



Health Department Information System

*Helping You...Help Others*

## Nurse/Employee Daily Worksheets

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## Nurse/Employee Daily Worksheets



The Baldwin Group, Inc.

7550 Lucerne Drive, Middleburg Heights, OH 44130

Suite 306

[support@baldwingroup.com](mailto:support@baldwingroup.com)

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

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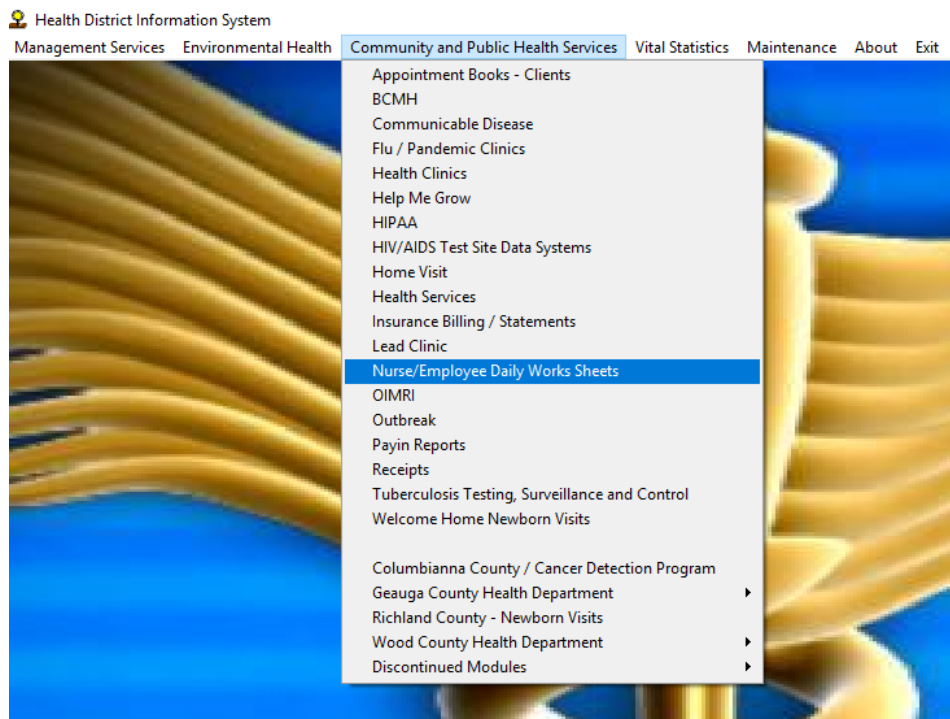
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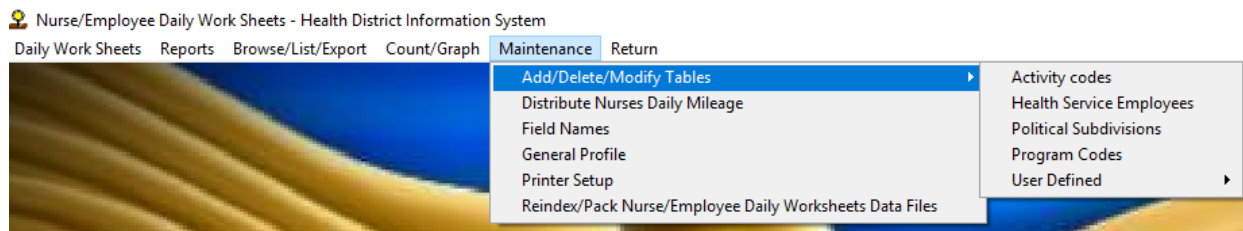
## Chapter 1: Getting Started

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

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



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

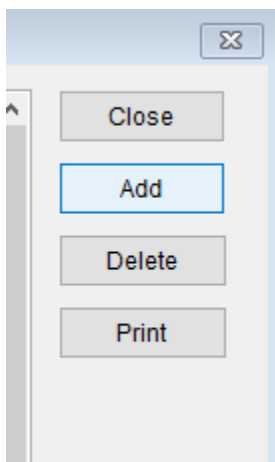


## Chapter 2: Maintenance

### Close/Add/Delete/Print Actions

Once in Maintenance, Select **Add/Delete/Modify Tables**

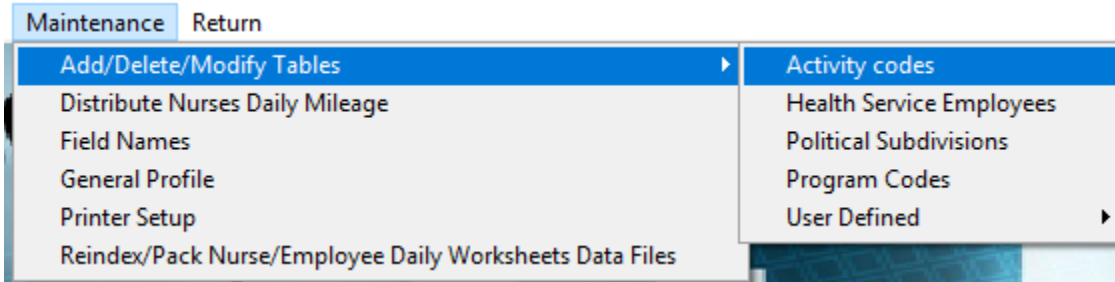
For every sub-category in **Add/Delete/Modify Tables**, similar buttons are present that perform similar actions in each window screen.



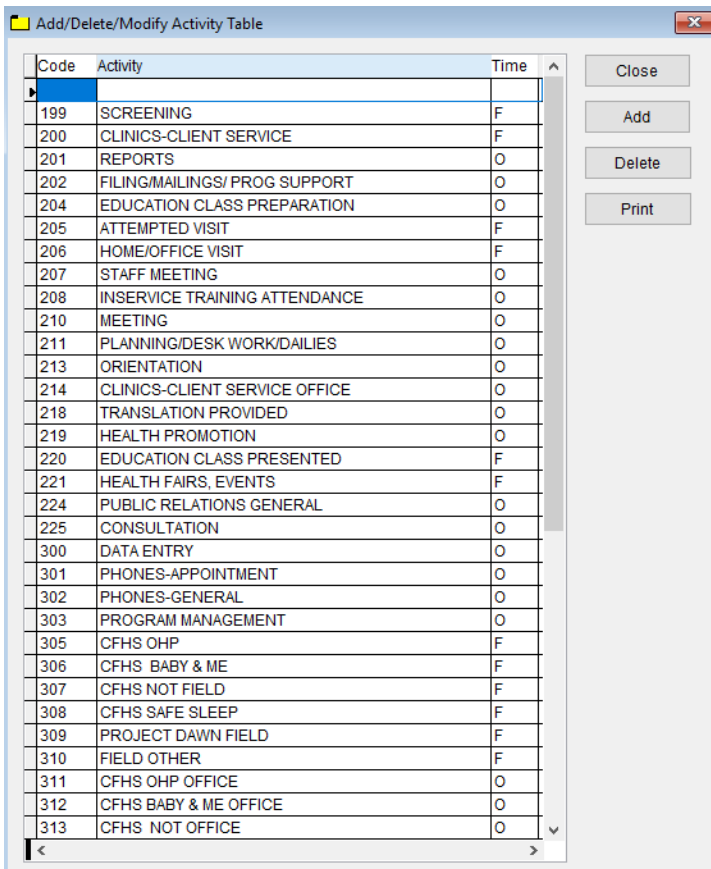
Close	Exits from the currently opened maintenance table. Must close in order to navigate or open a new screen.
Add	Creates a blank line that allows user to add new information.
Delete	Will remove/delete the currently high-lighted selection in the maintenance table.
Print	Prints out a list of all items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

### Activity Codes

Once on the **Maintenance** Tab, click **Activity Codes**:



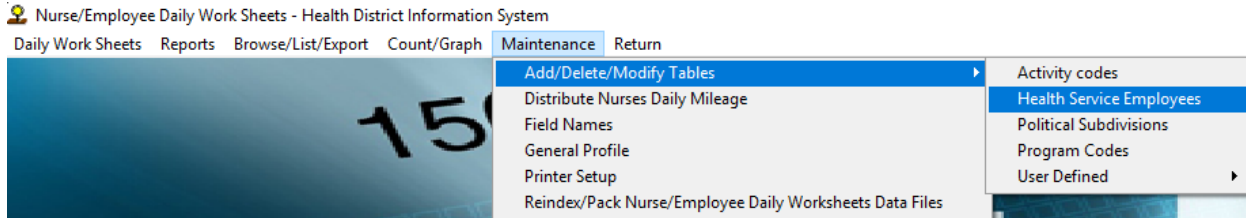
*Make sure table is properly filled in.*



Click [here for Close/Add/Delete/Print](#) description, or navigate to Page 4.

### Health Service Employees

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



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

**Add/Delete/Modify Nurse/Employee Table**

Code	Name	District
CB	BARTON, CLARA	
BR	BRADLEY, RUBY	
EC	CAVELL, EDITH	
MC	CURIE, MARIE	
MV	FAIRCHILD, HELEN	
VH	HENDERSON, VIRGINIA AVENEL	
AM	MAXWELL, ANNA	
WW	WHITMAN, WALT	

Buttons: Close, Add, Delete, Print

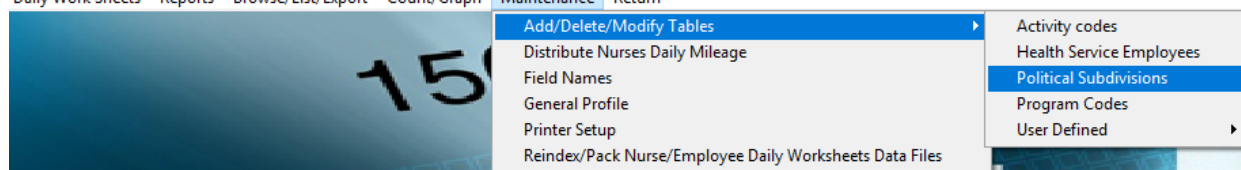
Click [here for Close/Add/Delete/Print](#) description, or navigate to Page 4.

### Political Subdivisions

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

Nurse/Employee Daily Work Sheets - Health District Information System

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



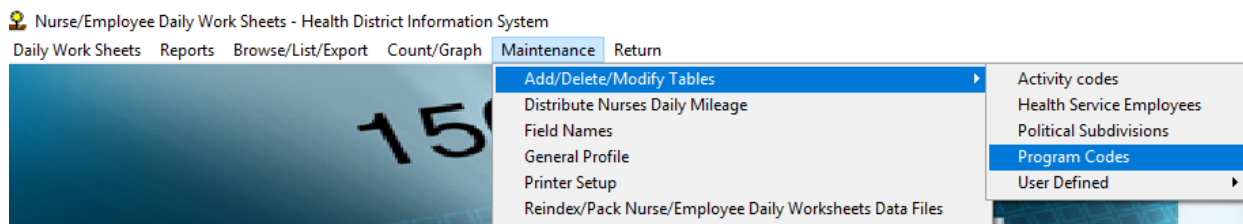
*Insert the Code and Political subdivision here.*

Add/Delete/Modify Political Subdivision Table	
Code	Subdivision
001	GOTHAM CITY
002	HOBBITON TWP.
003	BGI TWP.
004	HDIS TWP.
005	SQUID CITY
006	SHARK TWP.
007	ATLANTIS TWP.
008	BORGVILLE TWP.
009	ENTERPRISE TWP.
010	GROOT TWP.
020	SMALLVILLE TWP.
026	OUT OF COUNTY

Click [here for Close/Add/Delete/Print](#) description, or navigate to Page 4.

## Program Codes

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



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

**Add/Delete/Modify Program Codes Table**

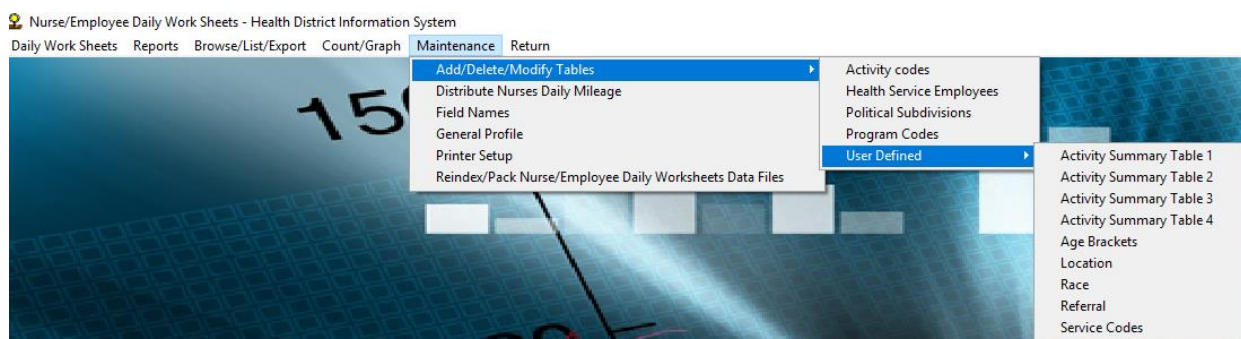
Code	Program	Update Module	Fund #
100	CFHS/MCHP		
101	BCM		
102	NURSING		
103	VACCINE MANAGEMENT		
104	CHILD IMMUNIZATIONS		
105	SCHOOL HEALTH		
108	EMPLOYEE HEALTH		
109	COMMUNICABLE DISEASE		
110	FLU		
112	SIDS		
113	IAP		
114	TUBERCULOSIS		
116	ADULT IMMUNIZATIONS		
118	PUBLIC HEALTH		
119	SWANSTON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

Buttons: Close, Add, Delete, Print

Click [here for Close/Add/Delete/Print](#) description, or navigate to Page 4.

## User Defined

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



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

### Activity Summary Table 1 - 4

Add/Delete/Modify Table - Nurse's Activity Report 1

Program	Program From	Program To	Activity From	Column 1 Activity To	Column 1 Header	Column 2 Activity From	Column 2 Activity To
60+-----1	100	100	723	723	VISIT	722	722
BCMH	111	111	723	723		722	722
CFHS	116	116	723	723		722	722
Communicable Disease	120	120	723	723		722	722
Community Health Assess	930	930	723	723		722	722
Family Planning	130	130	723	723		722	722
Flu/Pneumonia	192	192	723	723		722	722
General Administration	301	301	723	723		722	722
General EH	400	400	723	723		722	722
General Health Ed.	510	510	723	723		722	722
General Nursing	380	380	723	723		722	722
Health Chek	135	135	723	723		722	722
Help Me Grow - Newborn Vi	141	141	723	723		722	722
Help Me Grow - PHN	144	144	723	723		722	722
Help Me Grow - Part C (E.I.)	143	143	723	723		722	722
Help Me Grow - TANF	142	142	723	723		722	722
Home Health	150	150	723	723		722	722
Homemake Chore Service	160	160	723	723		722	722
Homemaker Personal Care	161	161	723	723		722	722

Buttons: Close, Add, Delete, Print

## Location

Add/Delete/Modify Location Codes - Nurse's Daily Work Sheets

Code	Location	Address

Close

Add

Delete

Print

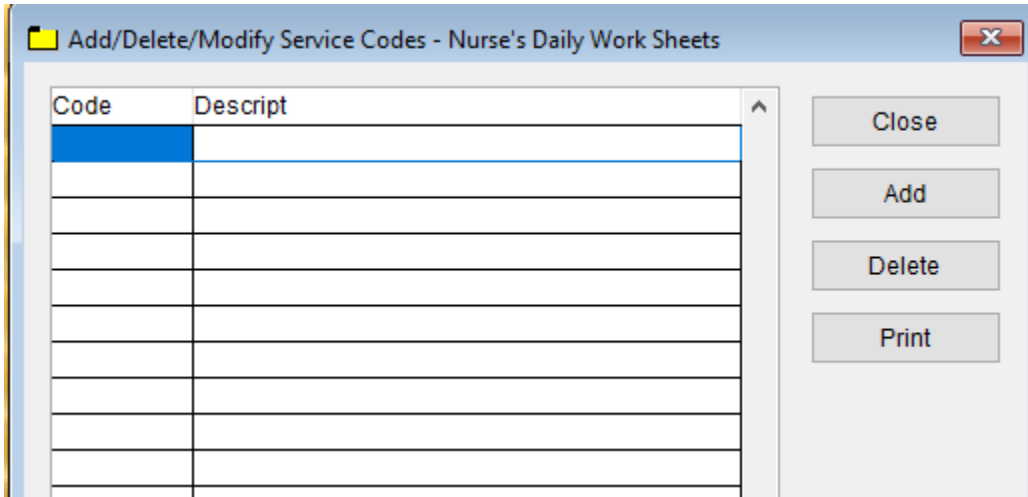
### Race

Add/Delete/Modify Race - Nurse's Daily Work Sheets

Code	Descript
	UNKNOWN
	CAUCASIAN
	ASIAN
	ARABIC
	BIRACIAL
	OTHER
	HISPANIC
	PAKISTAN
	INDIAN
	BRAZILIAN
	JORDANIAN
	CHINESE
	AFRIC.AMER
	PALESTINIAN
	HAWAIIAN
	VIETNAMESE
	IRANIAN
	ISLAMIC
	JAPANESE
A	AM. INDIAN/NATIVE AM.
A	ASIAN/PACIFIC ISLANDER

Close
Add
Delete
Print

### Service Codes



Add/Delete/Modify Service Codes - Nurse's Daily Work Sheets

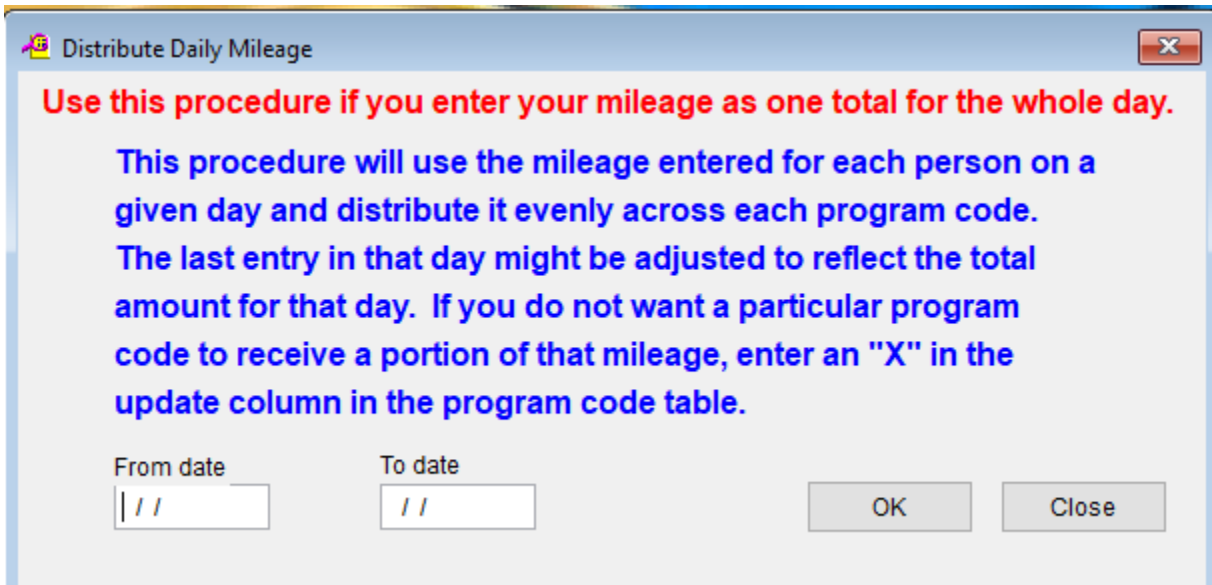
Code	Descript

Close  
Add  
Delete  
Print

### Distribute Nurses Daily Mileage

Navigate to: **Maintenance > Distribute Nurses Daily Mileage**

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



**Distribute Daily Mileage**

**Use this procedure if you enter your mileage as one total for the whole day.**

This procedure will use the mileage entered for each person on a given day and distribute it evenly across each program code. The last entry in that day might be adjusted to reflect the total amount for that day. If you do not want a particular program code to receive a portion of that mileage, enter an "X" in the update column in the program code table.

From date  To date

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

### Field Names

Navigate to: **Maintenance > Field Names**

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

Close

Print

### General Profile

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

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

The screenshot shows a web application window titled "General Profile". It has a tabbed interface with the following tabs: Demographics, General, Management, Environmental, Community & Public Health Services, Vital, and Support. The "General" tab is active, and within it, the "Nurses Daily's" sub-tab is selected. The "Nurses Daily's" sub-tab is divided into three sections: "Lead Clinics", "Nurses Daily's", and "TB Testing". The "Nurses Daily's" section contains a list of settings with checkboxes:

- ☐ Nurse's Daily's - Edit Check PS, Prgm, Act, Time
- ☐ Nurse's Daily's - Edit check last add
- ☐ Nurse's Daily's - Hide Political Subdivision
- ☐ Nurse's Daily's - Display Name & Address for Mileage
- ☒ Nurse's Daily's - Display Name & Address Always
- ☐ Nurse's Daily's - Display Notes
- ☐ Nurse's Daily's - Display # Seen
- ☐ Nurse's Daily's - by login & password
- ☐ Nurse's Daily's - Indicate Flex, Comp, Overtime
- ☐ Nurse's Daily's - Display Additional Fields
- ☐ Nurse's Daily's - Display Additional Fields # 2
- ☐ Nurse's Daily's - Style 2 - Delaware County
- ☐ Nurse's Daily's - Style 3 - Richland County
- ☐ Nurse's Daily's - Display expense report button
- ☐ Nurse's Daily's - Sort Programs & Activities by descriptions

To the right of these settings is a box titled "Remove Fields From Data Entry Screen" with the following options:

- ☐ Nurse's Daily's - Vehicle
- ☐ Nurse's Daily's - Miles
- ☐ Nurse's Daily's - ID # & Name


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

Once set, the selection is automatically saved.

## Printer Setup

Navigate to: **Maintenance > Printer Setup**

Page Setup ✕



**Paper**

Size: Letter ▼

Source: Automatically Select ▼

**Orientation**

☒ Portrait

☐ Landscape

**Margins (inches)**

Left: 1 Right: 1

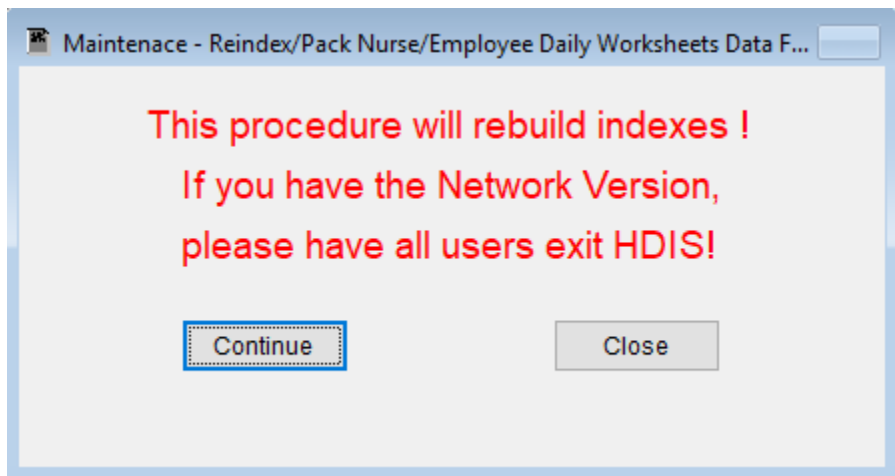
Top: 1 Bottom: 1

OK Cancel

*This screen allows a default printer setup.*

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

Navigate to: **Maintenance > Reindex/Pack Nurse**



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


## Chapter 3: Using Nurse/Employee Daily Worksheets

### Daily Work Sheets Tab

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

### View/Select

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

 Nurse/Employee Daily Work Sheets - Health District Information System

[Daily Work Sheets](#) [Reports](#) [Browse/List/Export](#) [Count/Graph](#) [Maintenance](#) [Return](#)

Daily Work Sheet for DOE, JOHN

View/Select      Modify      Add

Month: JANUARY      Year: 2020      Nurse/Employee Code & Name: JD DOE, JOHN      P      Close

Nurse	Date	Entry	Prgm	Act	Time	Vehicle	From Odom	To Odom	Miles	PS
HC	06/27/2016	2	102	211	30				0.0	001
HC	06/27/2016	3	100	314	60				0.0	001
HP	11/01/2010	1			0				0.0	
HP	11/19/2010	1	99	207	75				0.0	001
HP	11/22/2010	1	104	200	450				0.0	001
HP	12/06/2010	1	104	203	30				0.0	001
HP	12/06/2010	2	101	202	180				0.0	001
HP	12/06/2010	3	99	213	30				0.0	001
HP	12/07/2010	1	116	200	450				0.0	001
HP	12/08/2010	1	104	200	450				0.0	017
KT	01/04/2016	1	119	202	15				0.0	001
KT	01/04/2016	2	100	315	30				0.0	001
KT	01/05/2016	1	100	315	90				0.0	001
KT	01/06/2016	1	90	96	450				0.0	001
KT	01/07/2016	1	119	321	90				0.0	001
KT	01/11/2016	1	104	200	450				0.0	004
KT	01/11/2016	2	102	211	30				0.0	001
KT	01/12/2016	1	116	200	30				0.0	001
KT	01/12/2016	2	100	208	150				0.0	001
KT	01/12/2016	3	101	202	455				0.0	001

### Create Worksheet

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

The screenshot shows a software window titled "Daily Work Sheet for". It has three tabs: "View/Select", "Modify", and "Add". The "Add" tab is currently selected. The form contains the following fields:

- Date:** 01/08/2020
- Entry:** 1
- Ps:** (dropdown menu)
- City:** (text field)
- Prgm:** (dropdown menu)
- Description:** (text field)
- Activity:** (dropdown menu)
- Description:** (text field)
- Time:** (text field)
- Total office time:** 0
- Total field time:** 0
- Total:** 0
- Vehicle #:** (text field)
- Mileage:** (text field)
- ID #:** (text field)
- Name:** (text field)
- Name/Location:** (text field)
- Address:** (text field)

An "Add" button is located at the bottom right of the form.

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

### Modify Worksheet

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

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

Daily Work Sheet for DOE, JOHN

View/Select		Modify		Add	
Date	06/27/2016	Entry	2	Ps	026
				City	OUT OF COUNTY
Prgm	102	Description	NURSING		
		Activity	211	Description	PLANNING/DESK WORK/DAILIES
Time	30	Total office time	90	Total field time	360
		Total	450	Vehicle #	
		From Odom		To Odom	
ID #		Name			
Name		Address			
Nurse/Employee Code & Name					
	JD	DOE, JOHN			
<div> <div>Previous</div> <div>Next</div> <div>Delete</div> <div>Modify</div> </div>					

### Reports

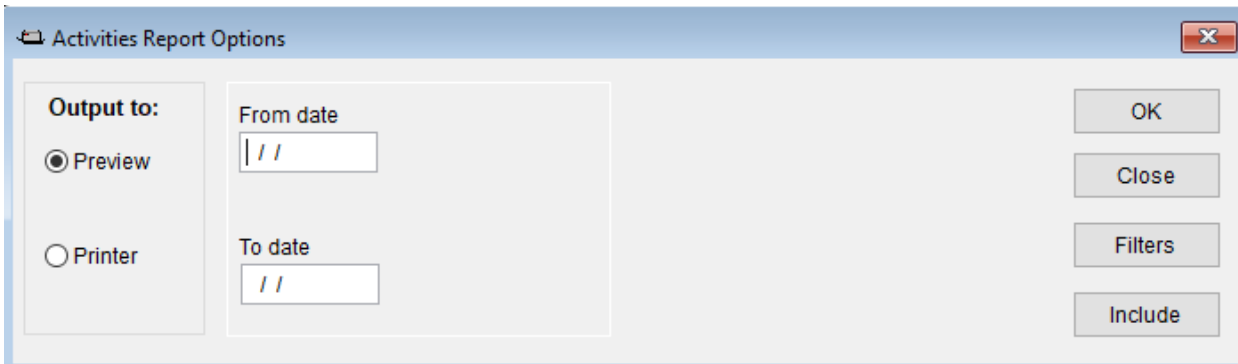
Click the **Reports** tab to see a dropdown list of different reports in the module.

Nurse/Employee Daily Work Sheets - Health District Information System

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

- Activities
- Activities by Employee
- Activities by Program
- Activities by Program by Employee
- Activities by Program by Employee (detail)
- Activities by Political Subdivision
- Activities by Political Subdivision (detail)
- By Program Fund Code ▶
- Custom ▶
- Daily Work Sheet Verification
- Name & Location Report - Detail
- Name & Location Report - Summary
- Office/Field Time by Program
- Office/Field Time by Employee by Program
- Office/Field Time by Program with Percentages
- Office/Field Time by Employee by Program with Percentages
- Total Time by Employee by Political Subdivision
- User Defined Reports ▶
- Vehicle Usage by Employee
- Vehicle Usage by Employee (detail)
- Vehicle Usage by Program
- Vehicle Usage by Employee by Program (detail)
- Vehicle Usage by Employee by Program (summary)

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



**Activities Report Options**

**Output to:**

☒ Preview

☐ Printer

**From date**  
//

**To date**  
//

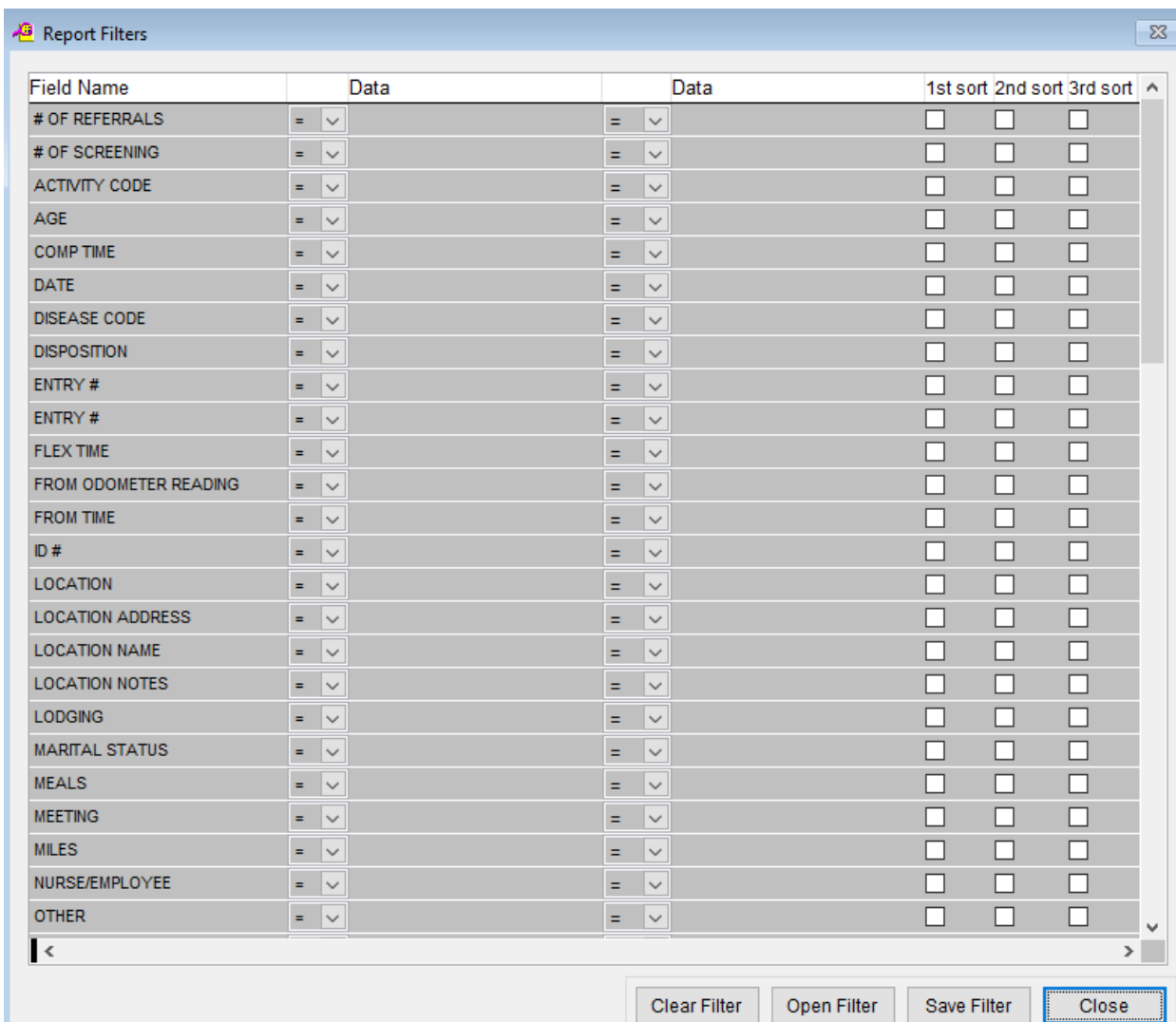
OK

Close

Filters

Include

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




**Report Filters**

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

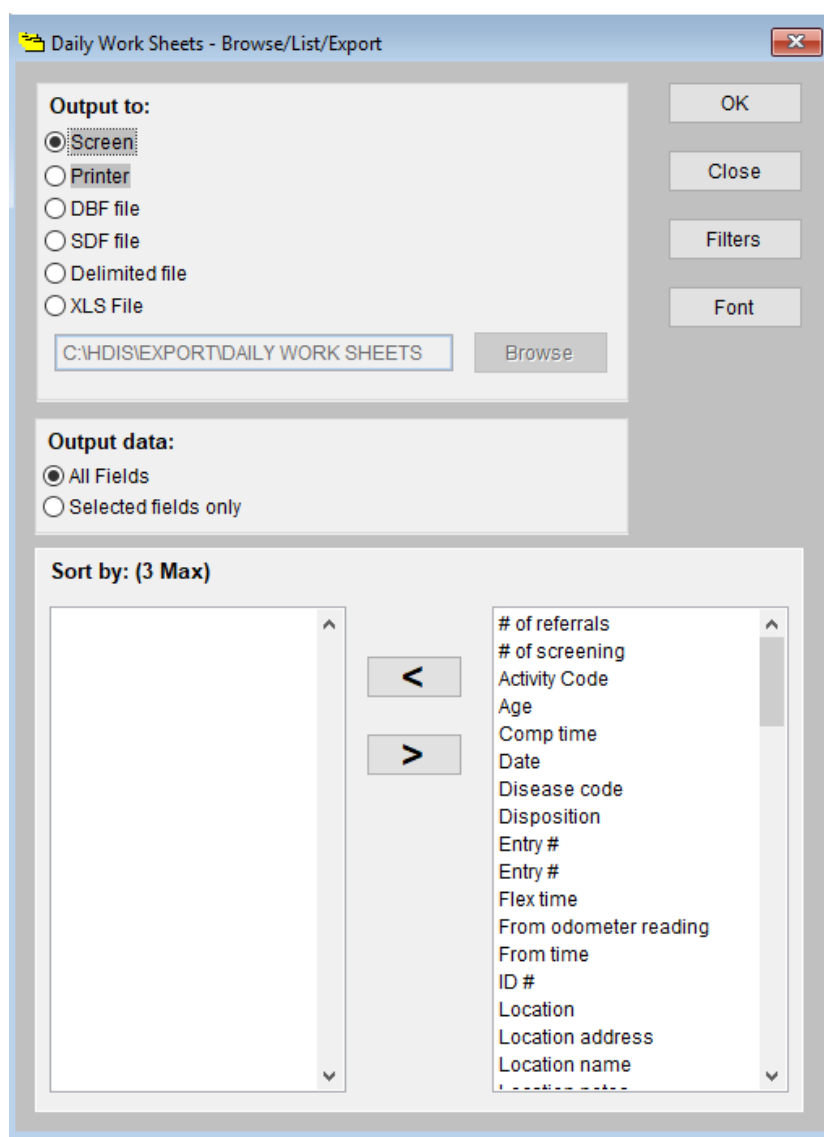
Clear Filter Open Filter Save Filter Close

### Browse/List/Export

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

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

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



**Daily Work Sheets - Browse/List/Export**

**Output to:**

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

C:\HDIS\EXPORT\DAI... WORK SHEETS   **Browse**

**Output data:**

☒ All Fields  
☐ Selected fields only

**Sort by: (3 Max)**

< >

# of referrals  
# of screening  
Activity Code  
Age  
Comp time  
Date  
Disease code  
Disposition  
Entry #  
Entry #  
Flex time  
From odometer reading  
From time  
ID #  
Location  
Location address  
Location name  
Location state

**OK**  
**Close**  
**Filters**  
**Font**

### Count Graph

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

Daily Work Sheets - Count/Graph

Report Title  
# of referrals

Legend Title

# of referrals  
# of screening  
Activity Code  
Age  
Comp time  
Date  
Disease code  
Disposition  
Entry #  
Entry #  
Flex time  
From odometer reading  
From time  
ID #  
Location  
Location address  
Location name  
Location notes  
Lodging  
Marital Status  
Meals  
Meeting  
Miles  
Nurse/Employee  
Other

Filters Close OK

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

Output:  
☐ top ten ☒ all

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

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

Footer

*Example of a simple bar graph output:*

