



Body Art User Manual



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Contents

Chapter 1: Getting Started	2
Entering an Operation	3
Operation Tab	4
Licensing Information Tab	5
Inspections Tab.....	7
Violation(s)/Comment(s).....	9
GIS/GPS Tab.....	10
Print Button	11
Chapter 2: Reports	12
Reports	12
Chapter 3: Maintenance	13
Maintenance	13
Fees.....	14
Body Art Rules	16
Field Names	17
Forms	18
General Profile.....	19
Letters	20
Printer Setup.....	21
Receipts	22
Receipts Pay In Report.....	23
Reindex/Pack Tattoo Parlors Data Files.....	24
Tattoo Parlor Operation Rules.....	25
Update Late Fees	26
Chapter 4: Browse/List/Export	27
Sort By.....	28
Filters	29
Chapter 5: Count/Graph	30
Count	31

Pie Graph	32
Bar Graph	33

Chapter 1: Getting Started

Once the Body Art Module has been installed, it can be accessed by going to:

Environmental Health >Body Art

Environmental Health Community and Public Health Ser

Beaches

Body Art

Daily Work Sheets

Environmental Assessment

Food Protection

Mosquito Control

Open Burning

Parks/Camps

Payin Reports

Plumbing

Pool/Spa/Special Use Pool

Private Water Systems

Public Health Nuisances

Rabies Control

Receipts

School Inspections

Sewage Treatment

Solid Waste

City of Lorain - Multi-Dwelling Inspections

City of Portsmouth - Rental Dwelling Inspections

Franklin County - Environmental History

Wood County - Housing Inspections

Discontinued Modules ▶

Entering an Operation

Select Body Art

Tattoo and/or Body Piercing Operation -

Find Operation Licensing Information Inspections GIS/GPS

Enter Name of Operation or ID #

Id	Name	Street	City
7	ANDY's TATTOOS AND PIERCINGS	1 LUCERNE BLVD	GOTHAM CITY
6	BLAKE's TATTOOS AND CYBERNETICS	2 BALDWIN RD	BUBONICA TWP
16	BLAKE's TATTOOS AND CYBERNETICS	22 NORFOLK LN	BUBONICA TWP
8	CASEY's TATTOOS AND CYBERNETICS	6 MAIN ST	BUBONICA TWP
18	DALE's EVERLASTING MAKEUP AND CYBER	27 PEARL ST	SMALLVILLE VILLAGE
9	GRAY's EVERLASTING MAKEUP AND CYBER	11 PINE ST	SMALLVILLE VILLAGE
10	JEAN's TATTOOS	12 MAIN ST	BALROG TWP
11	JORDAN's TATTOOS AND PIERCINGS	13 LUCERNE BLVD	GOTHAM CITY
20	JORDAN's TATTOOS AND PIERCINGS	33 PEARL ST	GOTHAM CITY
17	PAT's EVERLASTING MAKEUP AND CYBER	23 PINE ST	SMALLVILLE VILLAGE
15	IANDY's TATTOOS AND PIERCINGS	21 PEARL ST	GOTHAM CITY
4	IBROOK's TATTOOS	4 NORFOLK LN	BALROG TWP
3	IDALE's EVERLASTING MAKEUP AND CYBER	7 LUCERNE BLVD	SMALLVILLE VILLAGE
1	IELI's TATTOOS AND CYBERNETICS	10 NORFOLK LN	BUBONICA TWP
12	IKYLE's EVERLASTING MAKEUP AND CYBER	15 PEARL ST	SMALLVILLE VILLAGE
13	ILOU's TATTOOS	16 NORFOLK LN	BALROG TWP
14	IMEL's TATTOOS AND PIERCINGS	17 PINE ST	GOTHAM CITY
2	IPAT's EVERLASTING MAKEUP AND CYBER	3 PEARL ST	SMALLVILLE VILLAGE

The **FIND** tab on the Tattoo Parlors window is for locating a tattoo parlor and/or body piercing operation. You can browse through the grid or type **the Name of Operation, or ID #** field.

To add an operation to your list, click the **Add** button.

Once the name of the Operation is entered, you will not have to click the add button a second time.

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.

Operation Tab

Tattoo and/or Body Piercing Operation -

Find **Operation** Licensing Information Inspections GIS/GPS

Application to Operate a Tattoo and/or Body Piercing Operation

Id Name of Operation

Street City

State Zip code Phone

Name of Operator Name of Owner

Name of Trainer Trainer's Registration #

Mail to Mail to street

City State Zip code

Previous Next Delete Add Modify

You may now begin to enter information into the fields. Remember, you can use the “Tab” or the “Enter” key to advance from field to field. On this page, you will fill out the information for the operation.

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

Field/Button	Description
Previous	Click to view the previous operation
Next	Click to view the next operation
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record

Licensing Information Tab

Tattoo and/or Body Piercing Operation -

Find Operation **Licensing Information** Inspections GIS/GPS

Time Limited Event (Y/N): ☐ From Date To Date

Code Description Local fee Late fee Total

Date issued Date paid Receipt# Inspection interval Last inspection

Inspector Service

Political subdivision

Note

☐ **Out of business** OOB date

Print Modify

Field/Button	Description
Time Limited Event	Enter a "Y" if the operation takes place during a limited event
From Date	Enter the starting date of the limited event
To Date	Enter the ending date of the limited event
Code	Choose the fee code for the operation (description, local fee, and inspection interval will be filled out automatically)
Date issued	Date permit issued.
Date Paid	Date the permit was paid.
Receipt #	Receipt number for the permit.
Last Inspection	Enter your last inspection date.
Inspector	Choose the Inspector's code and name.
Service	Choose the service code and description.
Political subdivision	Choose the Political subdivision code and city.
Note	Enter your notes.

Out of Business	Check if the operation is out of business.
OOB Date	Enter the out of business date.
Print	Opens the print window.
Modify	Modifies the data on the page.

You are able to build all of your dropdown fields in the “**Maintenance**” menu which is explained in **Chapter 3: Maintenance**.

Inspections Tab

Tattoo and/or Body Piercing Operation -

Find Operation Licensing Information **Inspections** GIS/GPS

Violations Violation(s)/Comment(s)

Inspection date: ☐ Comprehensive ☐ Partial ☐ Reinspection

☐ 3701-9-01 Definitions
☐ 3701-9-02 Board of Health Approval
☐ 3701-9-03 Fees
☐ 3701-9-04 General Safety & Sanitation
☐ 3701-9-05 Additional Requirements for Tattoo Service
☐ 3701-9-06 Additional Body Piercing Services
☐ 3701-9-07 Ear Piercing Gun Standards
☐ 3701-9-08 Sterilize & Disinfection Procedures
☐ 3701-9-09 Deny

Re-inspection Required? Date

☐ Yes ☐ No

Previous Inspection Next Inspection Add Inspection Delete Inspection* Print Modify

To enter an inspection, click the **“Modify”** and **“Add Inspection”** button and enter the inspection date.

First, choose what type of inspection you are performing in the checkboxes on the top of the page.

To enter a violation, click on the appropriate check box. In this case, we will click “3701-9-07 General Safety & Sanitation” violation. When the violation is checked, the Tattoo and/or Body Piercing Operation Inspection rules table will open (see the next page).

Field/Button	Description
Previous Inspection	Click to view the previous inspection
Next Inspection	Click to view the next inspection
Add Inspection	Click to add an inspection
Delete Inspection*	Right-click to delete an inspection record
Print	Click to open the print window
Modify	Click to modify the record

Add #	Code	Title
<input type="checkbox"/>	2.0	(A) In accordance with section 3730.02 of the Revised Code, no person shall construct, install, provide, equip, maintain, or use any structure, building, or facility for the purpose of providing body art services without first obtaining a license from the board of health.
<input type="checkbox"/>	2.0	(B) No person shall construct, install, provide, equip, maintain, or use any structure, building, or facility for the purpose of providing body art services without first obtaining a license from the board of health.
<input type="checkbox"/>	2.0	(C) Persons seeking approval to operate a business shall submit an application to the board of health.
<input type="checkbox"/>	2.0	(D) Every person who intends to open a new body art business shall submit an application to the board of health.
<input type="checkbox"/>	2.0	(E) Every person who intends to renew an approval shall submit an application to the board of health.
<input type="checkbox"/>	2.0	(F) Approvals are not transferable and remain valid for one year.
<input type="checkbox"/>	2.0	(G) The operator shall provide evidence and documentation to the board of health.
<input type="checkbox"/>	2.0	(H) Before an approval is initially issued and annually thereafter, the operator shall submit an application to the board of health.
<input type="checkbox"/>	2.0	(I) In accordance with section 3730.04 of the Revised Code, no person shall construct, install, provide, equip, maintain, or use any structure, building, or facility for the purpose of providing body art services without first obtaining a license from the board of health.
<input type="checkbox"/>	2.0	(J) The board of health in the jurisdiction in which a person operates a body art business shall issue a license to the person.
<input type="checkbox"/>	2.0	(K) The board of health may, in accordance with rule 3701-9-02, suspend or revoke a license issued to a person.
<input type="checkbox"/>	2.0	(L) Any person aggrieved by the board of health's decision may file a petition for review with the board of health.
<input type="checkbox"/>	2.0	(M) Operators of an approved business performing body art services shall comply with the rules of the board of health.

For your inspections, you have the ability to view the rules. When the violation is clicked, the program opens the Inspection Rules table above. Check the box for the appropriate code that was violated to add to your inspection form. You may also search the entire rule by typing a key word in the field box and clicking the Search button. This will display all rules under which the key word was 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 to add the rule violation to your inspection form.

Field/Button	Description
Search	Click to search a rule 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

Violation(s)/Comment(s)

Tattoo and/or Body Piercing Operation -

Find Operation Licensing Information **Inspections** GIS/GPS

Violations Violation(s)/Comment(s)

Inspected by R.S./SIT # Rules

Received by Title Spell Check

Previous Inspection Next Inspection Add Inspection Delete Inspection* Print Modify

The “Violations/Comments” page displays the rules that you added. You may, also, add your 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	Select inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the form.
Rules	Click to view all inspection rules.
Spell Check	Click to perform a spell check on your comments.

GIS/GPS Tab

Tattoo and/or Body Piercing Operation -

Find Operation Licensing Information Inspections **GIS/GPS**

Global Information System

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

Global Positioning System

Latitude Decimal Value Longitude Decimal Value

Contact Email Tattoo Parlor Email

Modify

The “GIS/GPS” tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location.
Longitude Decimal Value	Enter the longitude DECIMAL value of the location.
Modify	Click to modify the information on the page.

Print Button

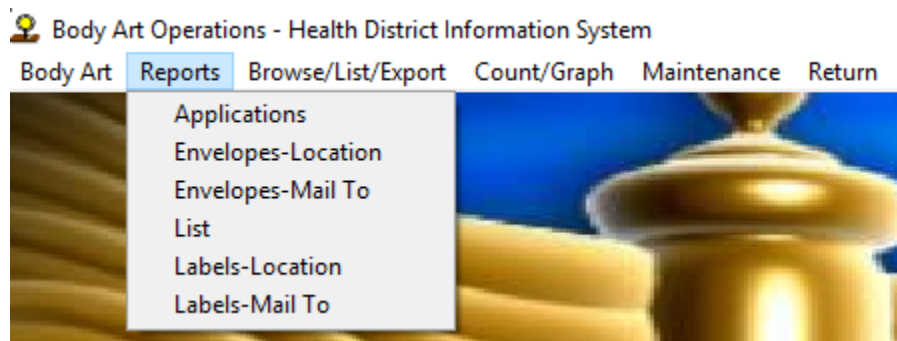
Print: The “Print” button is available on all the tabs.

Field/Button	Description
Application	Prints an application.
Application year	Specify the year you want the application printed.
Approval/Registration/Permit	Prints the approval registration/permit for the operation.
Approval year	Specify the year you want the approval printed.
Tattoo and/or Body Piercing	Prints the operation inspection.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing an approval, this button will appear. Click to update the date issued field.

Chapter 2: Reports

Reports:

Click on “**Reports**” to get to the Reports section. There will be a drop down menu for different types of reports you can create/modify.



The Tattoo Parlors has a set of pre-defined reports from which to choose. Each report will ask for: From date issued and To date issued.

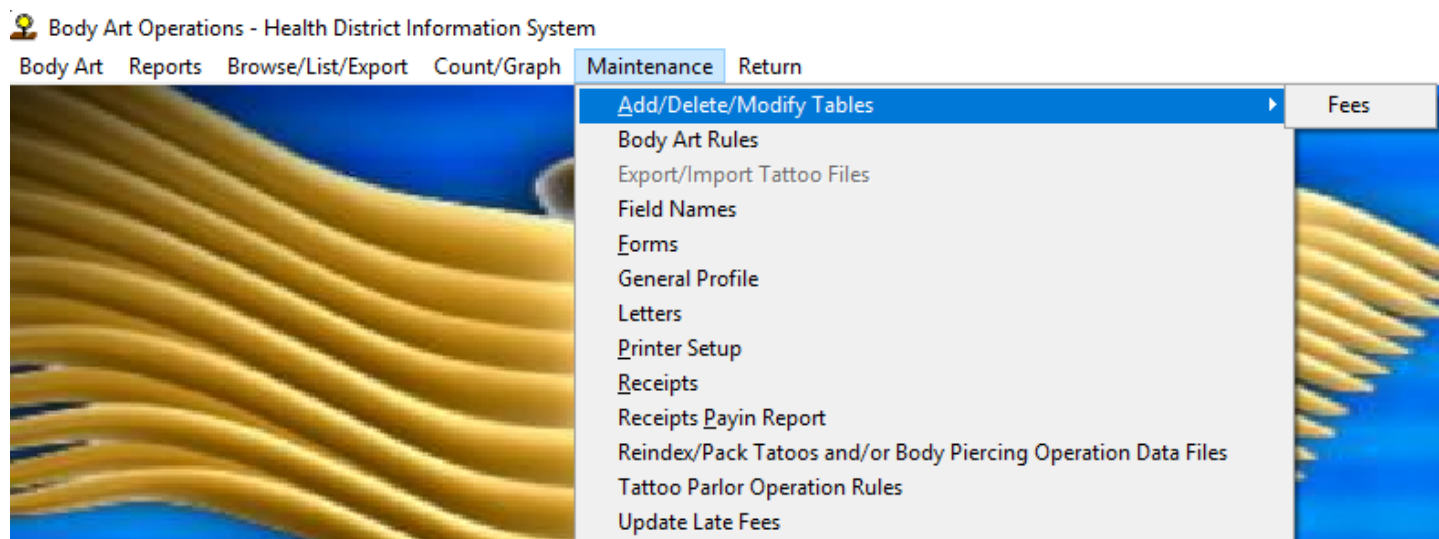
You may preview the report before printing. Also, you have the ability to use filters to build a query.

Report	Description
Applications	Generates Tattoo Parlor applications in bulk
Envelopes-Location	Generates envelopes addressed to the operation location
Envelopes-Mail To	Generates envelopes addressed to the individual filled out in the “mail to” fields
List	Generates your Tattoo Parlors list
Labels-Location	Generates filing labels by location for your operations
Labels-Mail To	Generates filing labels by the “mail to” fields for your operations

Chapter 3: Maintenance

Maintenance:

Click on the “**Maintenance**” tab.



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 click a button that generates a dropdown list to choose from.

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

Fees

Go to **Maintenance** -> **Add/Delete/Modify Tables** -> **Fees**

[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.
Close	Closes the table.
Add New Fee	Adds a new fee to the table.
Delete Fee	Deletes the highlighted fee.
Update New Fees	Updates all operations based on the fees in the fee table.
Print	Prints a list of fee codes.
Update New Fees*	Right-Click to update new fees.
Zero All Late Fees*	Right-Click to zero all late fees.

Blank Date Paid*	Right-Click to blank date paid.
Blank Date Issued*	Right-Click to blank date issued.
Blank Comments*	Right-Click to blank comments.

Body Art Rules

Go to Maintenance -> Body Art Rules

Add/Delete/Modify Add/Delete/Modify Tattoo Parlor Operation Rules

#	Title	Code	Order	Rules
1.0	OHIO ADMINISTRATIVE CODE DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(A) IN ACCORDANCE WITH SECTION 3730.02 OF THE REV	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(B) NO PERSON SHALL CONSTRUCT, INSTALL, PROVIDE,	2	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(C) PERSONS SEEKING APPROVAL TO OPERATE A BUSIN	3	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(D) EVERY PERSON WHO INTENDS TO OPEN A NEW BODY	4	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(E) EVERY PERSON WHO INTENDS TO RENEW AN APPRO	5	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(F) APPROVALS ARE NOT TRANSFERABLE AND REMAIN VA	6	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(G) THE OPERATOR SHALL PROVIDE EVIDENCE AND DOC	7	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(H) BEFORE AN APPROVAL IS INITIALLY ISSUED AND ANNU	8	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(I) IN ACCORDANCE WITH SECTION 3730.04 OF THE REV	9	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(J) THE BOARD OF HEALTH IN THE JURISDICTION IN WHI	10	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(K) THE BOARD OF HEALTH MAY, IN ACCORDANCE WITH R	11	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(L) ANY PERSON AGGRIEVED BY THE BOARD OF HEALTH'S	12	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(M) OPERATORS OF AN APPROVED BUSINESS PERFORMI	13	Memo
3.0	3701-9-03 FEES.	(A) EACH BOARD OF HEALTH SHALL UTILIZE THE COST	1	Memo
3.0	3701-9-03 FEES.	(B) ALL FEES COLLECTED BY THE BOARD OF HEALTH SH	2	Memo
3.0	3701-9-03 FEES.	(C) EACH FEE ESTABLISHED BY THE BOARD OF HEALTH F	3	Memo
3.0	3701-9-03 FEES.	(D) FEES AUTHORIZED OR CHARGED AT THE RATE DETER	4	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(A) THE PREMISES SHALL HAVE AN AREA OF AT LEAST ON	1	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(B) THE ENTIRE PROCEDURE ROOM AND ALL EQUIPMENT	2	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(C) A MINIMUM OF AT LEAST TWENTY FOOT-CANDLES OF..	3	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(D) ALL FLOORS DIRECTLY UNDER EQUIPMENT USED FO	4	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(E) ALL TABLES AND OTHER EQUIPMENT SHALL BE CONS	5	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(F) RESTROOM FACILITIES SHALL BE MADE AVAILABLE TO	6	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(G) A HAND WASHING SINK, WITH HOT AND COLD RUNNIN	7	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(H) THERE SHALL BE NO OVERHEAD OR OTHERWISE EXP	8	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(I) SUFFICIENT AND APPROPRIATE RECEPTACLES SHALL	9	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(J) ANIMALS SHALL NOT BE PERMITTED IN THE BODY ART	10	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(K) UNLESS MEDICALLY NECESSARY, NO FOOD OR DRINK	11	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(L) ALL WATER SUPPLIES, WASTE WATER DISPOSAL SYST	12	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(M) PERSONS PERFORMING BODY ART SERVICES HAVE R	13	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(N) WITHIN ONE YEAR OF THE EFFECTIVE DATE OF THIS R	14	Memo

Print Delete* Add Close

You can **Add**, **Delete**, and **Print** the Body Art Rules.

Right-click to Delete.

Field Names

Data Base Field Names for Tattoo Parlors		
Field Name	Data Base Field Name	
BUSINESS NAME	TAT.NAME	
CITY	TAT.CITY	
CONTACT EMAIL	TAT.C1_EMAIL	
DATE ISSUED	TAT.DATE_ISS	
DATE PAID	TAT.DATE_PAID	
FEE CODE	TAT.FEECC	
FEE DESCRIPTION	TAT.DESCRPT	
FEE COST	TAT.FEE_COST	
FROM DATE	TAT.FROM	
GIS/PREFIX TYPE	TAT.GIS_PRE_TYPE	
GIS/PREFIX DIRECTION	TAT.GIS_PRE_DIR	
GIS/STREET	TAT.GIS_STRT	
GIS/STREET #	TAT.GIS_STRT_NO	
GIS/STREET SUFFIX	TAT.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	TAT.GIS_STRT_DIR	
GPS/LAT-DECIMAL	TAT.GPS_LAT_DEC	
GPS/LON-DECIMAL	TAT.GPS_LON_DEC	
ID #	TAT.ID	
INSPECTION INTERVAL	TAT.INSPE_INT	
INSPECTOR	TAT.INSPECTOR	
INSPECTOR CODE	TAT.I_CODE	
LAST INSPECTION	TAT.LST_RTN_IN	
LATE FEE	TAT.FEE_LATE	
LOCAL FEE	TAT.FEE_LOCAL	
MAIL TO CITY	TAT.MAIL_CITY	
MAIL TO NAME	TAT.MAIL_NAME	
MAIL TO STATE	TAT.MAIL_STATE	
MAIL TO STREET	TAT.MAIL_ST	
MAIL TO ZIP	TAT.MAIL_ZIP	
NAME OF OPERATOR	TAT.OPER_NAME	
NOTE	TAT.NOTE	
OOB	TAT.OOB	
OOB DATE	TAT.OOB_DATE	

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

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Forms

Enter/Modify Tattoo and/or Body Piercing Form Paragraphs

Application License / Permit / Registration

I CERTIFY THAT I AM THE OPERATOR OR THE AUTHORIZED REPRESENTATIVE OF THE ABOVE OPERATION AND INTEND TO COMPLY WITH ALL REQUIREMENTS ESTABLISHED BY SECTION 3730.01 - 3730.11 OF THE OHIO REVISED CODE AND SECTION 3701-09 OF THE OHIO ADMINISTRATIVE CODE.

PLEASE CHECK ALL THE FOLLOWING CATEGORIES THAT APPLY:

_____ TATTOOING SERVICES _____ PIERCING SERVICES _____ COMBINED BODY ART SERVICES

A LIST OF THE NAME OF EACH PERSON OR ENTITY, ADDRESS AND TELEPHONE NUMBER, WHO HAS AN OWNERSHIP INTEREST OF 5% OR MORE IN THE BUSINESS, SHALL BE INCLUDED WITH YOUR APPLICATION.

A LIST OF BODY ARTISTS WHO HAVE RECEIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ART SERVICES IN THE BODY ART ESTABLISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.

Close

Enter information pertinent to your county's rules and regulations for tattoo/body piercing parlors. This information will print on the application and license/permit/registration.

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

Letters

Enter/Modify Tattoo Letters

Letter A Letter B Letter C

RE: 2016 Permit to Operate a Body Art Establishment Application

Enclosed please find your Body Art Establishment Application for the 2016 license year. All applications are due to Greene County Public Health no later than December 31, 2015. Please review all of the information on the enclosed pre-completed application to ensure everything is correct. If there are errors, then make the necessary corrections directly on the application prior to sending back to the Health District. Check the appropriate category that applies to your facility [tattooing services (only), piercing services (only) or combined body art services] and sign / date the application prior to mailing back to the Health District.

NOTE: You must submit the following documentation with your completed application and fee:

- The name, address, telephone number, business address, business telephone number, and occupation of the operator. If the operator is an association, corporation, or partnership, the address and telephone number of the entity and the name of every person who has an ownership interest of 5% or more in the business;
- The name of each person or entity who has an ownership interest of 5% or more in the business;
- Statement of attestation that the operator intends to comply with all requirements established by sections 3730.01 to 3730.11 of the Revised Code and the rules of this chapter; and,
- A list of all body artists who have received adequate training and will be performing body art services in the body art establishment. Records of completion of First Aid and Standard Precautions Against Bloodborne Pathogens include: courses or seminars provided by licensed physicians, registered nurses, organizations such as the American Red Cross, accredited learning institutions, appropriate governmental entities, or other authorities recognized by the Board of Health as being qualified to provide training.

Be sure your studio is maintaining necessary records for at least two years. These records include, but are not limited to: complete patron records, weekly biological monitoring tests & logs, sterilization logs, autoclave maintenance logs, etc. Have you had or are you planning any equipment and/or facility changes in your establishment? If so contact the Health District so those changes may be reviewed and documented into your file. Should you have any questions regarding the status of your particular studio contact the Health District at (937) 374-5606 or (937) 374-5607.

Applications must be postmarked by December 31, 2015, and include a license fee of \$450.00. NOTE: Effective January 1, 2016, the new fee structure for a Body Art license will be \$550.00. In accordance with State Law, applications postmarked or hand-delivered on or after January 1, 2016, must pay a 25% penalty fee of the new 2016 license fee.

Spell Check Close

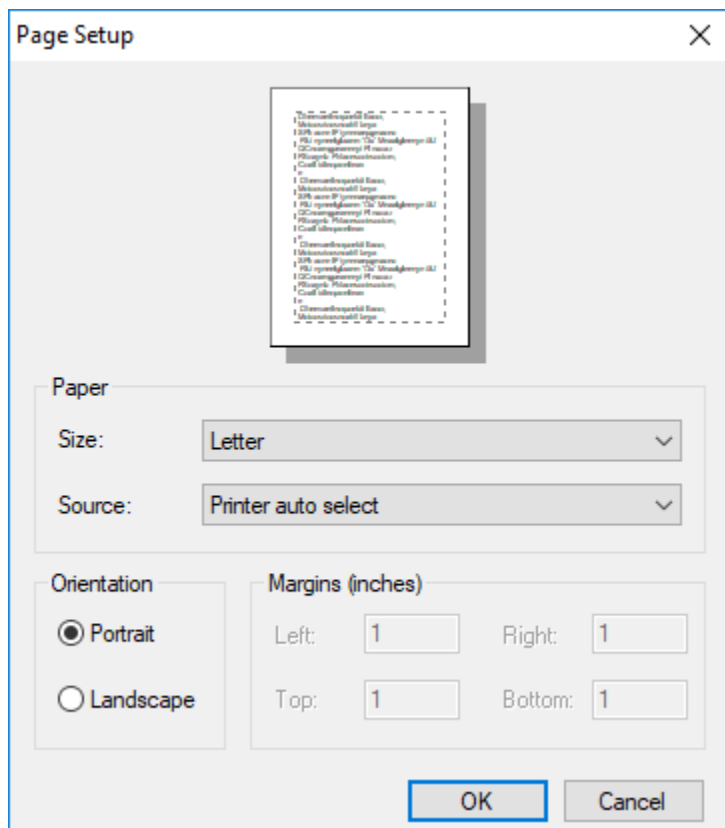
The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter.

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

Printer Setup



The print setup allows you to choose from what printer you would like to print.

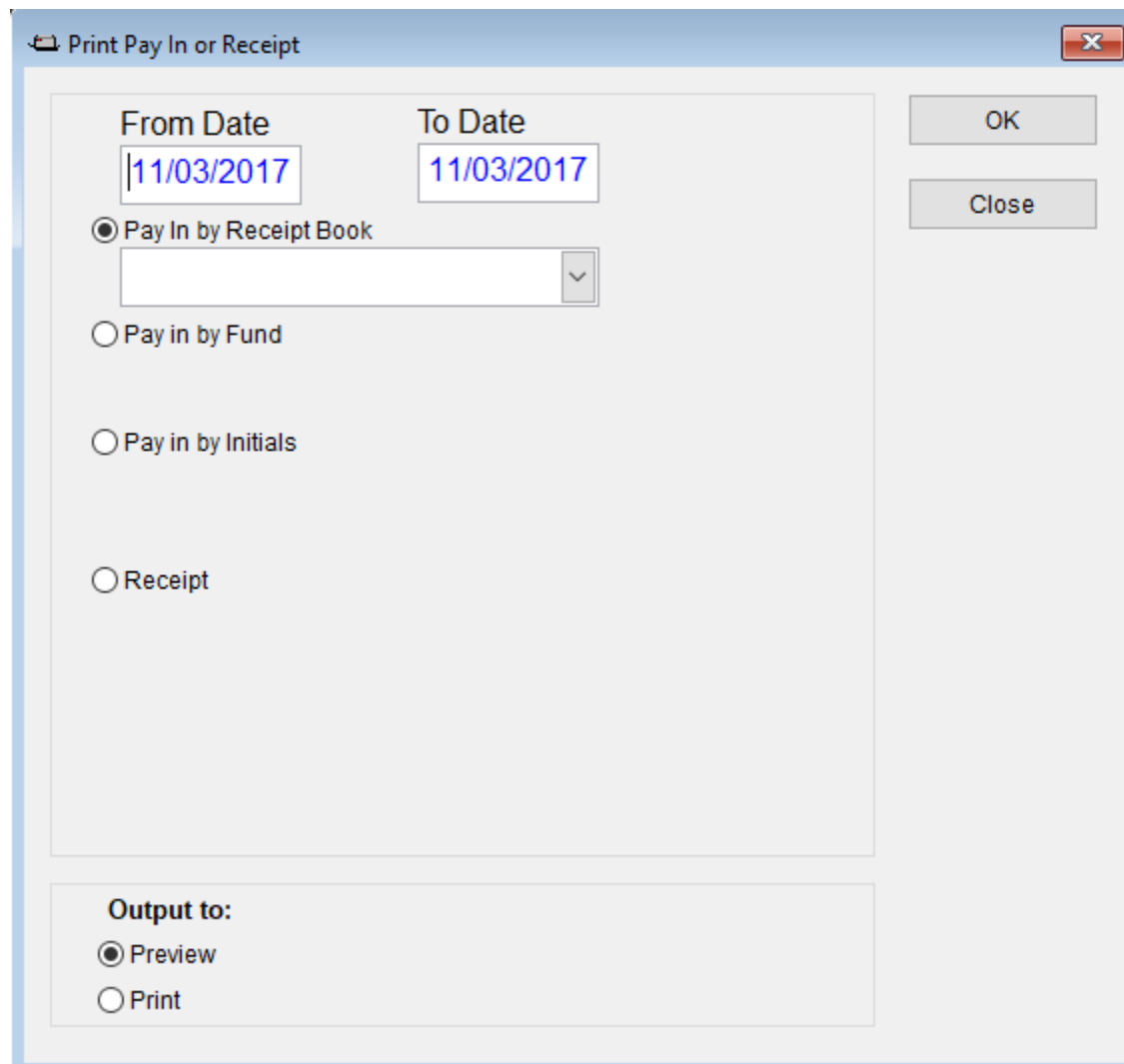
Select the printer in the name dropdown and click “OK”.

Receipts

[illegible]

If your health department has the “**Receipts**” module, you have the capability to print any receipt through the “**Maintenance**” tab. You may also print a receipt from the data entry windows by pressing the ALT-R keys.

Receipts Pay In Report

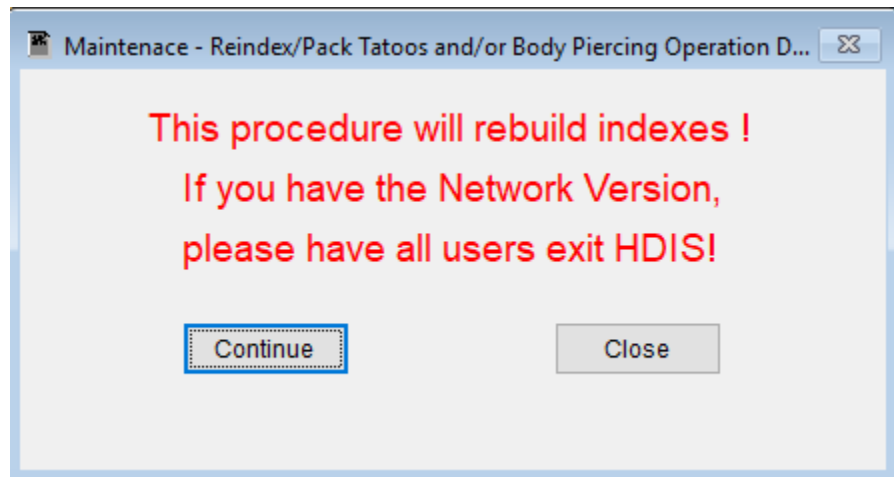


The screenshot shows a Windows-style dialog box titled "Print Pay In or Receipt". It contains the following elements:

- From Date:** A text box containing "11/03/2017".
- To Date:** A text box containing "11/03/2017".
- Buttons:** "OK" and "Close" buttons are located on the right side.
- Radio Buttons:**
 - ☒ Pay In by Receipt Book: Below this is a dropdown menu.
 - ☐ Pay in by Fund
 - ☐ Pay in by Initials
 - ☐ Receipt
- Output to:**
 - ☒ Preview
 - ☐ Print

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

Reindex/Pack Tattoos and/or Body Piercing Operation Data Files



This function is only needed should your data be corrupt due to a power failure.

Please contact BGI if you have any questions or concerns.

Tattoo Parlor Operation Rules

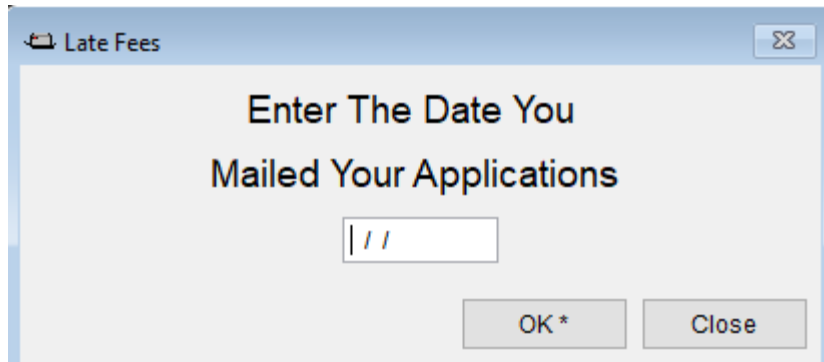
Add/Delete/Modify Add/Delete/Modify Tattoo Parlor Operation Rules

#	Title	Code	Order	Rules
1.0	OHIO ADMINISTRATIVE CODE DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(A) IN ACCORDANCE WITH SECTION 3730.02 OF THE REV	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(B) PERSONS SEEKING APPROVAL TO OPERATE A BUSINE	2	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(C) A BOARD OF HEALTH SHALL CONDUCT AT LEAST ONE	3	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(D) A BOARD OF HEALTH THAT DETERMINES, FOLLOWING	4	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(E) IN ACCORDANCE WITH SECTION 3730.04 OF THE REV	5	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(F) APPROVAL IS NOT TRANSFERABLE. ANY PERMANENT	6	Memo
2.0	(G) THE BOARD OF HEALTH IN THE JURISDICTION	3701-9-02 BOARD OF HEALTH APPROVAL.	7	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(H) THE APPROVAL OF A BUSINESS MAY BE RENEWED AN	8	Memo
3.0	3701-9-03 FEES.	(A) THE APPROVAL APPLICATION, AND ANNUAL RENEWAL	1	Memo
3.0	3701-9-03 FEES.	(B) THE BOARD OF HEALTH SHALL UTILIZE DATA FROM TH	2	Memo
3.0	3701-9-03 FEES.	(C) THE COSTS FOR THE TATTOOING AND BODY PIERCIN	3	Memo
3.0	3701-9-03 FEES.	(D) THE BOARD OF HEALTH IN THE JURISDICTION IN WHI	4	Memo
3.0	3701-9-03 FEES.	(E) THE TOTAL TATTOOING AND BODY PIERCING PROGRA	5	Memo
4.0	3701-9-04 GENERAL SAFETY AND SANITATION STA	(A) A BUSINESS OFFERING TATTOO OR BODY PIERCING S	1	Memo
4.0	3701-9-04 GENERAL SAFETY AND SANITATION STA	(B) PERSONS APPROVED TO OPERATE A BUSINESS OFFE	2	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(A) IMMEDIATELY PRIOR TO BEGINNING ANY TATTOOING P	1	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(B) THE INDIVIDUAL PERFORMING THE PROCEDURE SHA	2	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(C) ALL INDIVIDUALS PERFORMING A TATTOO PROCEDUR	3	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(D) THE INDIVIDUAL PERFORMING TATTOOING SHALL PER	4	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(E) WHEN SHAVING THE SITE OF THE TATTOO IS NECESS	5	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(F) THE INDIVIDUAL PERFORMING THE PROCEDURE, BEF	6	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(G) ONLY STERILE PETROLEUM JELLY IN COLLAPSIBLE M	7	Memo

Print Delete* Add Close

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

Update Late Fees



Late Fees

Enter The Date You
Mailed Your Applications

/ /

OK* Close

To update late fees enter the date you mailed your applications and right-click "OK."

Chapter 4: Browse/List/Export

Inside the Body Art module navigate to the “**Browse/List/Export.**”

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

Body Art - Browse/List/Export

Output to:

☒ Screen
☐ Printer
☐ DBF file
☐ SDF file
☐ Delimited file

C:\HDIS\EXPORT\BODY ART

Output data:

☒ All Fields
☐ Selected fields only

Sort by: (3 Max)

< >

Business Name
City
Contact email
Date Issued
Date paid
Fee Code
Fee Description
Fee cost
From Date
GIS/Prefix Type
GIS/Prefix direction
GIS/Street
GIS/Street#
GIS/Street suffix
GIS/Street suffix dir
GPS/lat-decimal
GPS/ion-decimal
ID #

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 window titled "Sort by: (3 Max)". It contains two vertical lists of field names. The left list has three items: "Business Name", "City", and "Contact email". The right list has 17 items: "Business Name", "City", "Contact email", "Date Issued", "Date paid", "Fee Code", "Fee Description", "Fee cost", "From Date", "GIS/Prefix Type", "GIS/Prefix direction", "GIS/Street", "GIS/Street #", "GIS/Street suffix", "GIS/Street suffix dir", "GPS/lat-decimal", "GPS/lon-decimal", and "ID #". Between the two lists are two buttons: a left-pointing arrow (<) and a right-pointing arrow (>). The left arrow button is highlighted with a dashed blue border.

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"/> BUSINESS NAME	=	=
<input type="checkbox"/> CITY	=	=
<input type="checkbox"/> CONTACT EMAIL	=	=
<input type="checkbox"/> DATE ISSUED	=	=
<input type="checkbox"/> DATE PAID	=	=
<input type="checkbox"/> FEE CODE	=	=
<input type="checkbox"/> FEE DESCRIPTION	=	=
<input type="checkbox"/> FEE COST	=	=
<input type="checkbox"/> FROM DATE	=	=
<input type="checkbox"/> GIS/PREFIX TYPE	=	=
<input type="checkbox"/> GIS/PREFIX DIRECTION	=	=
<input type="checkbox"/> GIS/STREET	=	=
<input type="checkbox"/> GIS/STREET #	=	=
<input type="checkbox"/> GIS/STREET SUFFIX	=	=
<input type="checkbox"/> GIS/STREET SUFFIX DIR	=	=
<input type="checkbox"/> GPS/LAT-DECIMAL	=	=
<input type="checkbox"/> GPS/LON-DECIMAL	=	=
<input type="checkbox"/> ID #	=	=
<input type="checkbox"/> INSPECTION INTERVAL	=	=
<input type="checkbox"/> INSPECTOR	=	=
<input type="checkbox"/> INSPECTOR CODE	=	=
<input type="checkbox"/> LAST INSPECTION	=	=
<input type="checkbox"/> LATE FEE	=	=
<input type="checkbox"/> LOCAL FEE	=	=
<input type="checkbox"/> MAIL TO CITY	=	=

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 Body Art 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*.

Body Art - Count/Graph

Report Title
Business Name

Legend Title

Business Name
City
Contact email
Date Issued
Date paid
Fee Code
Fee Description
Fee cost
From Date
GIS/Prefix Type
GIS/Prefix direction
GIS/Street
GIS/Street #
GIS/Street suffix
GIS/Street suffix dir
GPS/lat-decimal
GPS/lon-decimal
ID #
Inspection Interval
Inspector
Inspector Code
Last Inspection
Late fee
Local Fee
Mail to City

Filters Close OK

Output to:
☒ Screen ☐ Print
☐ DBF file ☐ SDF file ☐ Delimited file
 C:\HDISEXPORT Browse

Output:
☒ top ten ☐ all

Type
☒ count
☐ pie graph ☐ pie graph (full page)
☐ bar graph ☐ bar graph (full page)

Sort by
☒ High to low
☐ Low to high
☐ by data

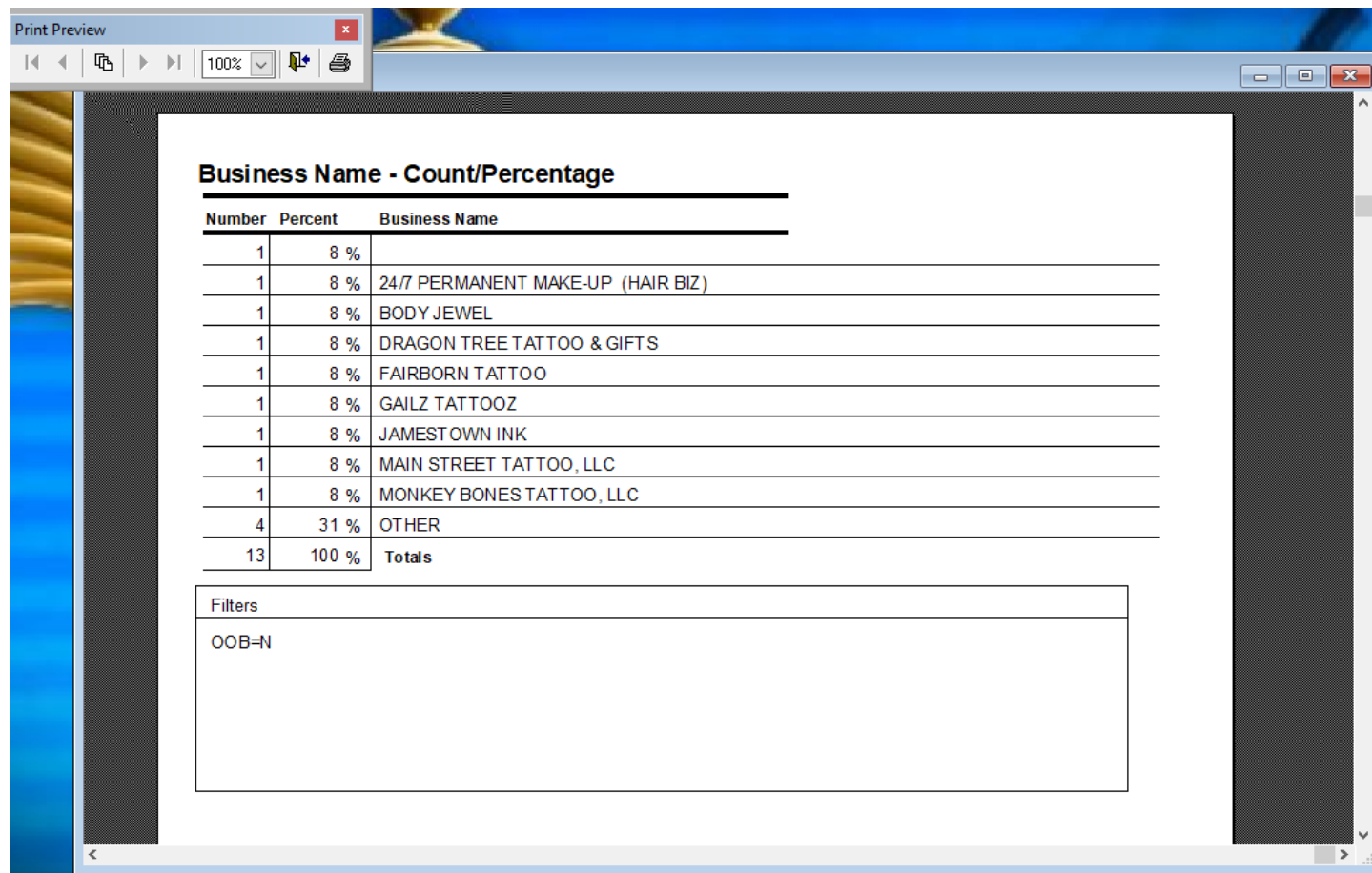
Footer

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.



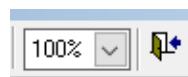
Business Name - Count/Percentage

Number	Percent	Business Name
1	8 %	
1	8 %	24/7 PERMANENT MAKE-UP (HAIR BIZ)
1	8 %	BODY JEWEL
1	8 %	DRAGON TREE TATTOO & GIFTS
1	8 %	FAIRBORN TATTOO
1	8 %	GAILZ TATTOOZ
1	8 %	JAMESTOWN INK
1	8 %	MAIN STREET TATTOO, LLC
1	8 %	MONKEY BONES TATTOO, LLC
4	31 %	OTHER
13	100 %	Totals

Filters

OOB=N

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

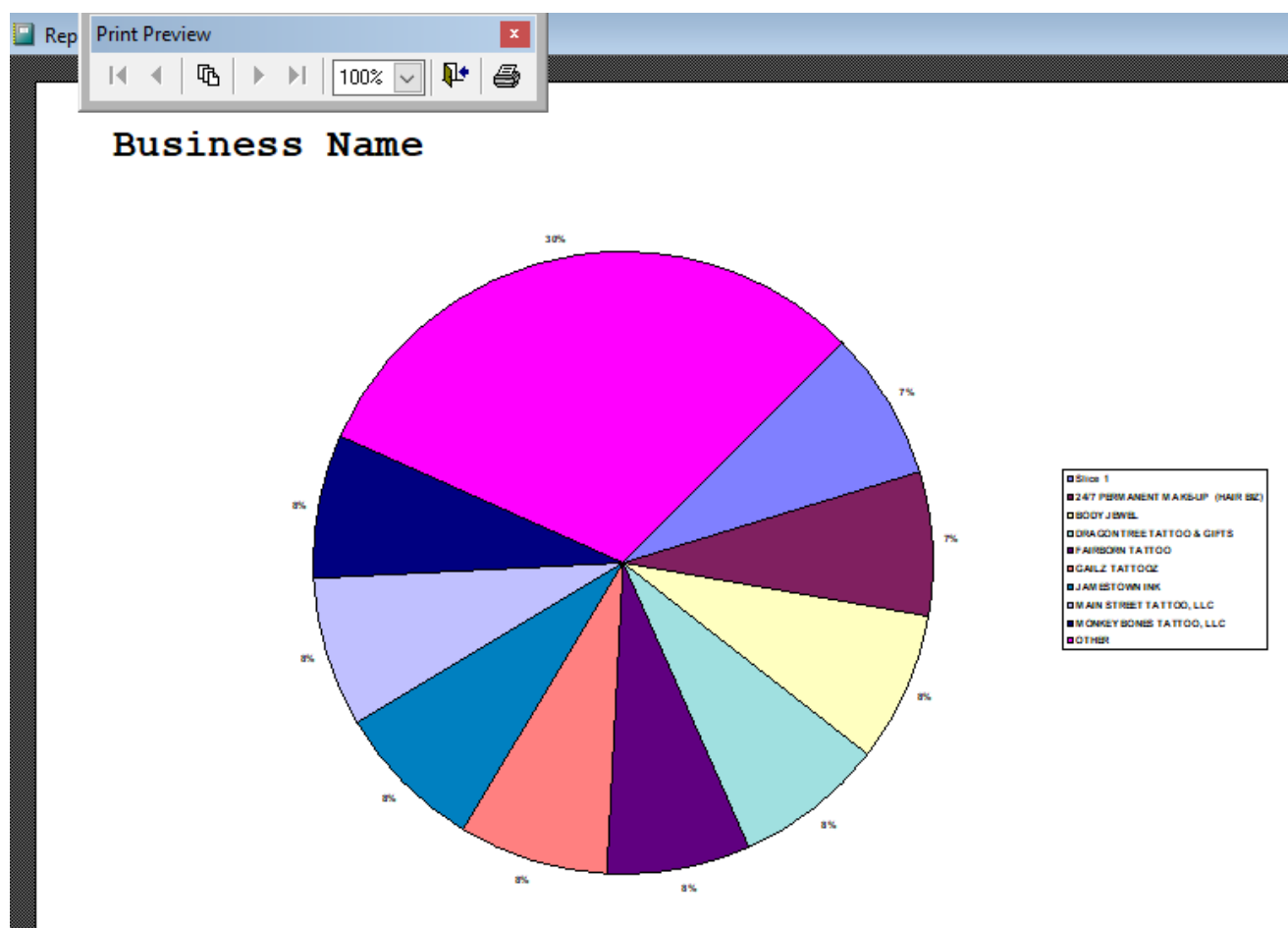


Pie Graph

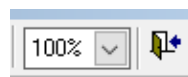
Here is an example of what the “**Pie Graph**” type would look like.

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

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



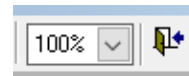
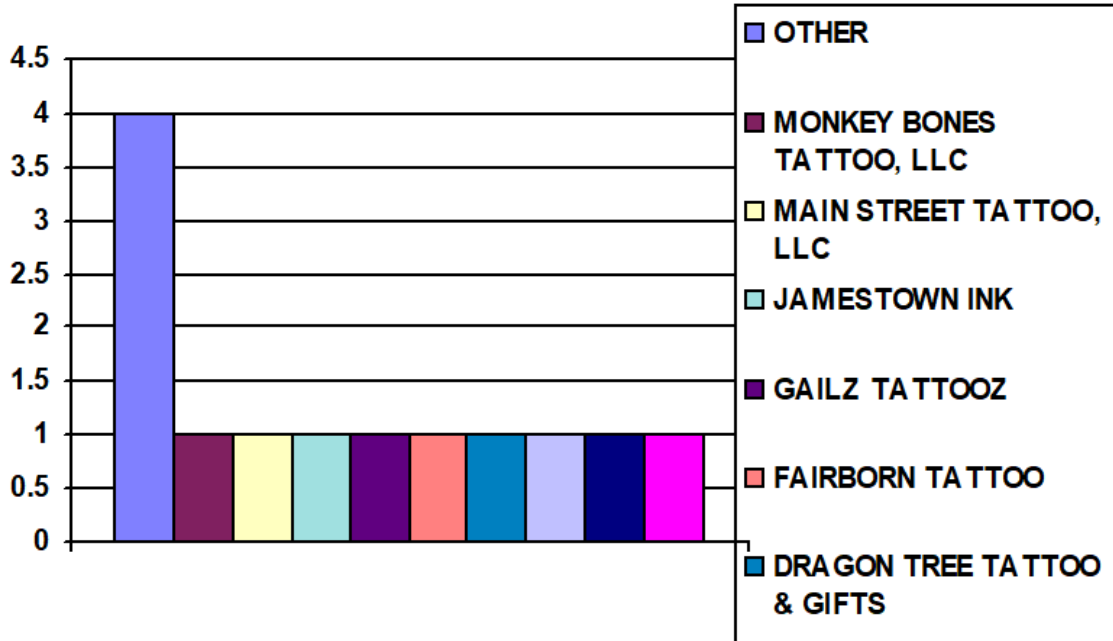
Click on the door icon next to the percent to return to the menu:



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:

