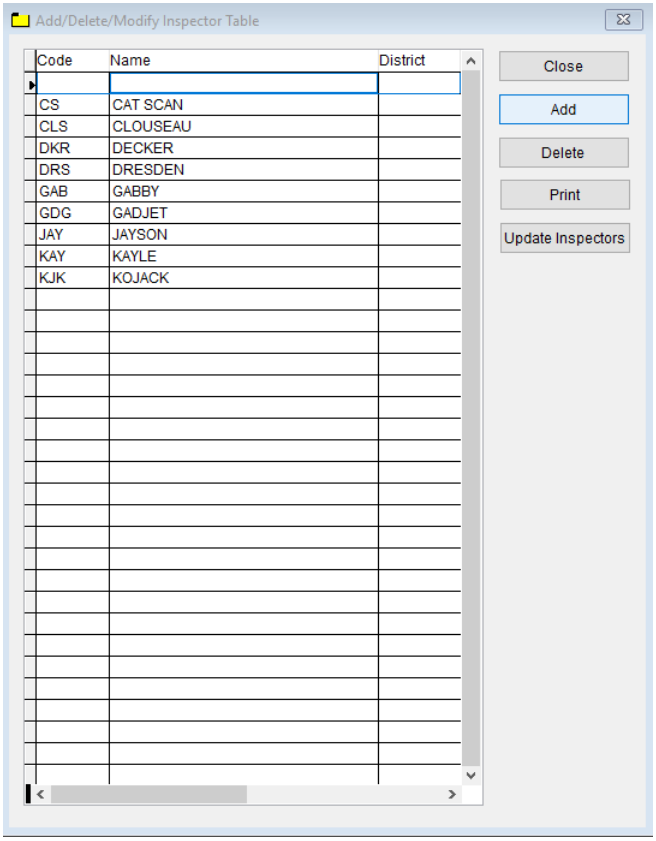
Field/Button	Description
Name	Enter the dog breed
Close Button	Closes the table
Add Button	Adds a dog breed to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Employees



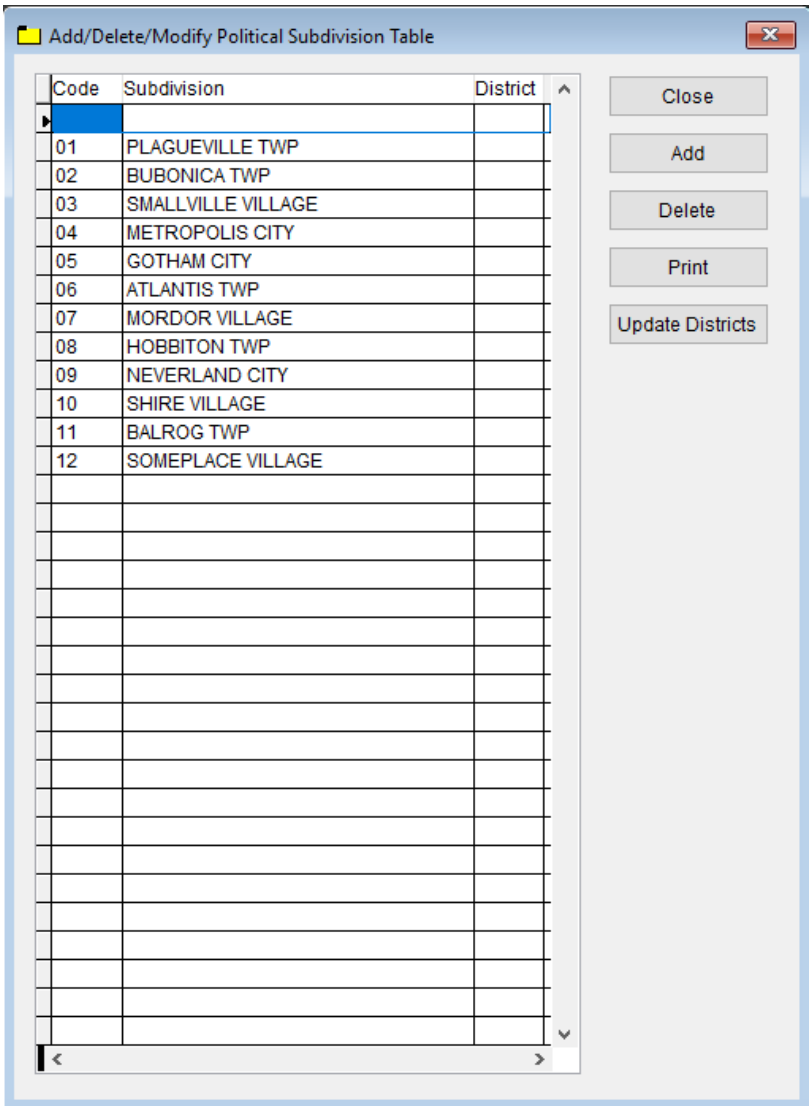
Field/Button	Description
Code	Enter the employee's code
Name	Enter the name of the employee
Close Button	Closes the table
Add Button	Adds an employee to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Inspectors



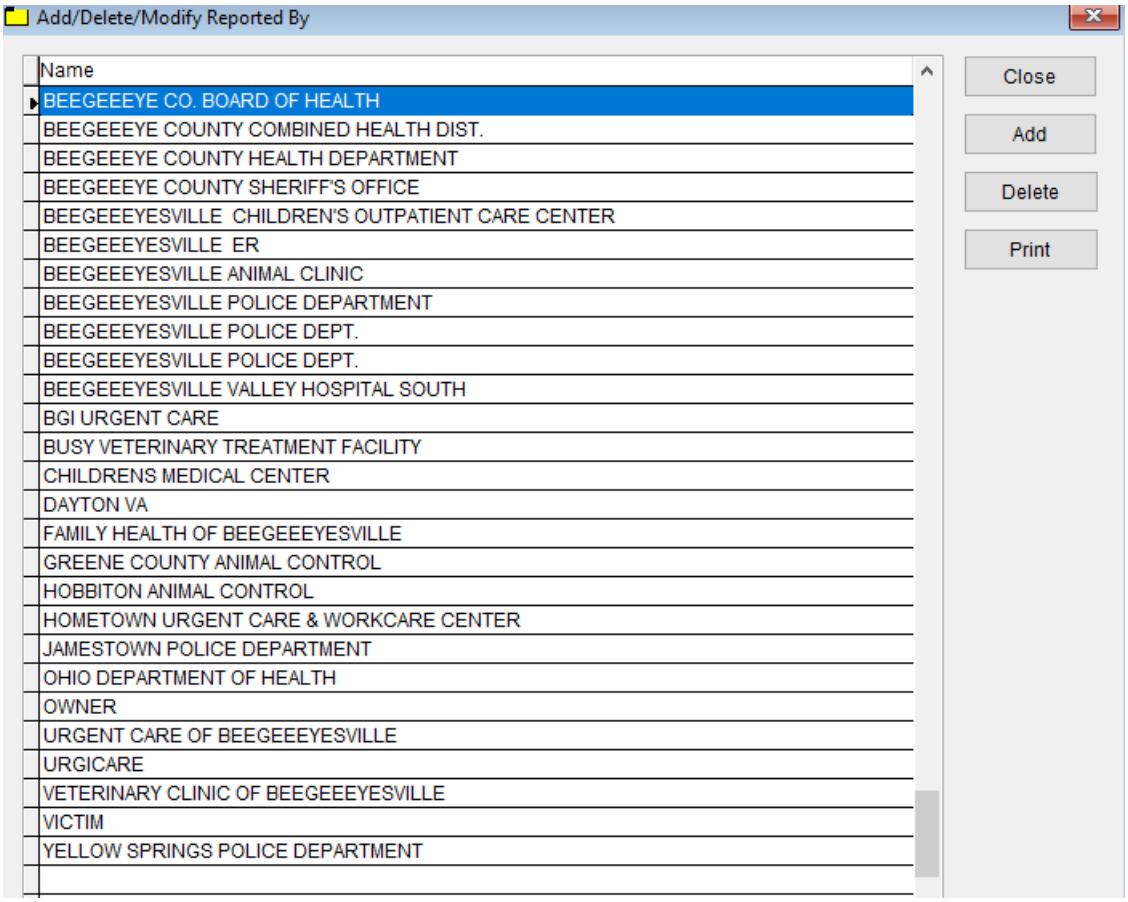
Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the district of the inspector
Close Button	Closes the table
Adds Button	Adds a inspector to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Update Inspectors	(See Daily Worksheets Manual)

Political Subdivision



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

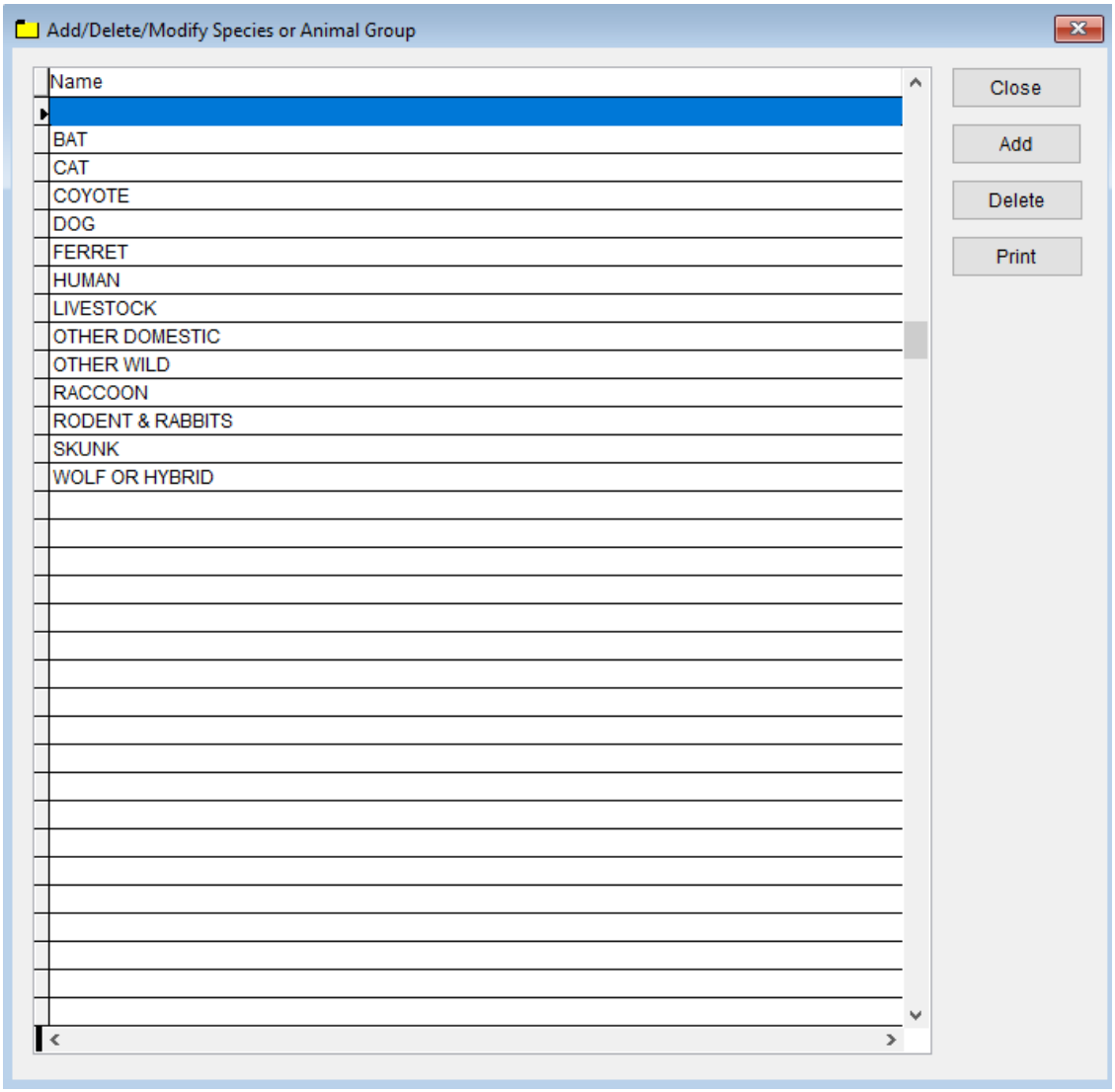


Field/Button	Description
Name	Enter a name
Close Button	Closes the table
Adds Button	Adds a name to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Veterinarian

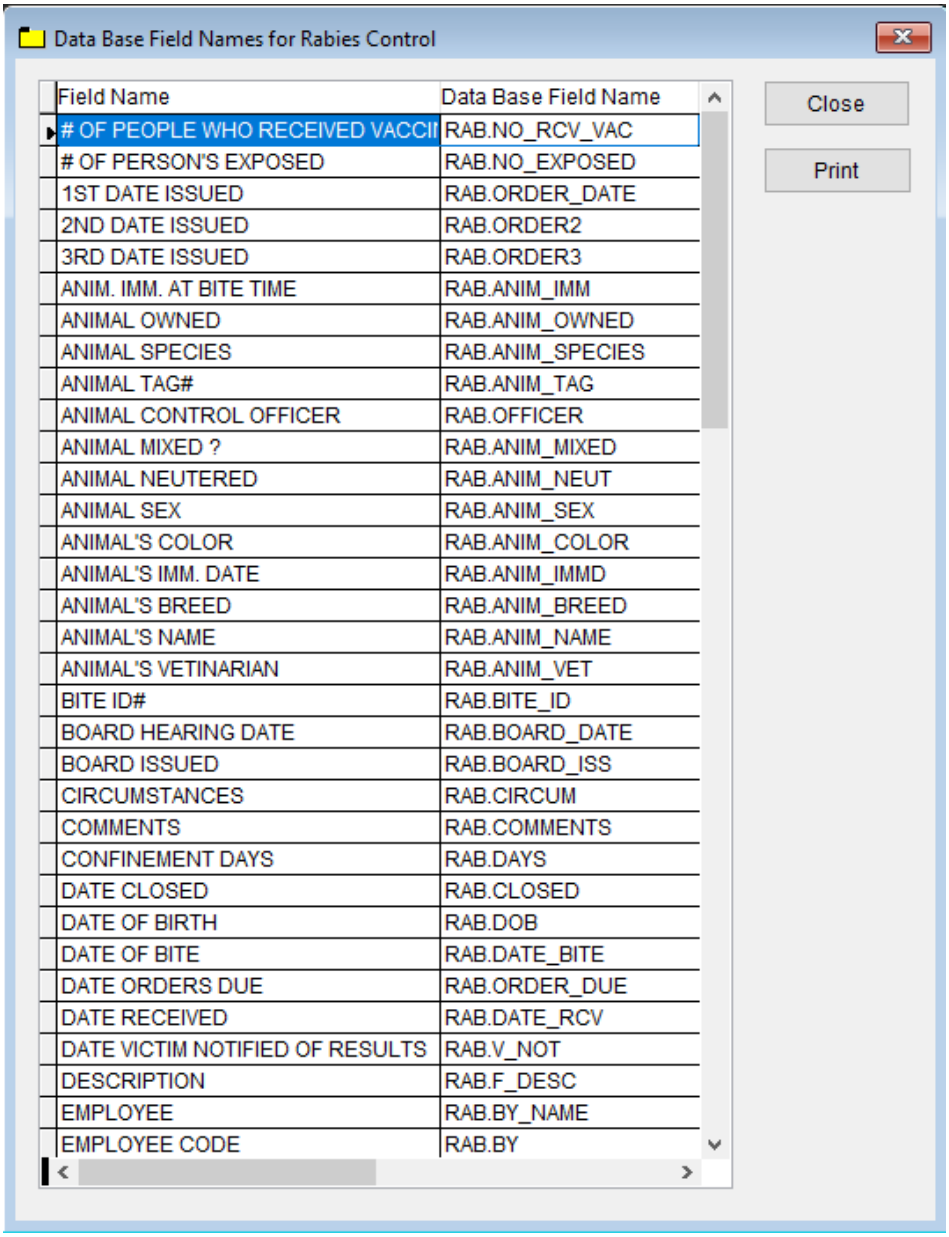
Field/Button	Description
Name	Enter the name of the veterinarian
Close Button	Closes the table
Adds Button	Adds a veterinarian to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Species or Animal Group



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

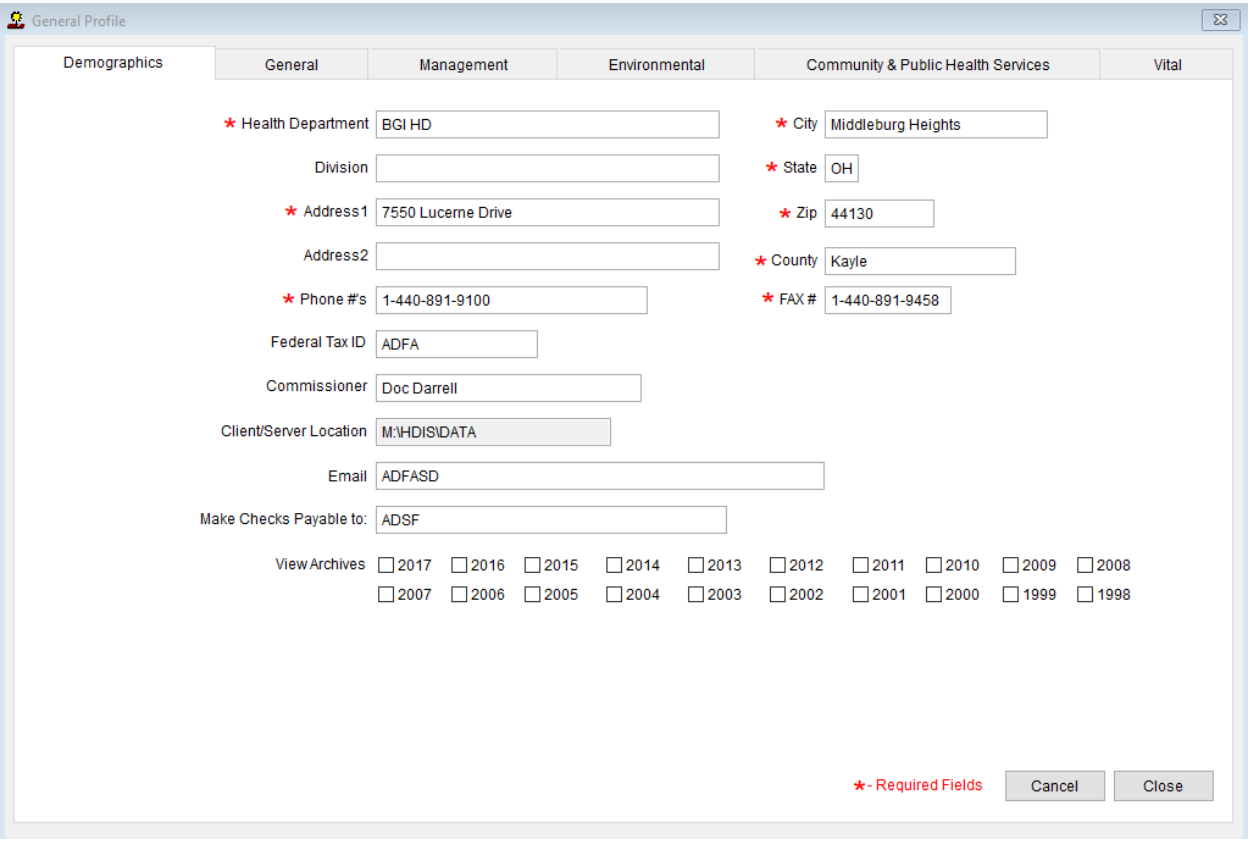
Field Names



Field Name	Data Base Field Name
# OF PEOPLE WHO RECEIVED VACCII	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

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.

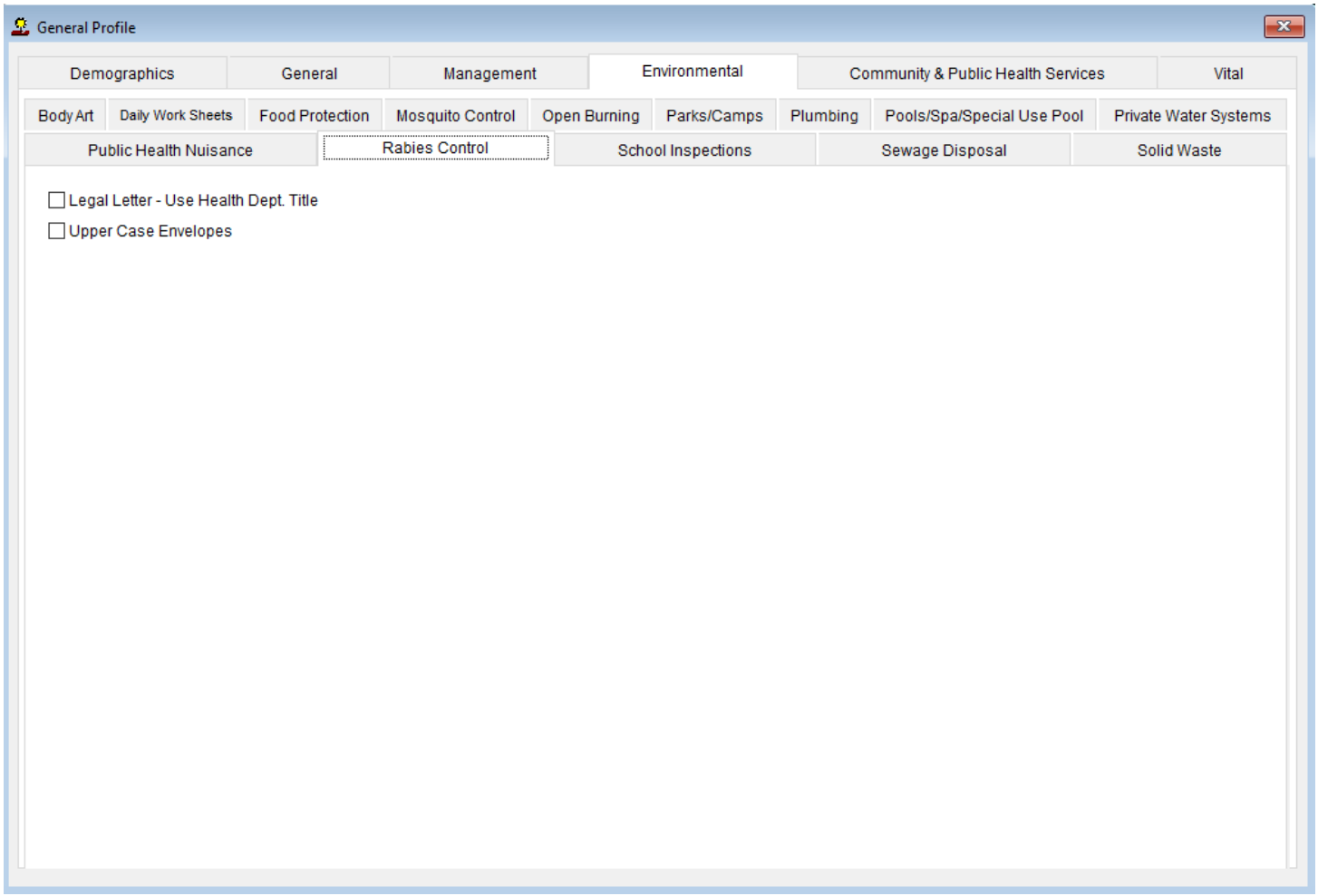
General Profile



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

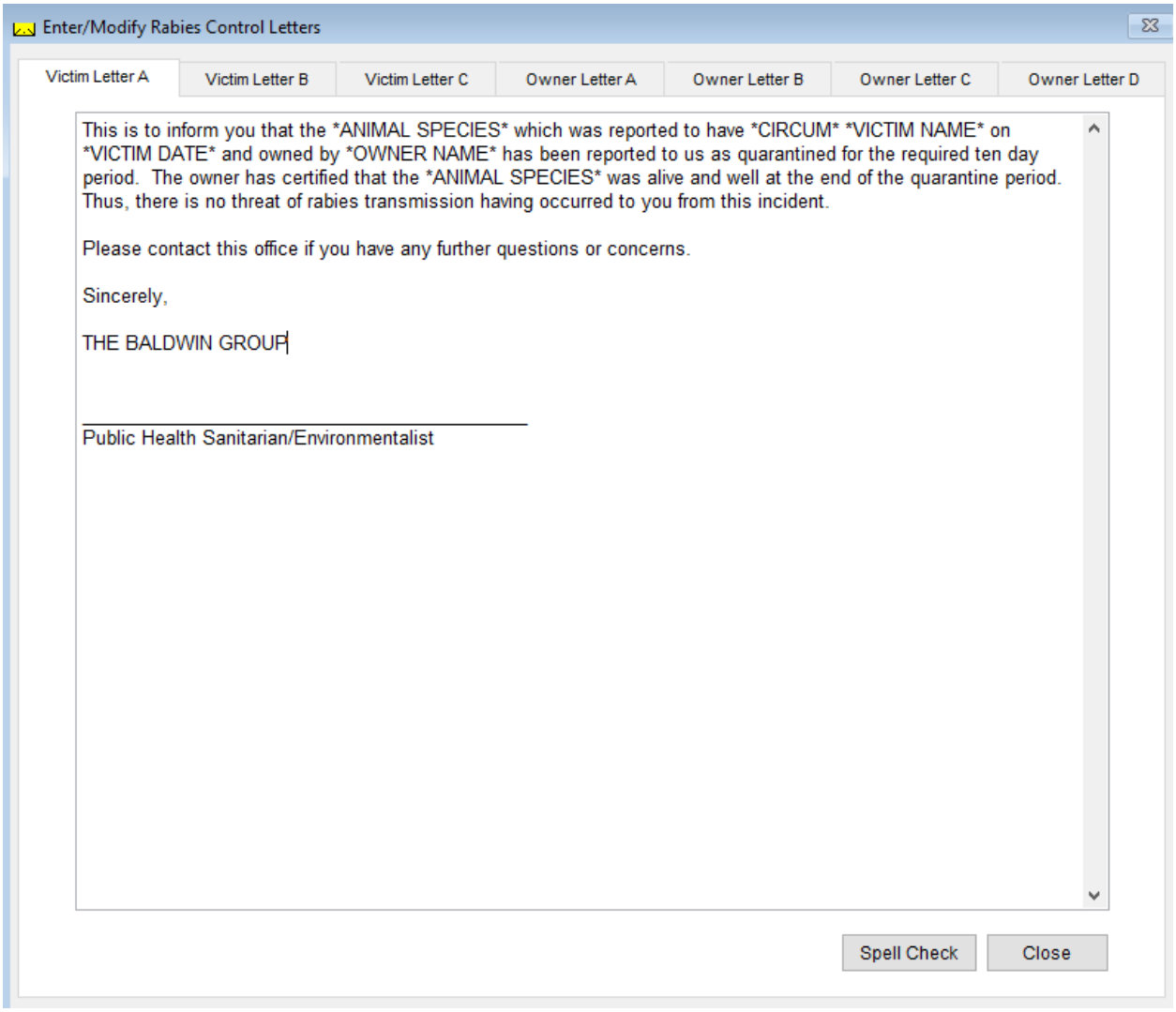
Rabies Control

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



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	

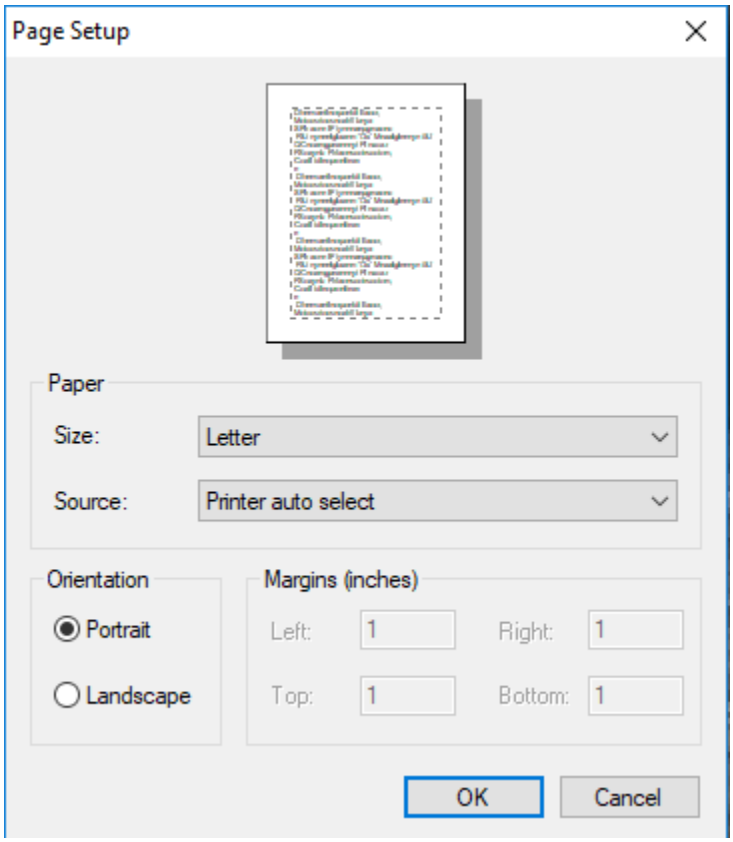
Keywords for Letters (Continued)

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)

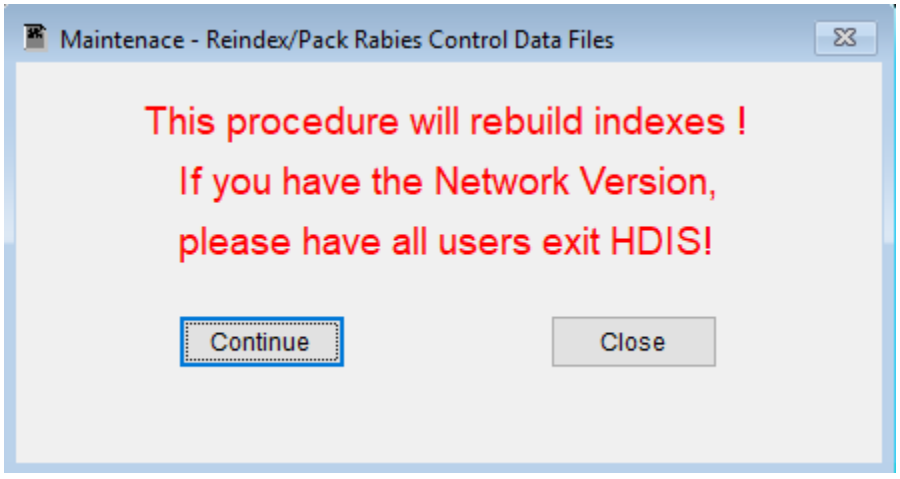
PLACE OF CONFINEMENT	
POLITICAL SUB. CITY	
POLITICAL SUB. CODE	
REASON CODE	
RECEIVED TD	
RECEIVED ANTIBIOTICS	
RECHECK 1	
RECHECK 2	
RECHECK 3	
REPORT FAXED	
REPORTED BY	
RESULTS	
SECOND OBSERVED	
SKIN BROKEN	
TETANUS UTD	
TODAY	Extra keyword. Current / today's date
TYPE OF ANIMAL	Can also use ANIMAL 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**".

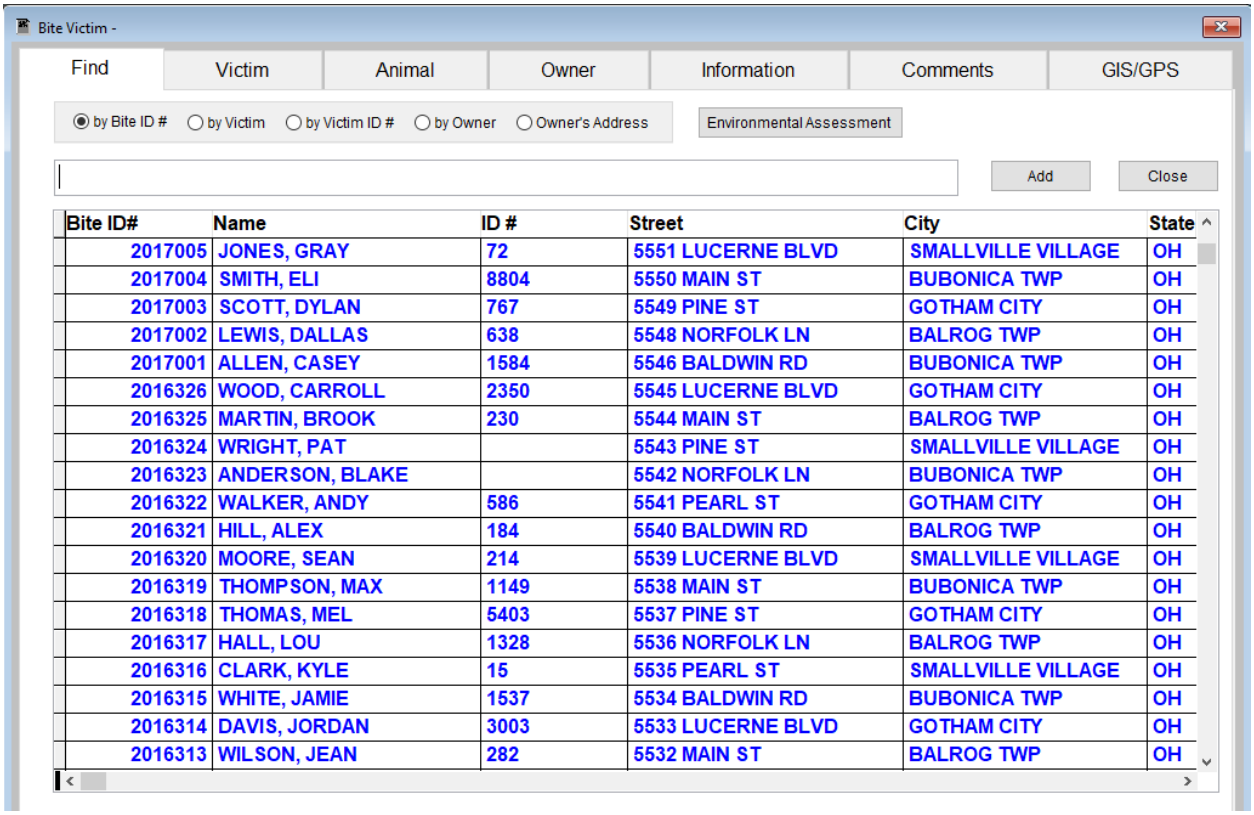
Reindex/Pack Rabies Control Data Files



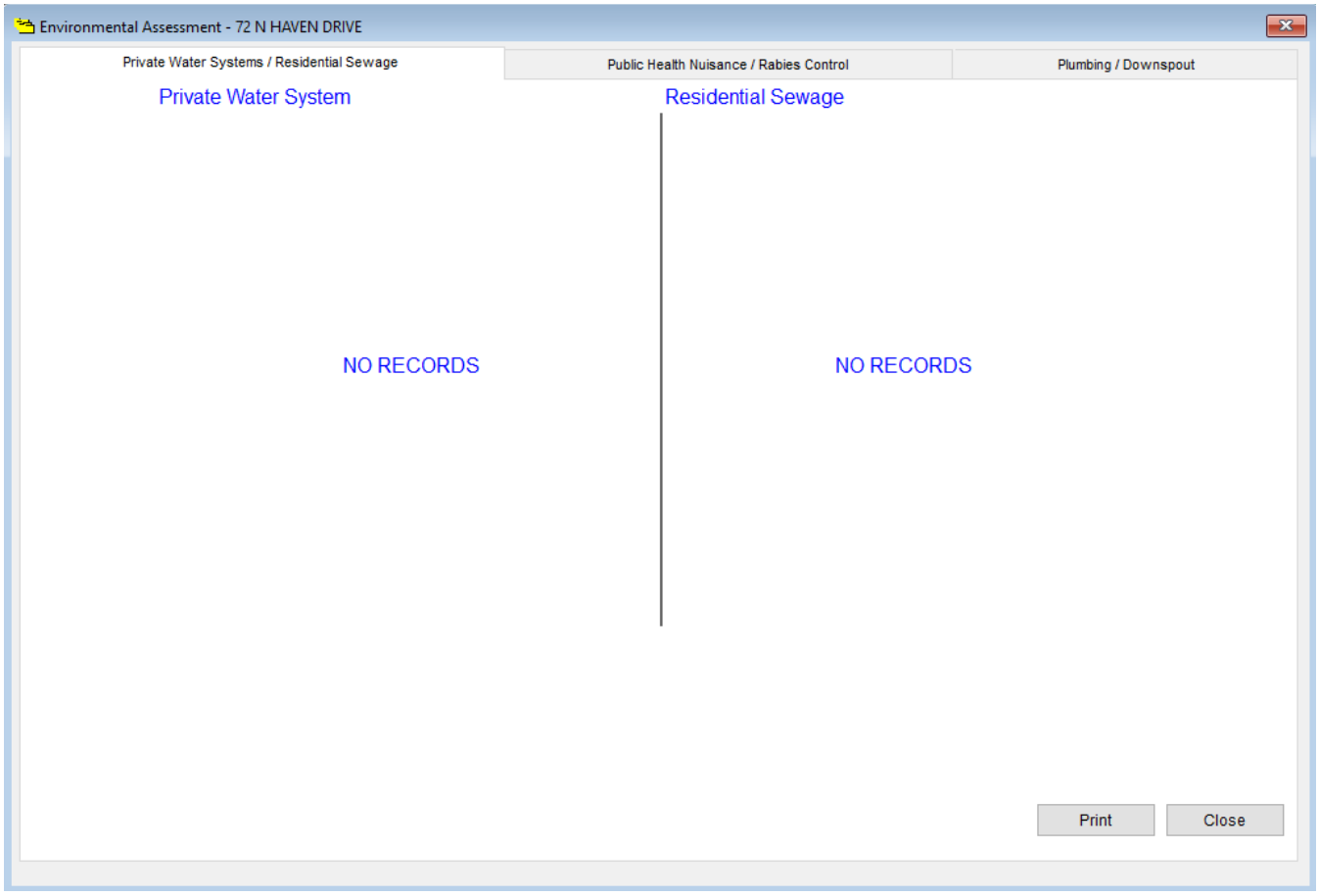
This function is only needed should your data be corrupted due to a power failure. Please contact BGI if you have any questions or concerns.

Environmental Assessment

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

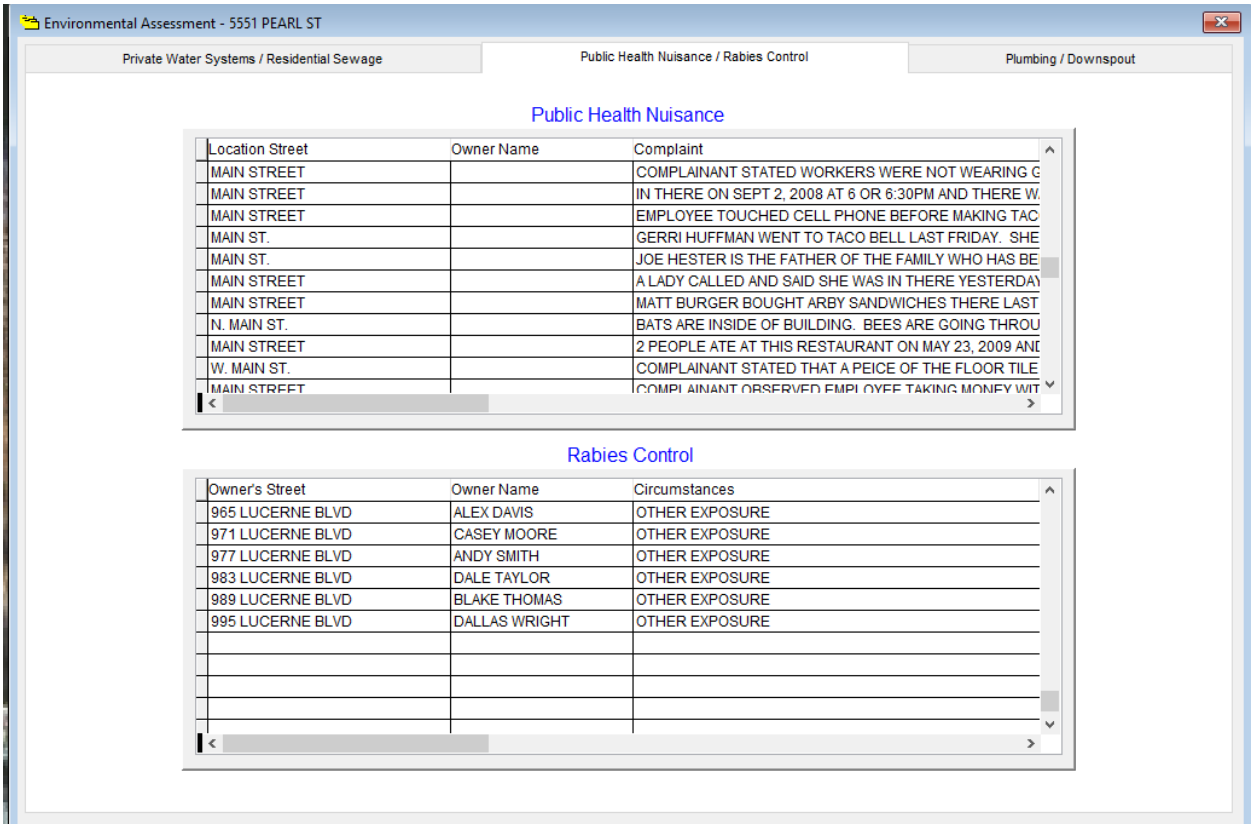


Bite ID#	Name	ID #	Street	City	State
2017005	JONES, GRAY	72	5551 LUCERNE BLVD	SMALLVILLE VILLAGE	OH
2017004	SMITH, ELI	8804	5550 MAIN ST	BUBONICA TWP	OH
2017003	SCOTT, DYLAN	767	5549 PINE ST	GOTHAM CITY	OH
2017002	LEWIS, DALLAS	638	5548 NORFOLK LN	BALROG TWP	OH
2017001	ALLEN, CASEY	1584	5546 BALDWIN 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



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

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

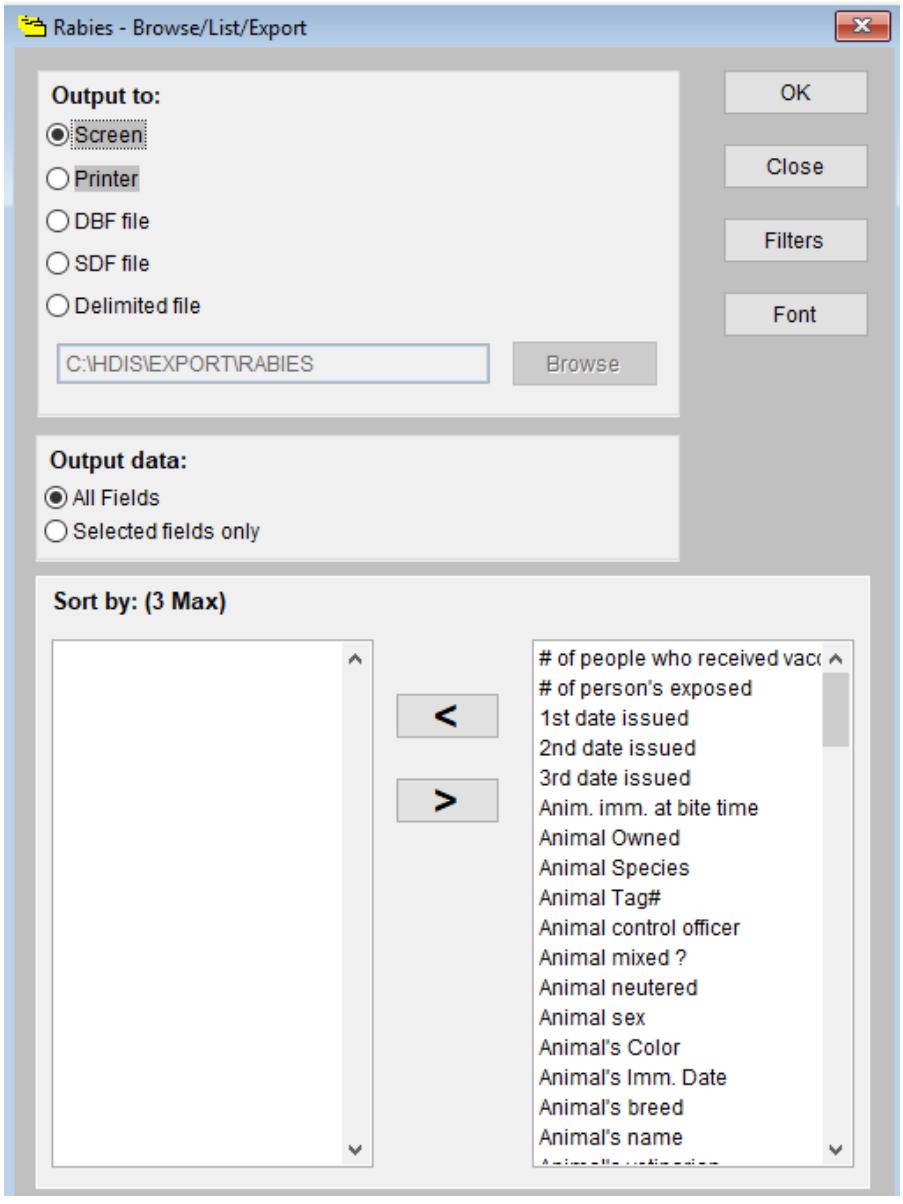


If you click on the “Public Health Nuisance / Rabies Control” you will be able to see the records.

Chapter 4: Browse/List/Export

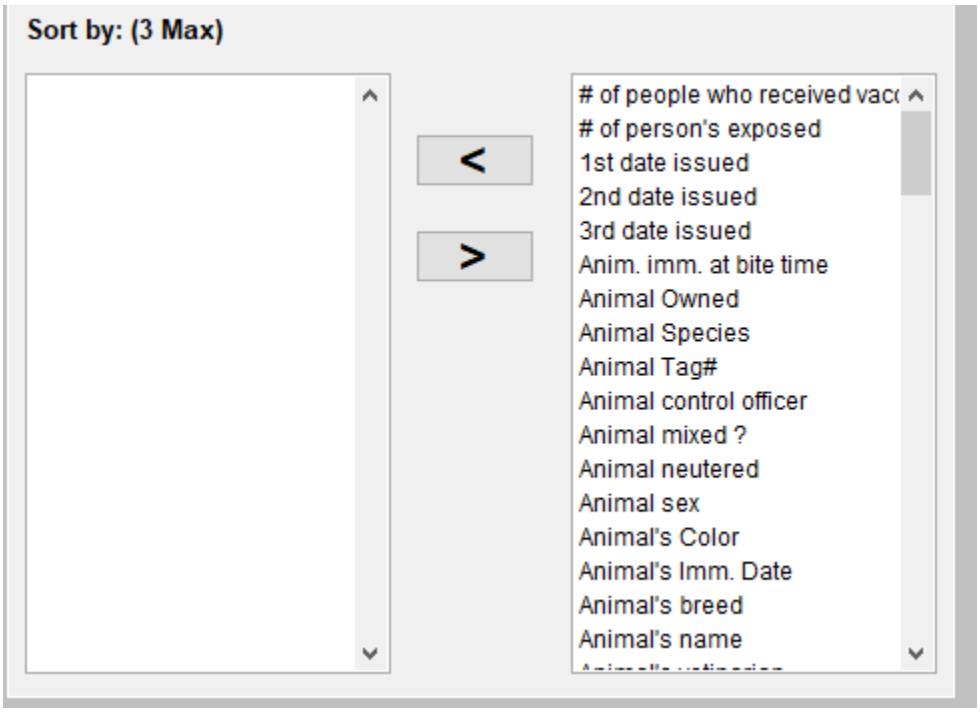
Inside the Rabies Control module navigate to the "**Browse/List/Export.**"

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



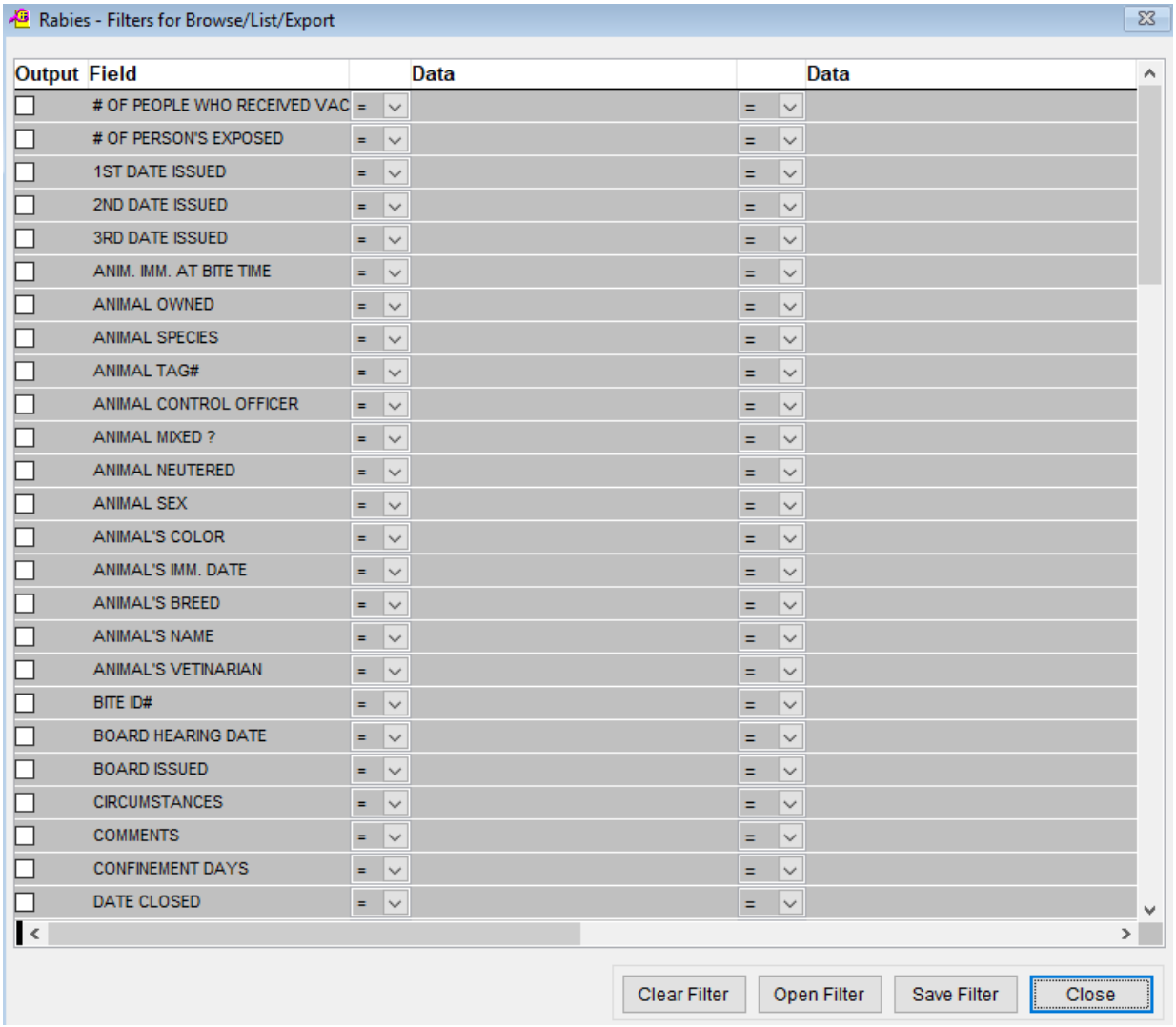
Sort by

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.



Filters

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



** **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

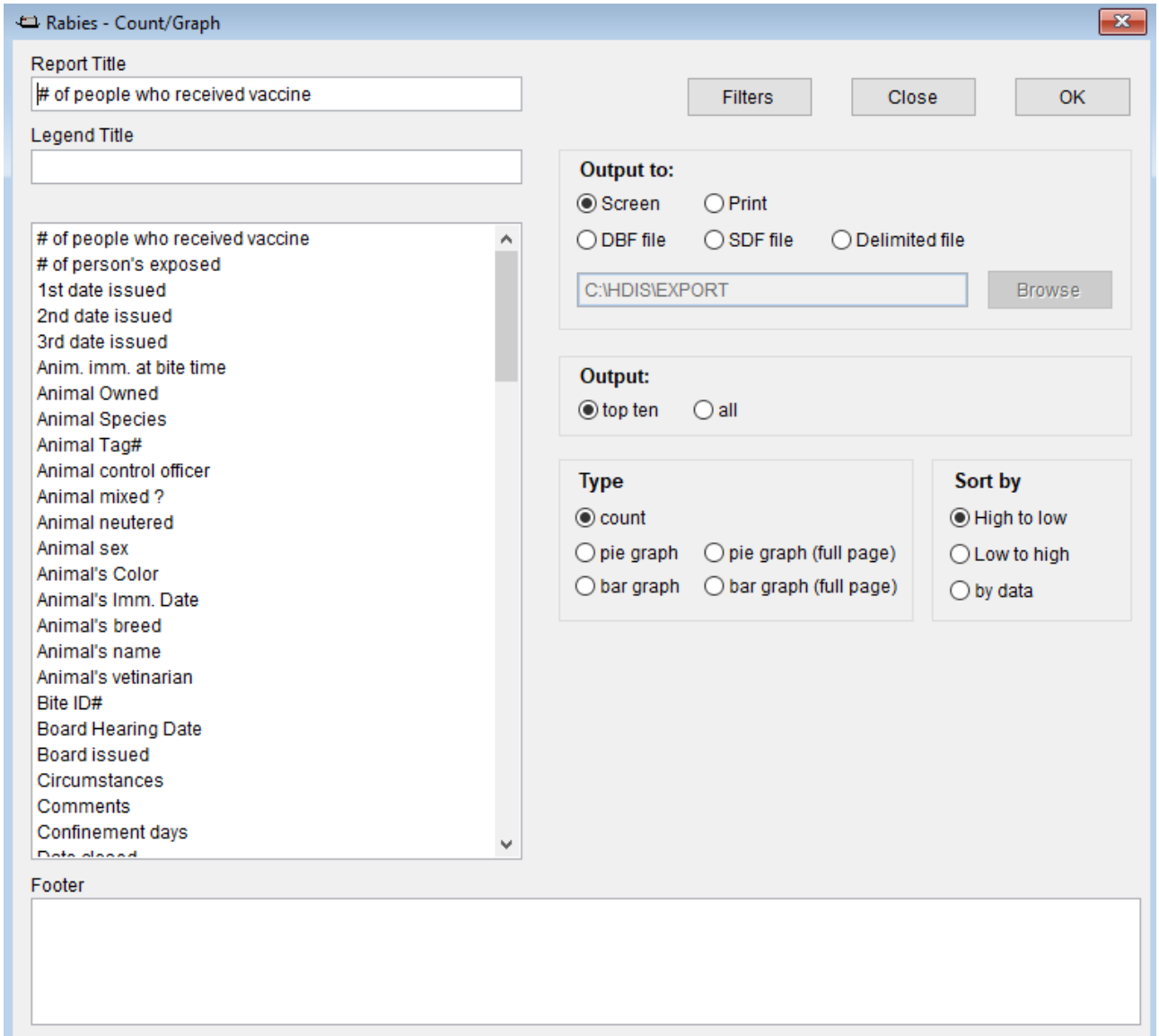
Inside the Rabies module navigate to the "**Count/Graph.**"

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*.

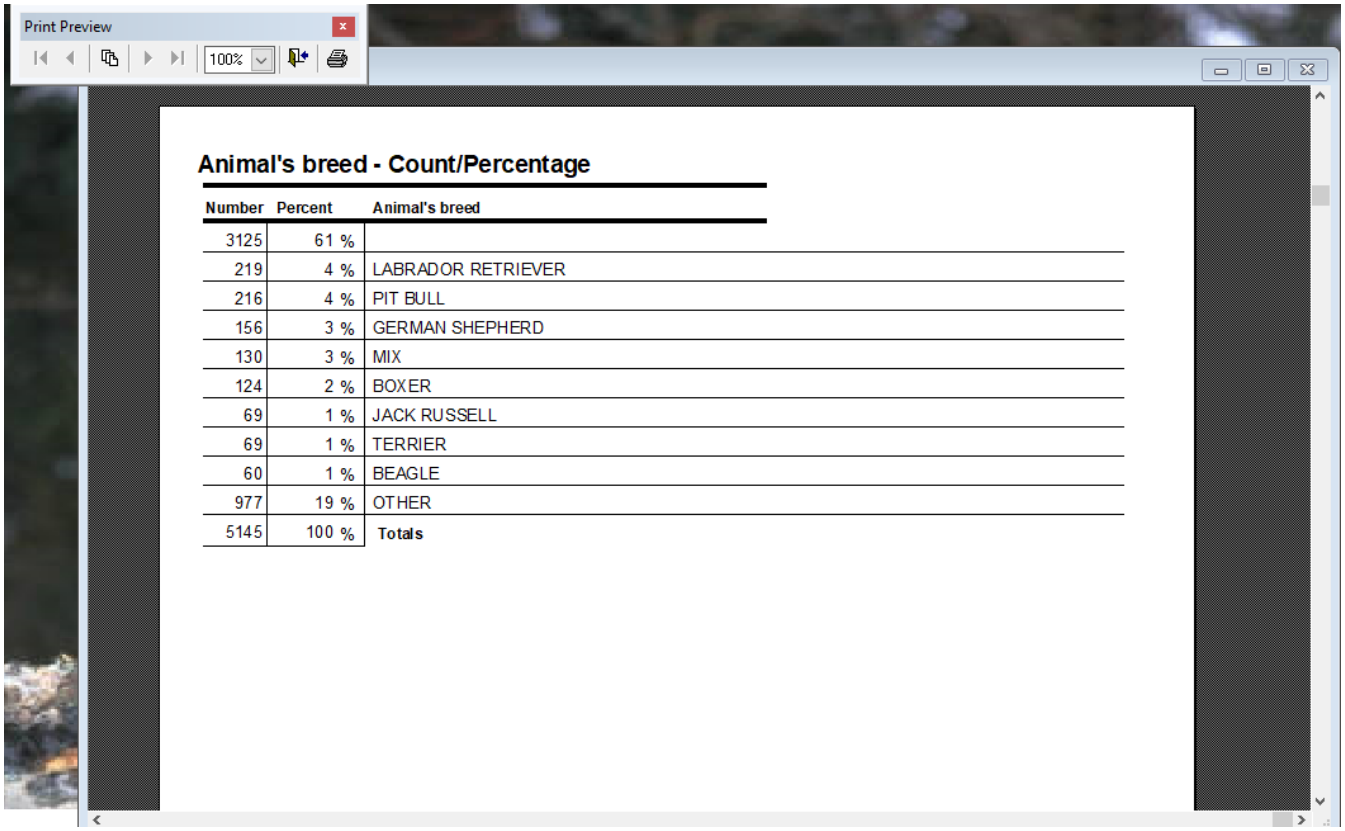


Count

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

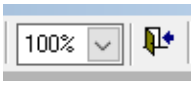
There are percentages and Totals on the side and bottom of the page.

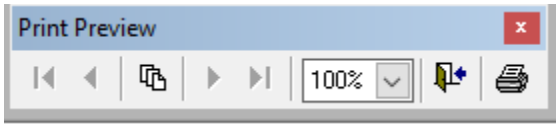
If you choose to add filters, those will also be shown at the bottom of the page.



Animal's breed - Count/Percentage

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: 

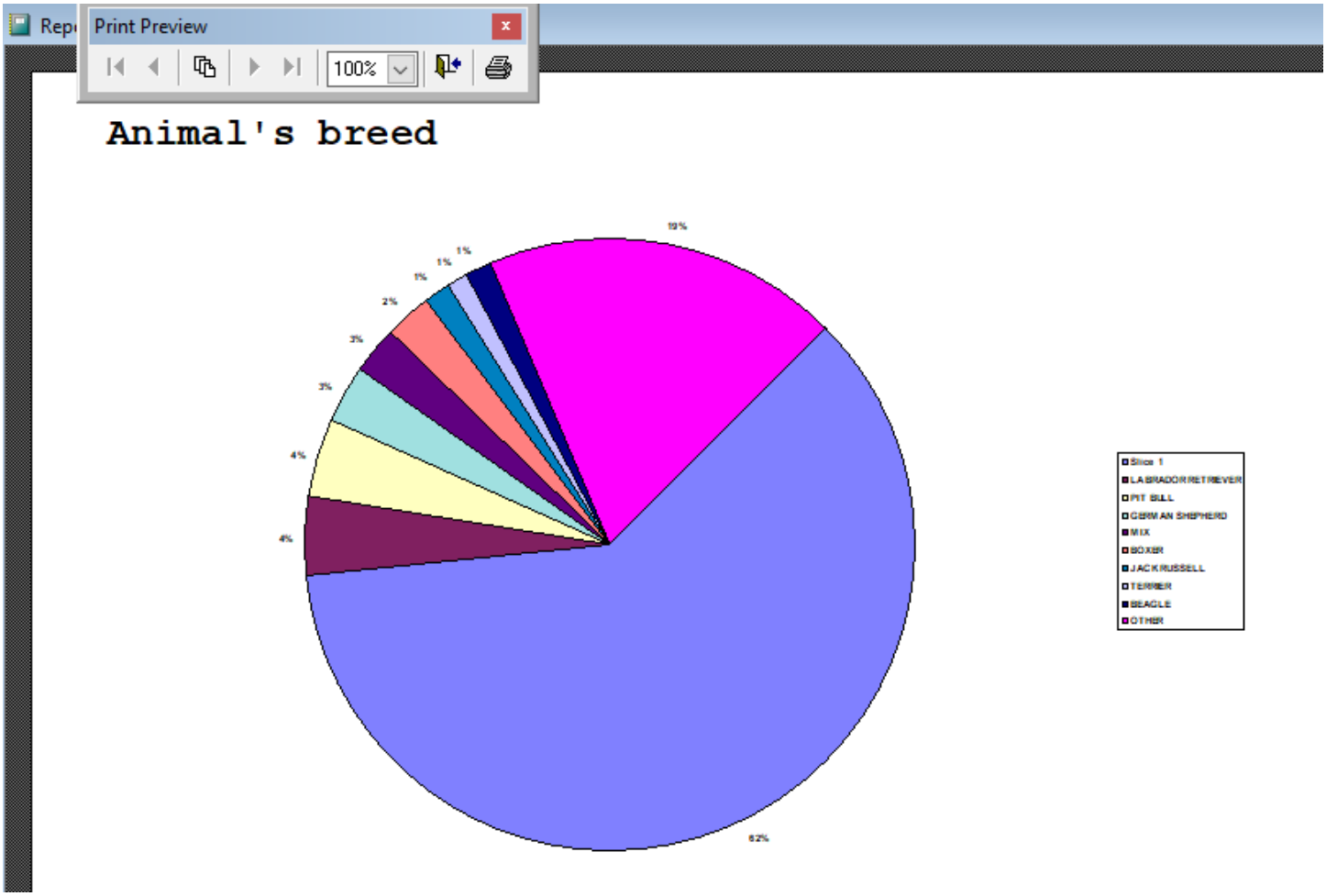


Pie graph

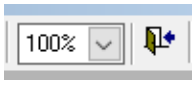
Here is an example of what the "**Pie Graph**" type would look like.

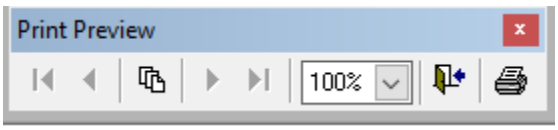
Depending on the data chosen, the percentages are altered to reflect it.

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:

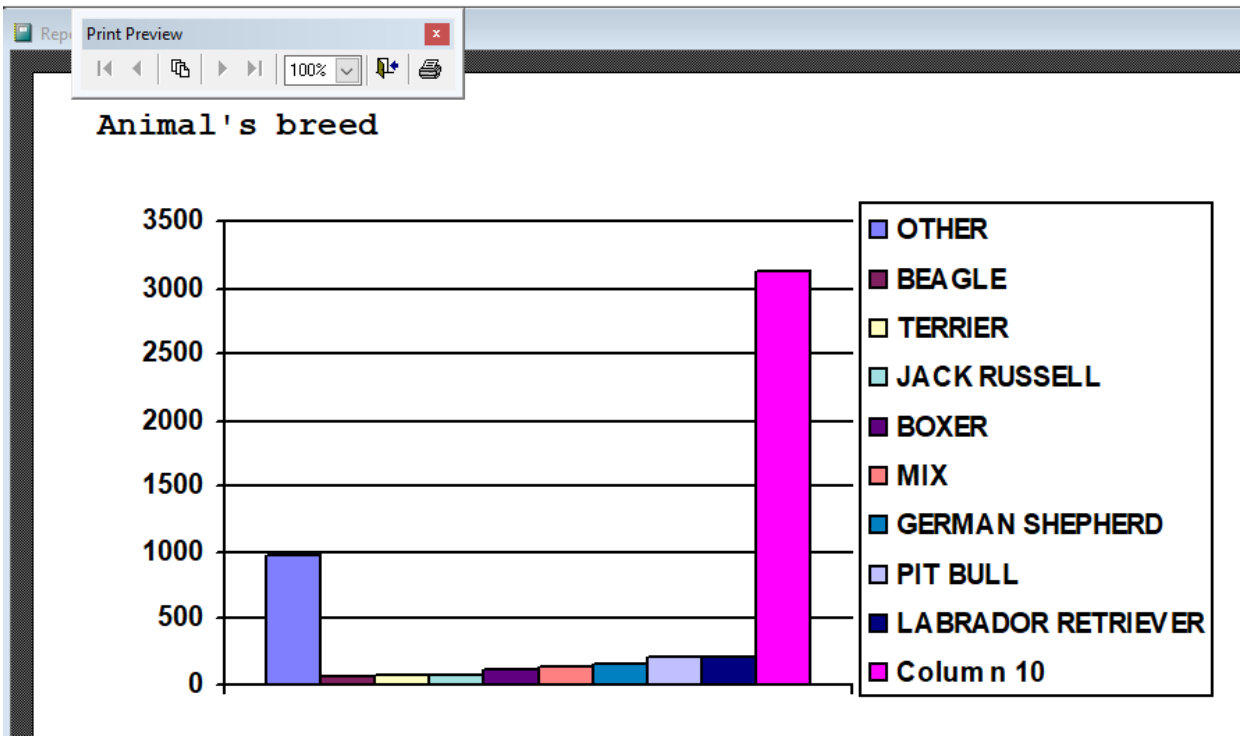
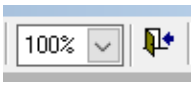




Bar Graph

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: