

# **HDIS**

**Health Department Information System**

*Helping You...Help Others*

## **School Inspections User Manual**



**The Baldwin Group, Inc.**

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

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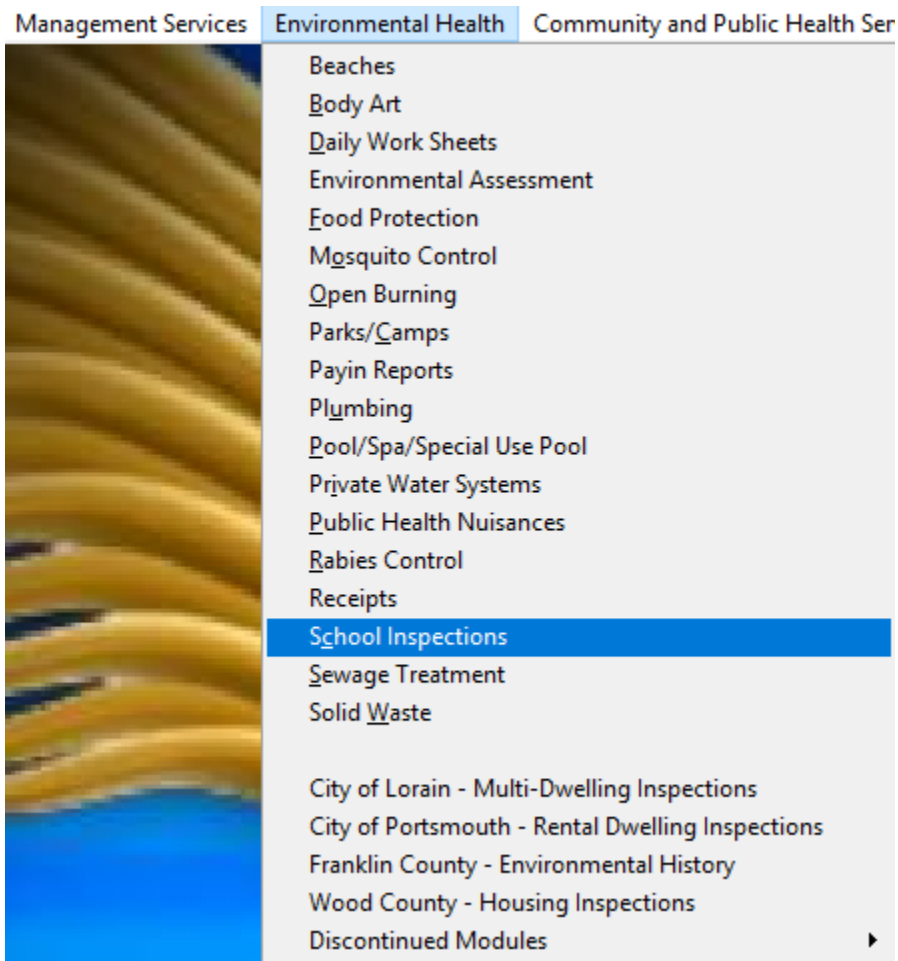
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## Chapter 1: Getting Started

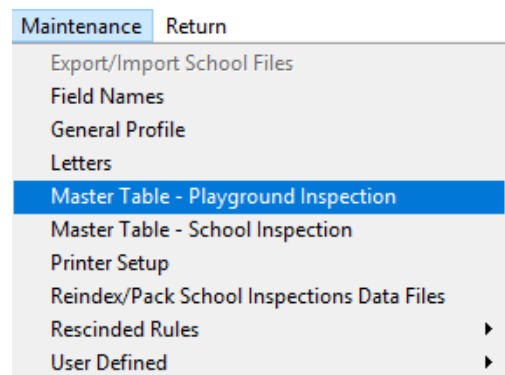
Once the Mosquito Control module has been installed, it can be accessed by going to:

**Environmental Health > School Inspections**



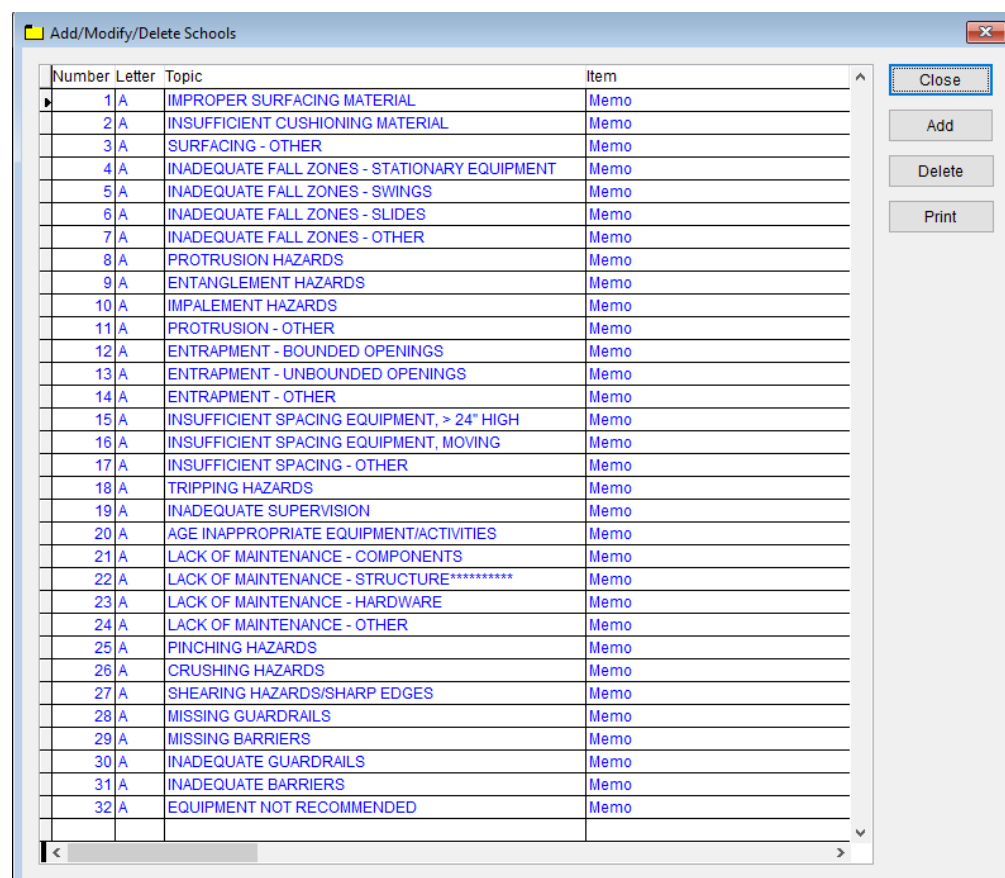
Once inside **School Inspections**, navigate to:

## Maintenance > Master Table – Playground Inspection

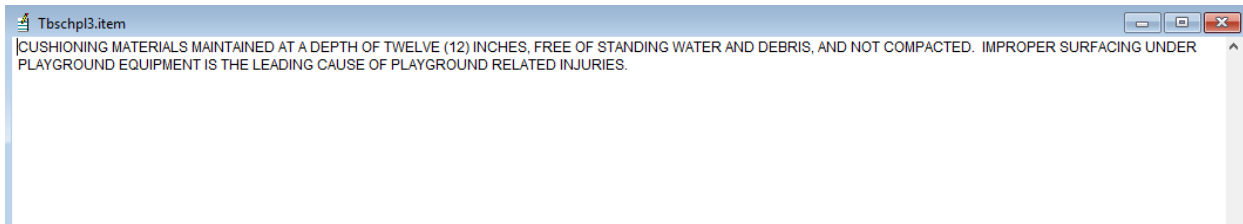


This section holds the **Playground Inspection** topics.

Click **Add** to enter a new topic. Under the Item column **double-click on Memo** to enter or view the information inside. Select a topic and click **Delete** to remove a topic.



Example of Memo field:

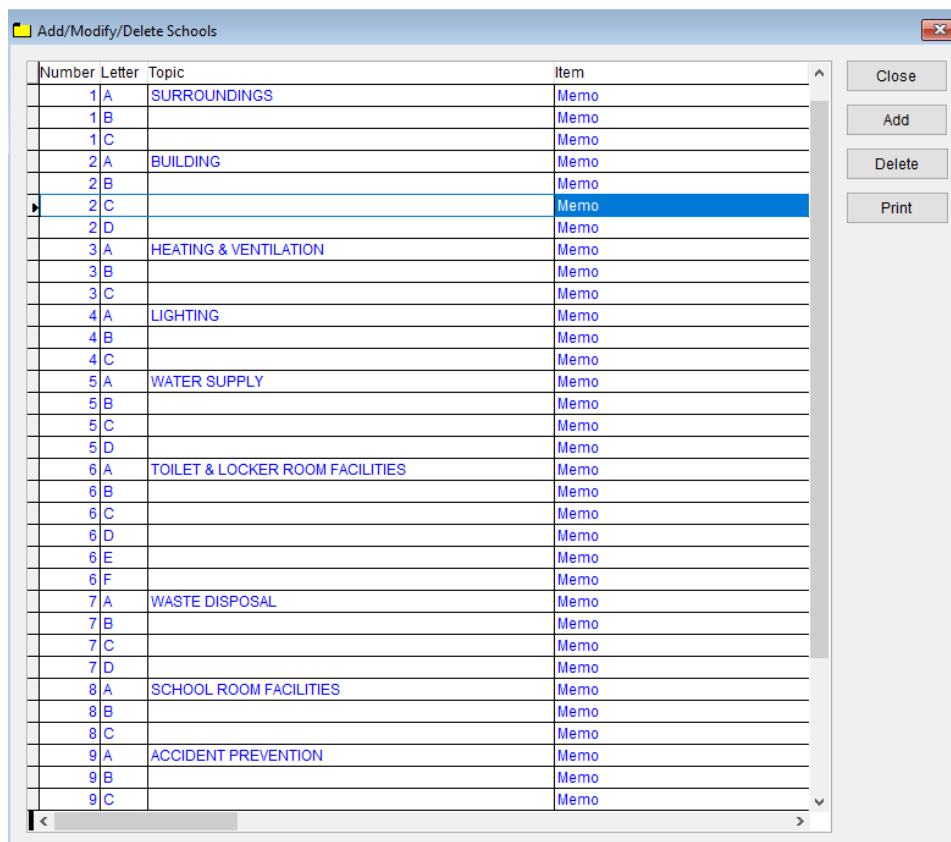


Navigate to:

**Maintenance > Master Table – School Inspection**

This section holds the **School Inspection** topics.

Click **Add** to enter a new topic. Under the Item column **double-click on Memo** to enter or view the information inside. Select a topic and click **Delete** to remove a topic.



Number	Letter	Topic	Item
1	A	SURROUNDINGS	Memo
1	B		Memo
1	C		Memo
2	A	BUILDING	Memo
2	B		Memo
2	C		Memo
2	D		Memo
3	A	HEATING & VENTILATION	Memo
3	B		Memo
3	C		Memo
4	A	LIGHTING	Memo
4	B		Memo
4	C		Memo
5	A	WATER SUPPLY	Memo
5	B		Memo
5	C		Memo
5	D		Memo
6	A	TOILET & LOCKER ROOM FACILITIES	Memo
6	B		Memo
6	C		Memo
6	D		Memo
6	E		Memo
6	F		Memo
7	A	WASTE DISPOSAL	Memo
7	B		Memo
7	C		Memo
7	D		Memo
8	A	SCHOOL ROOM FACILITIES	Memo
8	B		Memo
8	C		Memo
9	A	ACCIDENT PREVENTION	Memo
9	B		Memo
9	C		Memo

Schools Reports Browse/List/Export Count/Graph Maintenance Return

Navigate to: **School Inspections > Schools**

Enter the name of **School or ID#** to find a school record. Click on the record you are searching for and navigate to the next tab.

If you want to enter a new record just click the **Add** button and it will take you to the **School** tab.



## School Tab

From the **Find** tab, go to the **School** tab.

**School -**

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

**School** ☐ Preschool ☐ Kind. ☐ Elementary ☐ Middle ☐ Junior/Int ☐ Senior High ☐ Tech.  
☐ Other

**Type** ☐ Public ☐ Private ☐ Charter ☐ MRDD ☐ Tools for School

**Info** ☐ Food Service ☐ Vending ☐ Pool ☐ Playground  
☐ Sewage(priv) ☐ Water(priv) ☐ Closed

**Grades of Instruction**  **Hours of Operation**  **Classrooms**  **Enrollment**

**Year constructed**  **Year(s) renovated**

**School Address** **Principal/Chief Administrator** **Custodian/Facility Operations**

**ID #**  **Name of School**

**School District**

**Street Address**  **City**

**State**  **Zip code**  **Phone**

Checkmark, type the appropriate information, or use the drop down boxes to accurately fill in the record.

Actions capable of being performed on this screen:

- **Previous** button will take you to the previous record
- **Next** button will take you to the next record
- **Add** button will open up a blank page where you can fill in a record.
- **Modify** will allow you to edit an existing record, and [Print](#) will open up a print menu.

**Print Button:**

**Print**

☒ Envelope to School ☐ Letter A

☐ Envelope to Board of Education ☐ Letter B

☐ Envelope to Custodian/Facility Operator ☐ Letter C

☐ Envelope to Board of Education Secretary ☐ Letter D

☐ School Information Form ☐ Letter E

☐ School Inspection - 2013 ☐ Letter F

☐ Environmental Measures ☐ Letter G

☐ School Inspection ☐ Letter H

☐ Playground Inspection ☐ Letter I

☐ School Inspection - Rescinded ☐ Letter J

☐ Roof Inspection - Rescinded

☐ School Information Form (blank) Rescinded

☒ Address Letter to School ☐ Address Letter to Custodian

☐ Address Letter to Principal ☐ Address Letter to Board of Education

☒ Preview ☐ Print

**OK** **Close**

You can choose to print envelopes, forms, inspections, rescinded inspections, and custom letters. There are 4 types of addresses you can choose from relating to School Inspection data.

Either select **Preview** or **Print**.

Pressing the **OK** button the print window will generate your selection.

**Close** button will exit from this window.

## Board of Ed tab

### Board of Education Sub Tab:

The screenshot shows a web application window titled "School -". The main menu bar includes: Find, School, Board of Ed, School Insp, Env. Measures, School, Playground, Comments, School Insp - Rescinded, Roof Insp - Rescinded, and GIS/GPS. The "Board of Ed" tab is selected, and within it, the "Board of Education" sub-tab is active. The form contains the following fields:

- Board of Education:** A text field containing "THE BOARD".
- Superintendent:** A text field containing "SUPER INTEND".
- Email:** A text field containing "email@email.com".
- Street:** A text field containing "TEST STREET".
- City:** A dropdown menu showing "TEST CITY".
- State:** A dropdown menu showing "OH".
- Zip code:** A dropdown menu showing "11111".
- Phone:** A text field containing "1-111-111-1111".
- Secretary:** A text field containing "MR SECRETARY".
- Email:** A text field containing "email@anotheremail.com".
- Street:** A text field containing "TEST STREET".
- City:** A dropdown menu showing "TEST CITY".
- State:** A dropdown menu showing "OH".
- Zip code:** A dropdown menu showing "11111".
- Phone:** A text field containing "1-111-111-1111".

At the bottom right of the form, there are two buttons: "Print" and "Modify".

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click **Contact/Items** sub tab to continue entering in data.
- **Print** button will open printing options window.

**Contact/Items Sub Tab:**

School -

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Board of Education Contact/Items Inspections/Political Subdivision

How would you like to receive quarterly transmittals of dangerous products or conditions?

☐ E-mail

☐ Facsimile

☐ US Post

Name  Address

Items sanitarian will need as they inspect your school:

<input type="checkbox"/> Floor plan of school	<input type="checkbox"/> Documentation of monthly inspections of emergency showers and eyewash stations	<input type="checkbox"/> Policies/Procedures Bus/Vehicle idling Radon Asbestos management Safety/Crisis management Blood-borne pathogens Medication storage Comprehensive safety plan Chemical hygiene plan Hand washing Integrated pest management Water line flushing
<input type="checkbox"/> Evidence of annual inspection of bleachers, grandstands and folding or telescopic seating	<input type="checkbox"/> Diagram showing location of acid neutralization tank and evidence of annual inspection	
<input type="checkbox"/> MSDS files in office and at location of use	<input type="checkbox"/> Roof inspection (forms)	
<input type="checkbox"/> Evidence of annual inspection of fume hoods and local exhaust systems	<input type="checkbox"/> Roof diagram	
<input type="checkbox"/> Chemical inventory lists in chemical storage areas	<input type="checkbox"/> Completed transmittal forms for dangerous or recalled products	
	<input type="checkbox"/> Other documents requested by sanitarian	

Print Modify

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click **Inspections/Political Subdivision sub tab** to continue entering in data.
- **Print** button will open printing options window.

**Inspections/Political Subdivision:**

School -

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Board of Education Contact/Items Inspections/Political Subdivision

Insp.Interval Last three inspection dates Next Inspection

12 04/25/2018 // //

Inspector CS CAT SCAN

Service R STANDARD

Political Subdivision 05 GOTHAM CITY

Print Modify

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click **School Insp Tab** to continue entering in data.
- **Print** button will open printing options window.

## School Insp Tab

### Inspection Info Sub Tab:

School -

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Inspection Info Areas of Deficiency Observations and Recommendations

Inspection Date  
04/25/2018

**Type of Inspection**  
☐ Routine ☐ Complaint ☐ Consultation ☒ Follow-up

HVAC System	Heating	Cooling
Central Forced Air Systems	<input type="checkbox"/>	<input type="checkbox"/>
Unit Ventilators	<input type="checkbox"/>	<input type="checkbox"/>
Steam/Hot Water Radiators	<input type="checkbox"/>	n/a
Electric Heating Units	<input checked="" type="checkbox"/>	n/a
Geothermal	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Previous Inspection Next Inspection Add Inspection Delete Inspection\* Print Modify

- Enter/Checkmark/Select appropriate information.
- **Add Inspection** button allows you to enter a new inspection
- **Right-click Delete Inspection** to remove current inspection displayed on screen
- **Next Inspection** takes you to next inspection
- **Previous Inspection** takes you to a previous inspection
- **Print button** opens a printing options window
- **Modify button** allows you to edit current record

**Areas of Deficiency Sub Tab:**

School - [X]

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Inspection Info	Areas of Deficiency	Observations and Recommendations
<input type="checkbox"/> Grounds & Building Exterior (1) <input type="checkbox"/> Playgrounds (2) <input type="checkbox"/> Solid Waste Disposal Areas (3) <input checked="" type="checkbox"/> All School Indoor Environments (4) <input type="checkbox"/> Hallways & Stairwells (5) <input type="checkbox"/> Science Classrooms (6)	<input type="checkbox"/> Visual Arts Classrooms (6) <input type="checkbox"/> Industrial Arts Classrooms (6) <input type="checkbox"/> Other Specialty Areas (6) <input type="checkbox"/> Auditoriums & Student Dining (7) <input type="checkbox"/> Library/Media Center (8) <input type="checkbox"/> Indoor Athletic Facilities (9)  <input type="checkbox"/> Health Care Areas (13) <input type="checkbox"/> Admin Areas (14) <input type="checkbox"/> Policies/Rules/Procedures	<input type="checkbox"/> Locker Rooms (9) <input type="checkbox"/> Training or Weight Lifting Rooms (9) <input type="checkbox"/> Restrooms (10) <input type="checkbox"/> Custodial Closets (11) <input type="checkbox"/> Mechanical Rooms (12) <input type="checkbox"/> Water/Wastewater Systems (12)

*Check mark Areas of Deficiency to add to current record.*

[illegible]

- **Add Observation** button allows you to enter a new observation
- **Right-click Delete Observation** to remove selected observation
- **Print button** opens a printing options window
- **Modify button** allows you to edit current record



[illegible]

- **Add Room** button allows you to enter a new record.
- **Right-click Delete Env. Measure\*** to remove selected entry
- **Print button** opens a printing options window
- **Modify** button allows you to edit current record

## School Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Date	Topic	Inspection item	NIC Notes
04/10/2018	SURROUNDINGS	LOCATION	<input type="checkbox"/>
04/10/2018		GROUND, WALKWAYS & DRIVEWAYS	<input type="checkbox"/>
04/10/2018		PLAYGROUND EQUIPMENT	<input type="checkbox"/>
04/10/2018	BUILDING	STRUCTURE	<input type="checkbox"/>
04/10/2018		FLOOR CLEANING & REPAIR	<input type="checkbox"/>
04/10/2018		WALLS & CEILING CLEANING & REPAIRS	<input type="checkbox"/>
		DOORS & WINDOWS	<input type="checkbox"/>

Inspection date: 04/25/2018 Add Inspection Delete Inspection\* Print Modify

- **Add Inspection** button allows you to enter a new Inspection [Enter Inspection date]
- **Right-click Delete Inspection\*** to remove selected entry
- **Print button** opens a printing options window
- **Modify** button allows you to edit current record
- **For NIC** click the checkbox

## Playground Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Date	Topic	Inspection Item	NIC Notes
04/10/2018	IMPROPER SURFACING MATER	HARD SUFACES SUCH AS CONCRETE, BLACKTOP, PACKED EARTH OR GRASS ARE NOT ACCEPTABLE UNDER PLAYGROUND EQUIPMENT. FALLS ONTO ONE OF THESE	<input checked="" type="checkbox"/>
04/10/2018	INSUFFICIENT CUSHIONING MA	CUSHIONING MATERIALS MAINTAINED AT A DEPTH OF TWELVE (12) INCHES, FREE OF STANDING WATER AND DEBRIS, AND NOT COMPACTED. IMPROPER SURFACING	<input type="checkbox"/>
04/10/2018	SURFACING - OTHER		<input checked="" type="checkbox"/>
04/10/2018	INADEQUATE FALL ZONES - STA	PROTECTIVE SURFACING MATERIAL SHOULD EXTEND A MINIMUM OF SIX (6) FEET IN ALL DIRECTIONS AROUND A STATIONARY PLAY EQUIPMENT SUCH AS	<input type="checkbox"/>
04/10/2018	INADEQUATE FALL ZONES - SW	PROTECTIVE SURFACING SHOULD EXTEND IN FRONT AND BACK OF SWINGS A MINIMUM OF TWO (2) TIMES THE HIEGHT OF THE SWING PIVOT/HANGER. PROTECTIVE	<input type="checkbox"/>
04/10/2018	INADEQUATE FALL ZONES - SLI	PROTECTIVE SURFACING SHOULD EXTEND A MINIMUM OF SIX (6) FEET FROM HTE EXIT END OF THE SLIDE; FOR SLIDES HIGHER THAN FOUR FEET THE PROTECTIVE	<input type="checkbox"/>

Inspection date  /  /

- **Add Inspection** button allows you to enter a new Inspection [Enter Inspection date]
- **Right-click Delete Inspection\*** to remove selected entry
- **Print button** opens a printing options window
- **Modify** button allows you to edit current record
- **For NIC** click the checkbox

## Comments Tab

The screenshot shows a web application window titled "School - TEST SCHOOL ACADEMY". The interface includes a top navigation bar with tabs: Find, School, Board of Ed, School Insp, Env. Measures, School, Playground, Comments, School Insp - Rescinded, Roof Insp - Rescinded, and GIS/GPS. The "Comments" tab is currently selected. Below the navigation bar is a large text area with the placeholder text "This is where you can write your comments". At the bottom right of the text area are three buttons: "Spell Check", "Print", and "Modify".

This tab is where you can post comments relating to the record.

- **Print button** opens a printing options window
- **Modify** button allows you to edit current comment
- **Spell Check** will look for spelling errors in the comments

## School Insp - Rescinded Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS

Reason for Inspection/School Info		Inspection Items		Violations/Comments	
Inspection Date	Inspection Time	Travel Time	Other Time	Year constructed	Year(s) renovated
//					
<b>Type of Inspection</b> <input type="checkbox"/> Routine <input type="checkbox"/> Complaint <input type="checkbox"/> Consultation <input type="checkbox"/> Follow-up		<b>HVAC System</b> Central Forced Air Systems <input type="checkbox"/> <input type="checkbox"/> Unit Ventilators <input type="checkbox"/> <input type="checkbox"/> Steam/Hot Water Radiators <input type="checkbox"/> n/a Electric Heating Units <input type="checkbox"/> n/a Geothermal <input type="checkbox"/> <input type="checkbox"/> Other <input type="checkbox"/> <input type="checkbox"/>			
Grades of Instruction	Hours of Operation				

Previous Inspection Next Inspection Add Inspection\* Delete Inspection\* Print Modify

This section holds the rescinded school inspections.

## Roof Insp - Rescinded Tab

School - TEST SCHOOL ACADEMY

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded **Roof Insp - Rescinded** GIS/GPS

Reason for Inspection/Documentation			Inspection Items		Violations/Comments	
Inspection Date	Inspection Time	Travel Time	Other Time	Year roof installed	Year renovated	
//						
<b>Reason for Inspection</b> <input type="checkbox"/> Annual Inspection <input type="checkbox"/> Following Severe Weather (check all that apply) <input type="checkbox"/> Damaging Wind <input type="checkbox"/> Lightning <input type="checkbox"/> Hail <input type="checkbox"/> Excess Snow Accumulation <input type="checkbox"/> Heavy Rain <input type="checkbox"/> Falling Debris <input type="checkbox"/> Other			<b>Type of Roofing System</b> <input type="checkbox"/> Thermoset single-ply membrane <input type="checkbox"/> Built-up <input type="checkbox"/> Thermoplastic single-ply membrane <input type="checkbox"/> Metal <input type="checkbox"/> Modified bitumen <input type="checkbox"/> Shingle <input type="checkbox"/> Other			
<b>Documentation</b> <input type="checkbox"/> Current roof drawing or diagram containing: 1. Date drawing/diagram completed 2. Location of all HVAC air handling units 3. Location of all exhaust stacks 4. Location of all roof drains <input type="checkbox"/> One copy of HD Roof Inspection for each insp. completed			<b>Rooftop HVAC and exhaust components</b> <input type="checkbox"/> Air handling units <input type="checkbox"/> Kitchen exhaust stacks <input type="checkbox"/> Dryer vent stacks <input type="checkbox"/> Sanitary system vent stacks <input type="checkbox"/> Chemical fume hood <input type="checkbox"/> Combustion flues <input type="checkbox"/> Restroom exhaust stacks <input type="checkbox"/> Other			

Previous Inspection Next Inspection Add Inspection Delete Inspection\* Print Modify

This section holds the rescinded roof inspections.

## GIS/GPS Tab

**Global Information System**

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

---

**Global Positioning System**

Latitude Decimal Value  Longitude Decimal Value

Modify

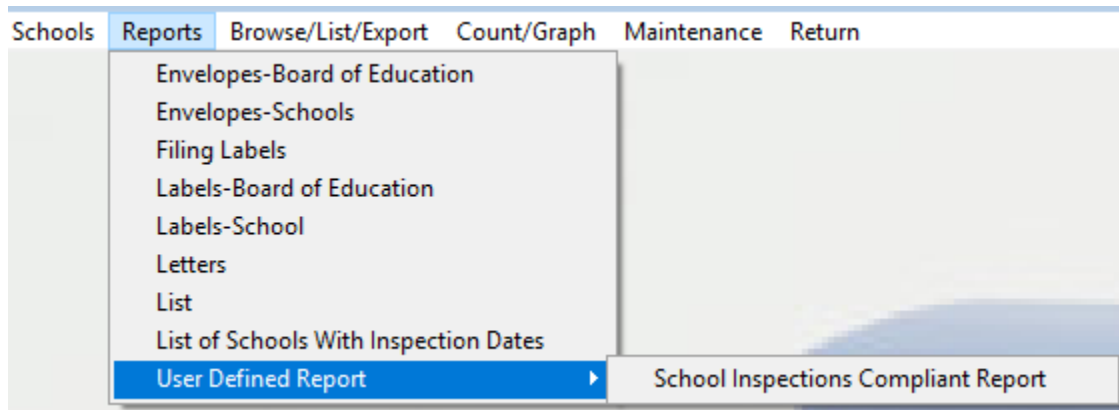
This tab allows you to enter your **GPS** coordinates for mapping purposes.

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.

## Chapter 3: Reports

Navigate to: **Environmental Health> School Inspections> Reports.**

There will be a drop down menu for different types of reports you can create/modify.



*Reports can be filtered.* [See Page on Filters for more detail \(Click this link\).](#)

Click on the type of report you want to create and an options window will pop-up.

Some options windows are different than others but are simple to use.

You can always preview a report before printing.



**Report Options Window For:**

- Envelopes -Board of Education
- Envelopes – Schools
- Filing Labels
- List
- List of Schools With Inspection Dates

The list above is what the options window will look like for those selections.

The screenshot shows a window titled "Schools Report Options for Envelopes-Board of Education". It contains the following elements:

- Output to:** Two radio buttons, "Preview" (selected) and "Printer".
- Two checkboxes: "Include Filter Printout" and "Include Mail Merge File", both of which are unchecked.
- Three buttons on the right: "OK", "Close", and "Filters".

**Report Options Window For:**

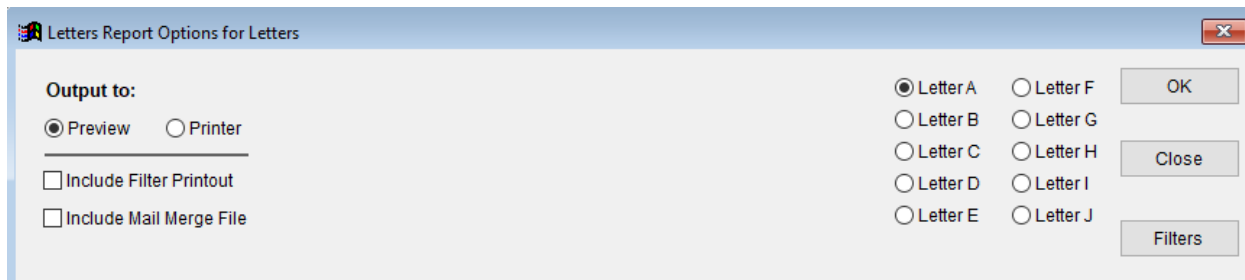
- Labels – School
- Labels – Board of Education

The list above is what the options window will look like for those selections.

The screenshot shows a window titled "Schools Report Options for Labels-Board of Education". It contains the following elements:

- Output to:** Two radio buttons, "Preview" (selected) and "Printer".
- Two checkboxes: "Include Filter Printout" and "Include Mail Merge File", both of which are unchecked.
- A group box containing three radio buttons for label sizes: "1 X 12 (4145)", "2 X 10 (5161)", and "3 X 10 (5160)". The "3 X 10 (5160)" option is selected.
- Three buttons on the right: "OK", "Close", and "Filters".

**Letters:**



Letters Report Options for Letters

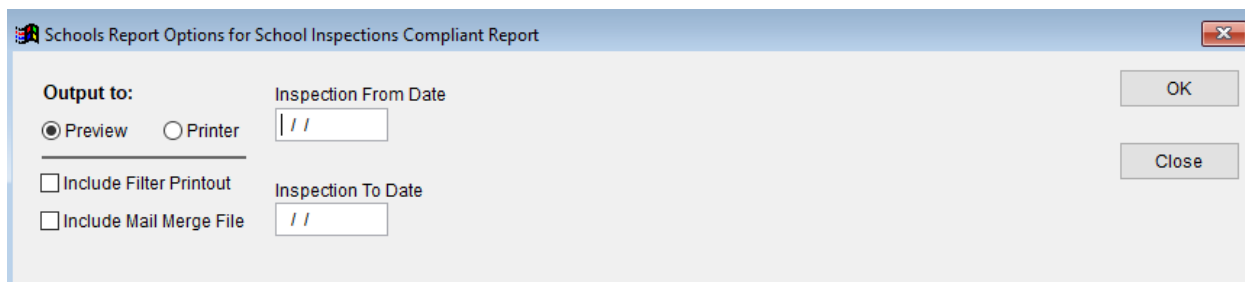
**Output to:**  
☒ Preview ☐ Printer

☐ Include Filter Printout  
☐ Include Mail Merge File

☒ Letter A ☐ Letter F  
☐ Letter B ☐ Letter G  
☐ Letter C ☐ Letter H  
☐ Letter D ☐ Letter I  
☐ Letter E ☐ Letter J

OK  
Close  
Filters

**The only report with a date range is User Defined Report > School Inspections Compliant Report:**



Schools Report Options for School Inspections Compliant Report

**Output to:**  
☒ Preview ☐ Printer

☐ Include Filter Printout  
☐ Include Mail Merge File

Inspection From Date  
| / |

Inspection To Date  
| / |

OK  
Close

## Chapter 4: Browse/List/Export

Inside the **School Inspections** module navigate to the **Browse/List/Export**.

This section allows the exportation of data, also allowing the user to use [Filters](#).

There are also multiple ways for you to output the data: Screen, Printer, DBF file, SDF file, and Delimited file.

If you pick DBF file, SDF file, or Delimited file make sure you select the appropriate path.

Select **Browse** to find the needed path.

Schools - Browse/List/Export

**Output to:**

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\SCHOOLS

**Output data:**

☒ All Fields

☐ Selected fields only

**Sort by: (3 Max)**

< >

# of classrooms  
2nd last inspection  
3rd last inspection  
Acid tank  
Bleachers  
Board City  
Board Phone  
Board State  
Board Street  
Board Zip  
Charter  
Chemical inventory  
Chief admin.  
City  
Closed  
Contact email  
Contact fax  
Contact person

### 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 web interface titled "Sort by: (3 Max)". It features two vertical list boxes. The left list box is currently empty. Between the two list boxes are two buttons: one with a left-pointing arrow (<) and one with a right-pointing arrow (>). The right list box contains a scrollable list of field names: "# of classrooms", "2nd last inspection", "3rd last inspection", "Acid tank", "Bleachers", "Board City", "Board Phone", "Board State", "Board Street", "Board Zip", "Charter", "Chemical inventory", "Chief admin.", "City", "Closed", "Contact email", "Contact fax", and "Contacting parent". Both list boxes have upward and downward arrow icons at their top and bottom respectively.

## Filters

From the **Browse/List/Export** or [Reports](#) click on the **Filters** button.

This section allows you to set filters based on the **Output Field**.

Field Name	Data	Data	1st sort	2nd sort	3rd sort
# OF CLASSROOMS	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2ND LAST INSPECTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3RD LAST INSPECTION	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACID TANK	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLEACHERS	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOARD CITY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOARD PHONE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOARD STATE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOARD STREET	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOARD ZIP	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHARTER	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHEMICAL INVENTORY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHIEF ADMIN.	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLOSED	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT EMAIL	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT FAX	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT US POST	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAN	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAN CITY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAN EMAIL	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAN PHONE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAN STATE	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAN STREET	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTODIAN ZIP	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELEMENTARY	=	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 **School Inspections** module navigate to the **Count/Graph**.

Create the title you would like as the **Report Title**.

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**, **Footer**, and **Output to** section. The **Output to** gives you options on how you want to display or store your results.

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. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and by *data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals: **Level 1 Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

The screenshot shows the 'Schools - Count/Graph' window with the following sections:

- Report Title:** A text box containing '# of classrooms'.
- Legend Title:** An empty text box.
- Field List:** A scrollable list of fields including '# of classrooms', '2nd last inspection', '3rd last inspection', 'Acid tank', 'Bleachers', 'Board City', 'Board Phone', 'Board State', 'Board Street', 'Board Zip', 'Charter', 'Chemical inventory', 'Chief admin.', 'City', 'Closed', 'Contact email', 'Contact fax', 'Contact us post', 'Custodian', 'Custodian city', 'Custodian email', 'Custodian phone', 'Custodian state', 'Custodian street', and 'Custodian zip'.
- Output to:** Radio buttons for 'Screen' (selected), 'Print', 'DBF file', 'SDF file', and 'Delimited file'. Below is a text box with 'C:\HDISEXPORT' and a 'Browse' button.
- Output:** Radio buttons for 'top ten' (selected) and 'all'.
- Type:** Radio buttons for 'count' (selected), 'pie graph', 'bar graph', 'pie graph (full page)', and 'bar graph (full page)'.
- Sort by:** Radio buttons for 'High to low' (selected), 'Low to high', and 'by data'.
- Level 1 Group:** A list box containing '# of classrooms', '2nd last inspection', '3rd last inspection', and 'Acid tank', with a 'Clear' button.
- Level 2 Group:** A list box containing '# of classrooms', '2nd last inspection', '3rd last inspection', and 'Acid tank', with a 'Clear' button.
- Footer:** An empty text box.
- Buttons:** 'Filters', 'Close', and 'OK' buttons are located at the top right.

## 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.

Report Designer - count.frx - Page 1

# of classrooms - Count/Percentage		
Number	Percent	# of classrooms
19	26 %	0
5	7 %	2
3	4 %	15
3	4 %	24
3	4 %	28
2	3 %	4
2	3 %	8
2	3 %	10
2	3 %	11
31	43 %	OTHER
72	100 %	Totals

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

Report Designer - count.fx - Page 1

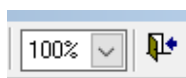
**# of classrooms - Count/Percentage**

Number	Percent	# of classrooms
1	50 %	0
1	50 %	30
2	100 %	<b>Totals</b>

Filters

Board City=TEST

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





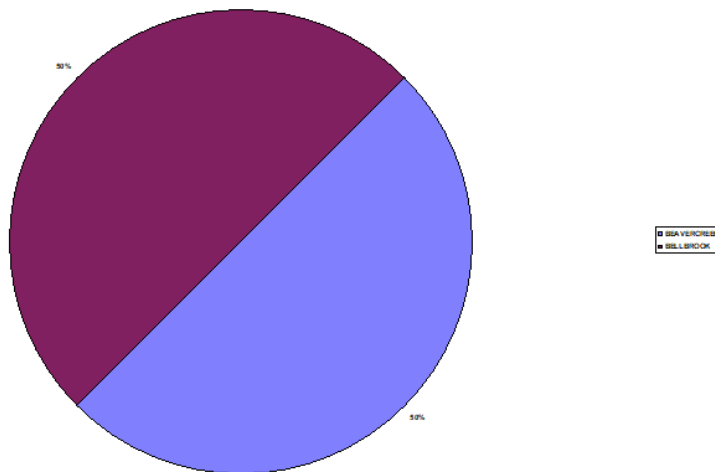
## Pie Graph

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.

**Contact's City**

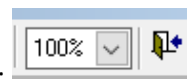


Filters
Contact's City=B

BGI HD

11/30/2017

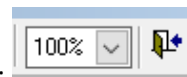
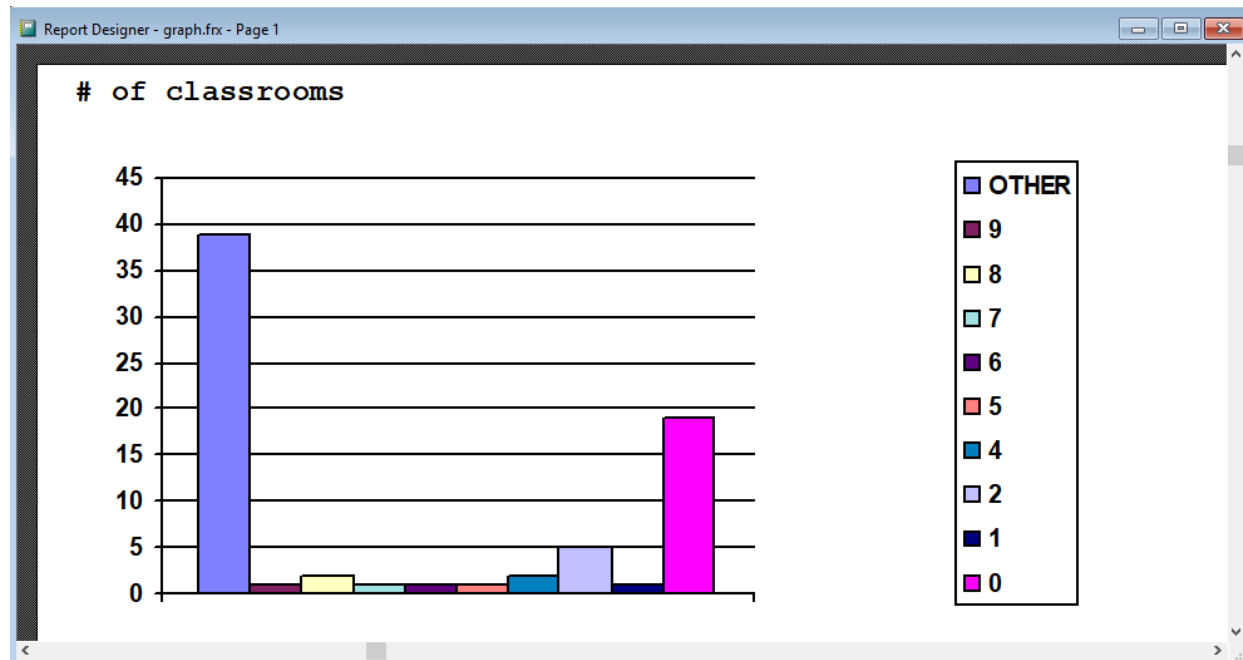
Click on the door icon next to the percent to return to the menu:



## 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:

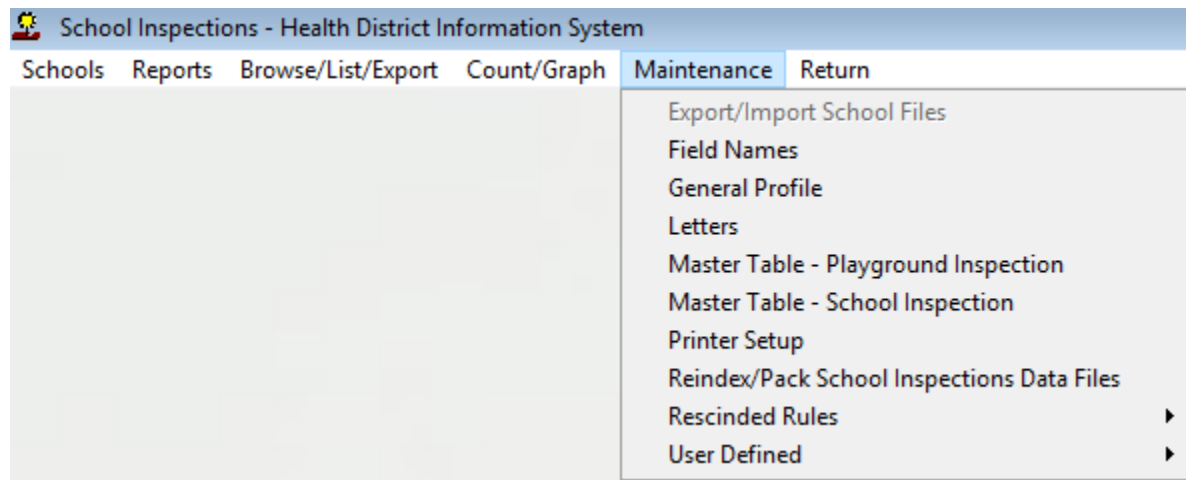


## Chapter 6: Maintenance

Navigate to: **Environmental Health > School Inspection > Maintenance**

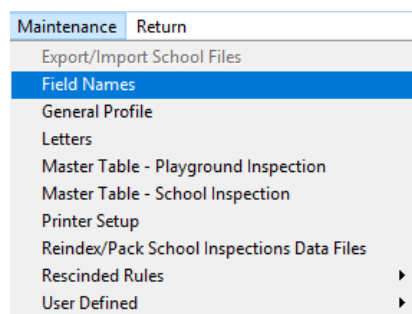
The Maintenance section holds a lot of the mechanics behind the module.

This area is where you can edit tables and adjust settings, along with other actions you use in the **School Inspections data entry windows**.



## Field Names

Navigate to: **Maintenance > Field Names**

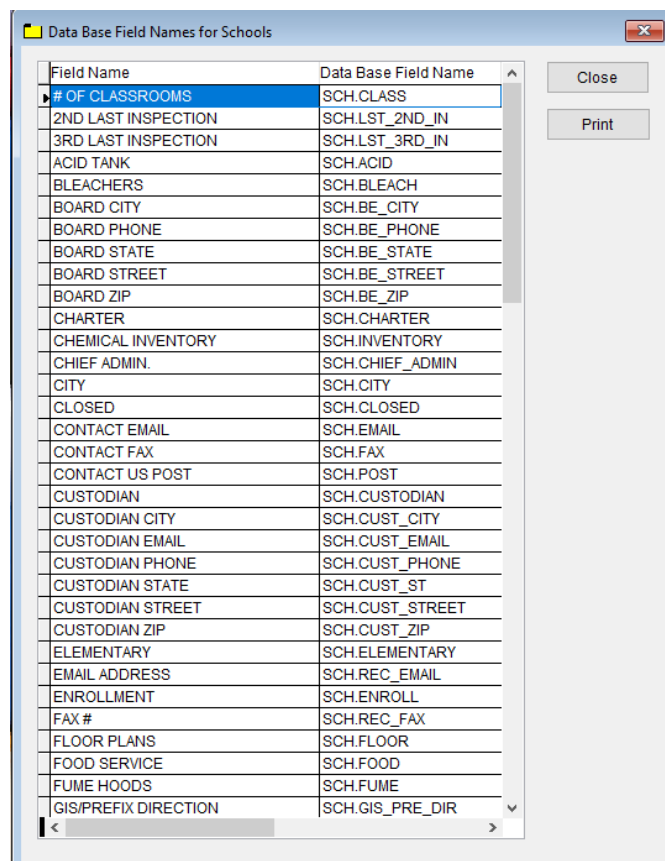


The field names listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc reports. The field name column is used to merge data into letters.

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

Example: \*FIELDNAME\*

[See Letters for more information on Letters.](#)



## General Profile

Navigate to: **Maintenance > General Profile**

The **General** Profile **allows** you to fill out the basic information regarding **School Inspections**.

Check marking a year next to **View Archives** will give you access to previous data from the selected years.

On the **General** Tab there are options to edit the margins in letters and letter heads.

**General Profile**

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

★ Health Department: BGI HD

City: Middleburg Heights

Division:

★ 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

## Letters

Navigate to: **Maintenance > Notification Letters**

If you click on **Letters** under the **Maintenance** tab, a window will pop up. Here you can create letters relating to a specific area under **School Inspections**. [After reading this page, click this link to see more information on field names.](#)

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:	<b>*OWNER*</b>	JOHN DOE
Only first letter uppercase	<b>*Owner*</b>	John Doe
All lower case	<b>*type of animal*</b>	dog

Examples: **\*OWNER\*** = JOHN DOE  
**\*Owner\*** = John Doe  
**\*type of animal\*** = dog

Select the printer in the name dropdown and click **OK**.

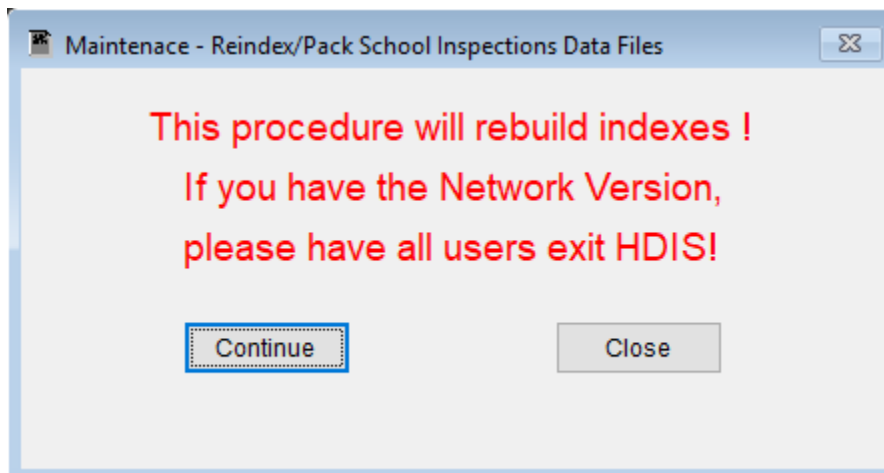


## Reindex/Pack School Inspections Data Files

Navigate to: **Maintenance > Reindex/Pack School Inspections 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.





## Rescinded Rules

### School Inspection Rules

Add/Delete/Modify Add/Delete/Modify School Inspection Rules				
#	Title	Code	Order	Rules
1.0	3701-54-01 DEFINITIONS.	3701-54-01 DEFINITIONS	1	Memo
2.0	3701-54-02 PURPOSE, SCOPE AND AUTHORITY	3701-54-02 PURPOSE, SCOPE AND AUTHORITY	1	Memo
3.0	3701-54-03 RESPONSIBILITIES OF THE DIRECTOR	3701-54-03 RESPONSIBILITIES OF THE DIRECTOR OF HEALTH	1	Memo
4.0	3701-54-04 RESPONSIBILITIES OF BOARDS OF HEALTH	3701-54-04 RESPONSIBILITIES OF BOARDS OF HEALTH	1	Memo
5.0	3701-54-05 RESPONSIBILITIES OF THE PRINCIPAL	3701-54-05 RESPONSIBILITIES OF THE PRINCIPAL, CHIEF	1	Memo
6.1	LITTER - EXTERIOR	*06-A1(E) LITTER - EXTERIOR	0	Memo
6.1	TRIP HAZARDS - EXTERIOR	*06-A1(E) TRIP HAZARDS - EXTERIOR	1	Memo
6.1	STANDING WATER - EXTERIOR	*06-A1(F) STANDING WATER - EXTERIOR	2	Memo
6.1	GROUND SLOPED TOWARD BUILDING	*06-A1(G) GROUND SLOPED TOWARD BUILDING	3	Memo
6.1	CLOGGED AIR INTAKES - EXTERIOR	*06-A1(H) CLOGGED INTAKES - EXTERIOR	4	Memo
6.1	GUTTERS BLOCKED - EXTERIOR	*06-A1(I) GUTTERS BLOCKED - EXTERIOR	5	Memo
6.1	BUILDING DAMAGED - EXTERIOR	*06-A1(J) BUILDING DAMAGED - EXTERIOR	6	Memo
6.1	ROOF INSPECTION MISSING - EXTERIOR	*06-A1(L) ROOF INSPECTION MISSING - EXTERIOR	7	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(A) ALL BUILDINGS SHALL BE IN GENERAL GOOD REPAIR;	8	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(B) SCHOOLS SHALL ABIDE BY THE ENGINE IDLING TIME P	9	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(C) VEHICLES OR GAS-POWERED EQUIPMENT, WITH THE	10	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(D) VEHICLE USE AREAS, INCLUDING BUS LOADING AND	11	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(E) NO TRIP HAZARDS SHALL BE PRESENT AND GROUND	12	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(F) THERE SHALL BE NO EVIDENCE OF STANDING WATER	13	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(G) THERE SHALL BE NO EVIDENCE ON THE BUILDING OF	14	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(H) THERE SHALL BE NO CONTAMINANT SOURCES NEAR	15	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(I) GUTTERS, DOWNSPOUTS, SCUPPERS AND STORM DR	16	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(J) WALLS AND WINDOWS SHALL BE INTACT WITH NO SIG	17	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(K) THERE SHALL BE NO PAINT, ROOFING MATERIALS OR	18	Memo
6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(L) THE ROOF OF A SCHOOL SHALL BE INSPECTED BY A C	19	Memo
6.2	PLAYGROUND EQUIPMENT REPAIR	*06-A2(B) PLAYGROUND EQUIP. IN DISREPAIR	0	Memo
6.2	PLAYGROUND SURFACE MATERIAL	*06-A2(C) PLAYGROUND SURFACE MATERIALS	1	Memo
6.2	PLAYGROUND HAZARDS	*06-A2(F) PLAYGROUND HAZARDS	2	Memo
6.2	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(A) STUDENTS SHALL NOT BE ALLOWED TO USE THE PLA	3	Memo
6.2	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(B) ALL PLAYGROUND EQUIPMENT SHALL BE IN GOOD RE	4	Memo
6.2	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(C) SURFACING IN THE USE ZONES OF PLAYGROUND EQ	5	Memo
6.2	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(D) USE ZONES AROUND SLIDES, SWINGS AND STATIONA	6	Memo

This table holds all of the **School Inspection Rescinded Rules**:

- To permanently **delete** a rule, select the rule and **right-click**.
- Click **Print** button to print a copy of the rules.
- Click **Add** button to add a new rule.