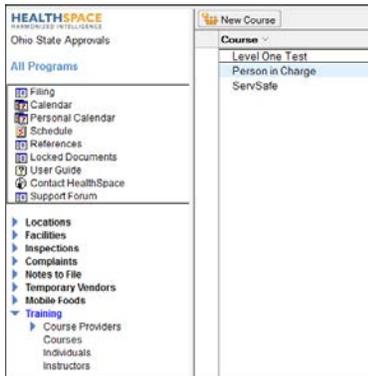


## Food Certification and the Local Health Department as a Provider

The Food Certification module has been added to the Local Health Department databases. The module can be found in the All Programs folder under Training.



Some set up needs to be done before getting started.

1. Contact HealthSpace support, if you wish to use this module so that it can be enabled in the Live database.
2. Send your Health Department Logo to HealthSpace to have this logo appear on the printable certificate.
3. In the Administration folder on the Training Tab, enter the Course Types your Health Department will offer, Instruction types, exercise types, score types and who should show as authorizing the certificate on the printed certificate.

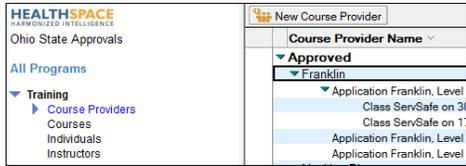
Training Options	
Course Types	Instruction Types
Level One	Class
Level Two	Online
Exercise Types	Score Types
Verbal	Graded
Written	Passed
Authorized By	
<input type="radio"/> Instructor	
<input checked="" type="radio"/> Health Director	
<input type="radio"/> Health Director Signature	

4. Set up Approved Courses
  - a. From the Courses view, click on New course,
  - b. Enter the information for any courses that ODH has approved for your LHD to offer for either Level One or Level Two.
  - c. Save and Close the document

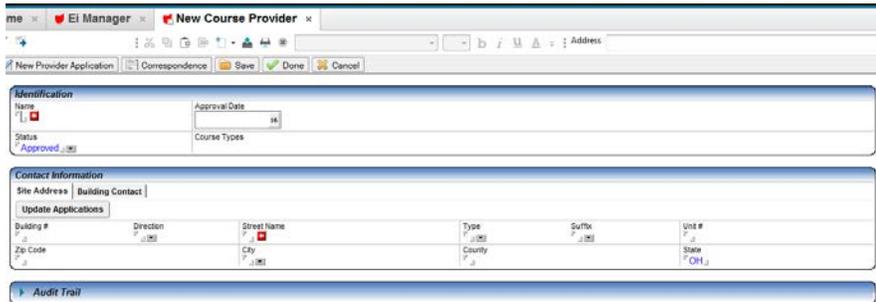
Identification		
Name	Developer	Type
Class Time (Hours)	Instruction Type	Exercise Type
Status		
Approved		

Contact Information					
Site Address	Building Contact				
Building #	Direction	Street Name	Type	Suffix	Unit #
Zip Code		City	County		State

5. Set up the LHD as a Course Provider.
  - a. From the Course Provider view, choose "New Course Provider"



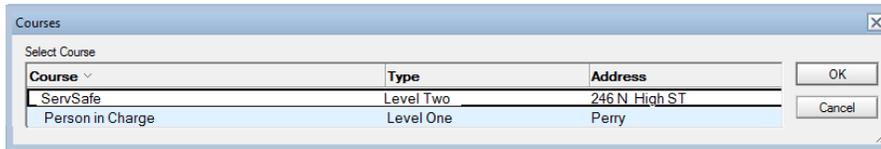
- b. Enter the Health Department into the Name, and enter information into the Mandatory fields
  - c. Save and close the document.



6. Create applications for Level One and/or Level Two courses
  - a. From the Course Provider document click on New Provider Application

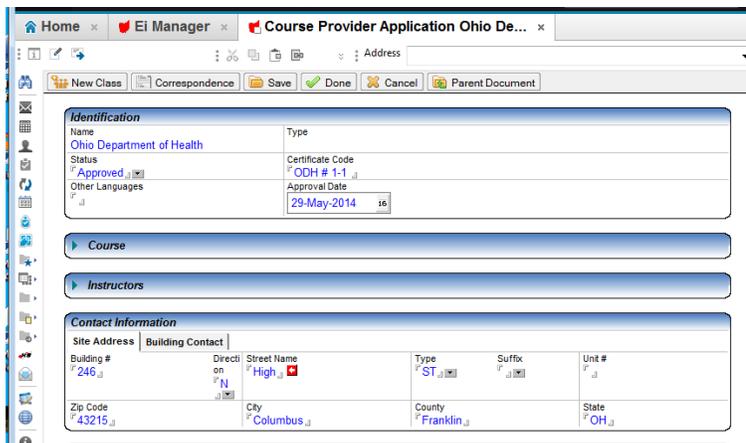


- b. From the Pop up box, choose the Course that will be used for this application



Enter the Certificate Code as provided by ODH

- c. Enter the date that ODH approved the course in the Approval Date field
  - d. Set the Status to Approved.



- e. Set up individuals as Instructors for the course application
  - f. Click on Add New Instructor to set up a new individual. Enter the mandatory Fields and add any other values you wish to track. Click on Continue to save and add this person as an instructor.

- g. Once individuals have been created as Instructors, you may use the button Add Existing Instructors to add them to the table for any other courses.
7. Set up the billing component if you wish to create training fees and post payments to this module.
- a. Billing Training must be enabled in billing settings,
  - b. Courses that will be billed should be added to specific fees.

- c. Create Fee documents for the various courses.

This will then be available on the individuals who are wanting to pay a course fee.

The Certificate class process.

- 1. Once the set up has been done of the fees, the course provider and the courses, Create new classes from the Application document.

- a. Open the Approved Application document and choose New Class,
- b. Enter the class date, and the instructor.
- c. Add Attendees names by clicking on "New Individual"

**Identification**

Course Name:  Instructor:

Date:  Class Time (Minutes):

---

**Attendees**

Attendee Name:  Select Attendee

Score Type:  Exam Score:  Certificate Effective Date:  Certificate Expiration Date:

Add Edit Remove

Name	Score Type	Exam Score	Effective Date	Expiration Date

d. Enter the mandatory information about the attendee and any other information you wish to track

**Identification**

Last Name:  First Name:  Status:

Course Instructor:

---

**Contact Information**

Mailing Address:  Contact:

Building #:  Direction:  Street Name:  Type:  Suffix:  Unit #:

Zip Code:  City:  County:  State:

Continue Cancel

---

**Audit Trail**

e. Click on Continue to move back to the Class document, notice they have been added to the Attendee table.

**Attendees**

Attendee Name:  Bev Smith

Score Type:  Exam Score:  Certificate Effective Date:  Certificate Expiration Date:

Add Edit Remove

Name	Score Type	Exam Score	Effective Date	Expiration Date

f. At this time you may click on Add to enter them to the class table and then go back and enter the certificate information, or you may enter the Score type, the exam score, and certificate effective and expiration date if it applies. Then click on Add to move them to the display area of the Attendees table.

g. Continue to add Attendees to this class.

2. To create fees and Post Payments by batch for the class attendees,

a. click on Create Fees.

**Identification**

Course Name:  Instructor:

Date:  Class Time (Minutes):

---

**Attendees**

Attendee Name:  Select Attendee

Score Type:  Exam Score:  Certificate Effective Date:  Certificate Expiration Date:

Add Edit Remove

Name	Score Type	Exam Score	Effective Date	Expiration Date
Liz Collie	Graded			
Sarah Middleton	Graded	90		

b. A box will pop up to select all participants paying for the course. This will create the fees from the fee document that you created.

**Identification**

Course Name:  Instructor:

Date:  Class Time (Minutes):

---

**Attendees**

Attendee Name:

Add Edit Remove

Name:

Bev Smith

Howard Smith

Lacy Moody

Select Attendee

Select an attendee to generate fees for

Name
<input checked="" type="checkbox"/> Bev Smith
<input checked="" type="checkbox"/> Howard Smith
<input checked="" type="checkbox"/> Lacy Moody

OK Cancel

c. Post Payments, by using the post payment button and again, choose the individuals from the class list.

- d. Buttons are also available to create and to print the certificates for Level One courses.
- e. For the Level Two Course participants, no certificates may be generated. These names should be submitted to ODH as they issue the Level Two Certificates
- f. Please note. There is no ability to move the data from the Local Health Departments to the Configuration Center, therefore use your normal methods to communicate the participant list for Level Two to ODH.