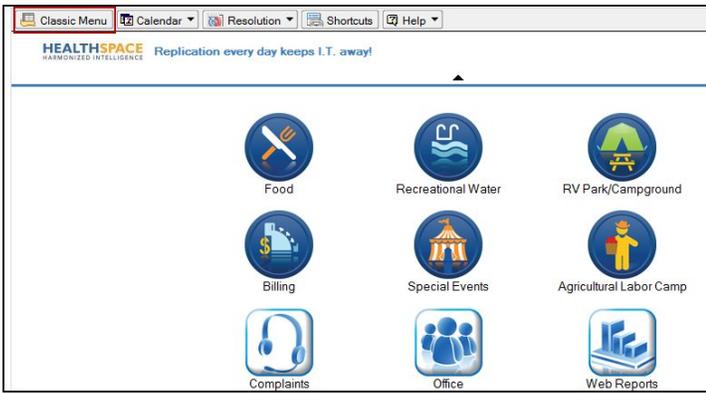
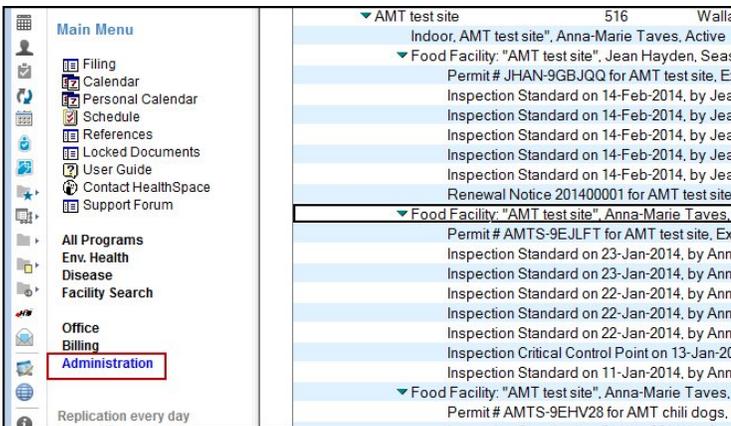


Configurable Settings steps for LHD database set up

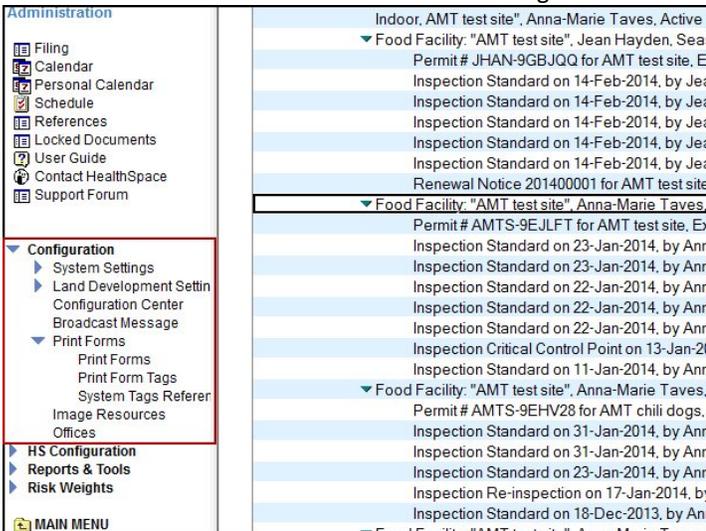
From the Welcome page click on Classic Menu...



Administration



There are a number of areas that need to be configured in the Administration folder.



Office

Click on Configuration then Offices.

Click on Add Health Unit

Enter Health Office name, and address, phone and email information

Set the Billable region field to Yes

If a value is entered into the field Make Cheques payable to; it will appear on invoices. If left blank the Health Unit name will display on the invoice.

Health District Information					
Name Test office			Billable region <input checked="" type="radio"/> Yes <input type="radio"/> No		
Make Cheques Payable To					
Office Identifier					
Building #	Direction	Street Name Water	Type ST	Suffix	Unit #
Zip Code 44306		City Akron	County		State OH
Country USA		Directions			
Primary #	Alternate #	Cell #		Fax #	
Email(s)	Website			Other	

Click on the Done button to save and close this office document.

It is important to get the Office information right before setting up billing, staff documents or doing an import. If the Office Name or billing information changes on the Health Office document, Staff documents, billing settings and physical locations will need to be updated as well. For more information on the fields on the office document please refer to the PAC manual, page 45.

System Settings

Still in the Configuration menu,

Click on System Settings to enter configurable settings.

Some fields on these tabs will be optional for Ohio LHD's, some will have standards that the LHD will need to use as set up by the State, and some will not be used by Ohio LHDs.

This document will cover the fields that will be used in Ohio. There may be some fields that are not covered in this document that you do wish to use. For more information on these fields and their use please refer to the PAC manual.

General tab:

Health District Display Settings table:

Region Label: This is an option setting in Ohio. If you wish to categorize your locations into jurisdictions such as Political Subdivisions, Regions, Townships, etc, enter the label name that you want to use in this field.

Region Field Required:

If you want this field to be mandatory on the Physical Location choose "Yes", or just an available field choose "No".

Default Health District: Choose the Health Office that was created in Offices step.

Region: Make a list of Regions, Townships or whatever you chose as the label. This information will appear in a picklist on the Physical Location document.

Make Statuses Mandatory when Facility Stage Closed: Yes

Status that are mandatory when Facility Stage Closed: Out of Business

Use Temporary Vendors database for Events: Yes

Use Cost methodology: Yes

Display Additional Staff necessary field on Facility: No

General	Addresses	Disease	Water	Selection Types	Staff	Facility Types	Inspections	Printing	Tools	Correspondence
Health District Display Settings										
These settings affect the top of many forms, form letters, etc.										
Health District Name						Region Label				
Po. Subd. Field Required						Po. Subd.				
<input type="radio"/> Yes <input checked="" type="radio"/> No						<input checked="" type="radio"/> Columbus <input type="radio"/> SE <input type="radio"/> SW <input type="radio"/> NE <input type="radio"/> NW				
Second Region Label						District				
Department Name						Department Initials				
Enforce Health District Identification Format						Default Health District				
<input type="radio"/> Yes <input checked="" type="radio"/> No						<input checked="" type="radio"/> Ohio Department of Health				
Note to File Default Created By										
<input type="radio"/> EHS <input checked="" type="radio"/> Creator										
First Additional Tracking Id Label										
Use State Water System ID?						Track Hours Open on Facilities				
<input type="radio"/> Yes <input checked="" type="radio"/> No						<input checked="" type="radio"/> Yes <input type="radio"/> No				
Track Days Open on Facilities										
<input checked="" type="radio"/> Yes <input type="radio"/> No										
Time Tracking Mandatory on										
<input checked="" type="checkbox"/> Inspections <input type="checkbox"/> Complaints										
<input type="checkbox"/> Plan Review <input type="checkbox"/> Note to File										
Make Statuses Mandatory When Facility Stage Closed						Statuses that are Mandatory When Facility Stage Closed				
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Optional						<input checked="" type="radio"/> Out of Business				
Use Temporary Vendors database for Events						Use Cost Methodology				
<input checked="" type="radio"/> Yes <input type="radio"/> No						<input checked="" type="radio"/> Yes <input type="radio"/> No				
Display Additional Staff Necessary Field on Facility										
<input type="radio"/> Yes <input checked="" type="radio"/> No										

Complaints Settings Table:

Complaint Settings	
Display Complaint ID <input checked="" type="radio"/> Yes <input type="radio"/> No	Track Additional Contacts on Complaints <input checked="" type="radio"/> Yes <input type="radio"/> No
Email Changes <input checked="" type="radio"/> Yes <input type="radio"/> No	Email To (Complaints Received Via Portal) [Text Field]
Types of Disposition [List: Administrative Hearing, Appeal, Referral]	Include Complaints in Due and Overdue view <input checked="" type="radio"/> Yes <input type="radio"/> No
Use Multiple Complaint Types <input checked="" type="radio"/> Yes <input type="radio"/> No	Show Signature on Complaints <input checked="" type="radio"/> Yes <input type="radio"/> No
Use Configurable Activity Log <input checked="" type="radio"/> Yes <input type="radio"/> No	Activity Types [List]
Canned Action Taken entries [List]	

Track Additional Contacts on Complaints: Yes

Email Changes: Yes

Email To (Complaints Received Via Portal) when complaints begin to be entered into the Public Facing Portal for your Health Department, setting up an email address in this field will send this person an email alerting them to look for and assign the complaint in the complaints view

Include Complaints in Due and Overdue view: Yes

Engineering Review Settings	
Use Engineering Review? <input type="radio"/> No	
GPS Settings	
Tracking <input type="radio"/> Deg/Min/Sec	
Min / Max Settings	
Longitude Decimal	Minimum Maximum
Latitude Decimal	Minimum Maximum
Owner Settings	
Use Parent Company Name <input checked="" type="radio"/> Yes	
Facility Detail Settings	
Default Smoking Status <input checked="" type="radio"/> Smoke Free	

Engineering Review Table

Use Engineering Review: No

GPS settings table:

Tracking: Deg/Min/Sec

Owner settings table:

Use Parent Company: Yes

For more information on the General Tab fields please refer to the PAC Manual; page 16

Addresses Tab

General	Addresses	Disease	Water	Selection Types	Staff	Facility Types	Inspections	Printing	Tools	Correspondence
Regional Display Settings										
These settings affect the look of the contact sections on the physical location, facility, and business (owner) forms.										
City						Street Types				
City List City List						Ave Blvd Cres CR Ct Ctr				
City Should Be Proper Case Yes										
County						County List				
Default County County Label						County List				
State						State List				
Default State OH						AK AL AR				
State Label State										
Country						Default Country:				
Country List USA						USA				
Zip Code										
Zip Code Label Zip Code										
Physical Location										
Allow Physical Location Outside Of Default State? No										
Telephone						Default Area Code				
Area Code List 614						Default Area Code				
Direction E N NE NW S SE SW W						Suffix E N NE NW S SE SW W				

Regional Display Settings Table

City List. This field is a redundant field. It needs no values

Street Types: Enter the Street types you will use when setting up addresses. This will provide consistent data entry when entering addresses throughout the database. Here is a list you can copy and paste to help get started with the Street types.

Ave
Blvd
Cres
CR
Ct
Ctr
Dr
Highway
Junction
Ln
Path
Place
Plaza
Prkwy
Rd
Route
SL
Sq
SR
St
Terrace
Trail
Way

County Table:

County List: This list should be the county(s) that will be used for physical properties in your system. For most LHD's this will only have one County in the County List field. Once the County(s) is in the list, Default County: choose the default County to save time when doing data entry on address fields

State Table:

State List: You may enter all State Abbreviations in this field to be available when entering addresses

Default State: Choose OH as the default State to save time when entering data

Country Table:

Country List: enter the names of Countries that you would like to have in picklists when setting up address

Default Country: US

Zip Code table:

Zip Code Label: Zip Code

Physical Location table:

Allow Physical Location Outside of Default State? If you will enter any Mobile Food units that are from out of State, choose "Yes" in this field to allow the entry of a State other than Ohio on the address form on the Physical Location document. This should not be confused with entering a Licensee address as this has already been set up to allow for out of State owners.

Telephone Table

Set up all applicable Area codes used in your LHD.

Choose a Default Area code if one is used more often than any other, or if there is only one area code entered.

Direction Table

To add a direction either before the street name or after the street type, set up a list of directions to be used. Below is a standard list that can be copied into the Direction and Suffix fields

E
N
NE
NW
S
SE
SW
W

For more information on the Addresses Tab fields please refer to the PAC Manual; page 19

Selection Types Tab

Plan review values as taken from ODH Testing:

[New Operation](#)

[Renovation](#)

Complaint types as taken from ODH Testing. Note: you may choose to add, remove or edit this list in your database:

[Animal issues \(Animal Manure\)](#)

[Asbestos,](#)

[Bathing Beach](#)

[RV Park/Camp](#)

[Body Art/Piercing](#)

[Chlorine](#)

[Composting](#)

[Construction & Demolition](#)

[Hotel/Motel \(Cleanliness, Temps, Noise concerns\)](#)

[Housing – \(Trash hoarding, unsanitary condition\)](#)

[Indoor air quality \(Ventilation, mold, etc.\)](#)

[Jail](#)

[Landlord/tenant](#)

[Lead, \(EBL's in kids < 6\)](#)

[Manufactured Home Park](#)

[Mercury concerns](#)

[Meth lab clean-up](#)

[Mosquito](#)

[Other](#)

[Pests/vermin](#)

[Pool/Spa/Beach](#)

[Rabies](#)

[Food Service Operation](#)

[Retail Food Establishment](#)

[Scrap tires](#)

[School](#)

[Sewage - HSTS](#)

[Sewage - Sanitary](#)

[Sewage - Semi-public](#)

[Sewage -Other](#)

[Solid Waste/Other](#)

[Solid Waste/garbage <1 cu yd](#)

[Solid Waste/Open Dumping](#)

[Water Supply/Private Wells](#)

Complaint Searching: Choose Only list Facilities in search results

Suspension reasons (Food Facilities) as taken from ODH Testing:

[Sewage backup or failing sewage disposal system](#)

[Loss of electrical power](#)

[Interruption or contamination of water supply](#)

[Loss of refrigeration](#)

[Communicable disease in foodservice worker\(s\)](#)

[Fire](#)

[Flood](#)

[Severe pest infestation](#)

Suspension Reasons (Non-food Facilities) as taken from ODH Testing:

[Sewage backup or failing sewage disposal system](#)

[Loss of electrical power](#)

[Interruption or contamination of water supply](#)

[Fire](#)

Flood
Severe pest infestation

Collect Worker's Compensation information?: No

Collect Disability Insurance Information?: No

Food temperatures - State of Food: as taken from ODH Testing. These entries will show on food inspections

Cold holding

Cooking temperature

Cooling

Heating

Hot holding

Preparation

Re-heating

Receiving

Serving

Storage

Pool - Special Features: The following list matches the current values needed for a Pool inspection.

Flume slide

Kiddie slide

Rec. slide

Rain drop

Speed slide

Wet Deck

Drop slide

For more information on the Selection Type Tab please refer to the PAC Manual; page 20

Staff Tab:

General Addresses Disease Water Selection Types Staff Facility Types Inspections Printing Tools Correspondence	
Configuration Details	
Staff Positions <input type="checkbox"/> Health Commissioner <input type="checkbox"/> Director of Environmental Health <input type="checkbox"/> Registered Sanitarian <input type="checkbox"/> Sanitarian-In-Training <input type="checkbox"/> Administrative <input type="checkbox"/> IT	Staff State Options <input type="checkbox"/>
Referral Types <input type="checkbox"/>	Show State Training History On Staff Document? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Use Additional Staff Tracking ID 1? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional Staff Tracking ID 1 Label <input type="text"/>
Use Additional Staff Tracking ID 2? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Health Director Details	
Health Director Name <input type="text" value="Dr. Theodore Wymyslo"/>	
Signature	
Enter your signature below: <input type="text"/>	
<input type="button" value="Save Signature"/> <input type="button" value="Clear Signature"/>	
Display Settings	
General Health Officer Label <input type="text" value="Sanitarian"/>	Food Health Officer Label <input type="text" value="Sanitarian"/>
Water Health Officer Label <input type="text" value="Sanitarian"/>	Travel Type <input type="text" value="Miles"/>
Sanitarian	<input type="text"/>
Time Tracking Settings	
Use Program Area <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Time Tracking Types <input type="checkbox"/> Meeting <input type="checkbox"/> Office <input type="checkbox"/> Phone <input type="checkbox"/> Training <input type="checkbox"/> Travel	Additional Program Area Types <input type="text"/>

Configuration Details Table

Staff Positions: This will be used with setting up staff documents. This is the list as found in ODH Testing. Other types can be added at the LHD level as required:

- Health Commissioner
- Director of Environmental Health
- Registered Sanitarian
- Sanitarian-In-Training
- Administrative
- IT

Health Director Details Table:

Health Director Name: Enter the LHD's Health Commissioner in this field to have the name display on the Licenses issued.

Signature: A saved signature capture of the Health Commissioner can be entered on this field to appear on the Licenses issued

Display Settings Table:

Enter Sanitarian into the 3 Officer Label fields,
 Enter Miles into Travel Type

For more information on the Staff Tab fields please refer to the PAC Manual; page 21

Facility Types Tab

General	Addresses	Disease	Water	Selection Types	Staff	Facility Types	Inspections	Printing	Tools	Correspondence		
Facility Jurisdictions		Default for Permitted Under <input type="radio"/> Local <input checked="" type="radio"/> State <input type="radio"/> Both		Default for Inspected Under <input type="radio"/> Local <input checked="" type="radio"/> State <input type="radio"/> Both								
Track USDA Jurisdiction on Facilities? <input type="radio"/> Yes <input checked="" type="radio"/> No												
Modules with State Types: Campground , Food , Pool , Temporary Vendor (hidden from clients)												
Facility Configuration Details						Add Type		Remove Type		Copy State Types		
<small>Facility Types listed as type options on the facility forms and Corresponding State Reporting Types listed for the purpose of HMTA</small>												

Facility Jurisdictions Table:

1. Default for Permitted under: State
2. Default for Inspected under: State
3. Track USDA Jurisdiction: No

Facility Configuration Details Table

Facility types do not need to be added individually to the system settings

Click on the button Copy State Types to bring over the facility types for the Pool, Campground, Food and Temporary Vendor facilities types as Set by the State.

The values you should see for each module is:

Food:

[Commercial FSO < 25000 sq. ft.](#)
[Commercial FSO ≥ 25000 sq. ft.](#)
[Commercial RFE < 25000 sq. ft.](#)
[Commercial RFE ≥ 25000 sq. ft.](#)
[Micro-market](#)
[Mobile Food Service Operation](#)
[Mobile Retail Food Establishment](#)
[Non-Commercial FSO < 25000 sq. ft.](#)
[Non-Commercial FSO ≥ 25000 sq. ft.](#)
[Non-Commercial RFE < 25000 sq. ft.](#)
[Non-Commercial RFE ≥ 25000 sq. ft.](#)
[Seasonal Commercial RFE >= 25000 sq. ft.](#)
[Seasonal Commercial FSO < 25000 sq. ft.](#)
[Seasonal Commercial FSO >= 25000 sq. ft.](#)
[Seasonal Commercial RFE < 25000 sq. ft.](#)
[Seasonal Non-Commercial FSO < 25000 sq. ft.](#)
[Seasonal Non-Commercial FSO >= 25000 sq. ft.](#)
[Seasonal Non-Commercial RFE < 25000 sq. ft.](#)
[Seasonal Non-Commercial RFE >= 25000 sq. ft.](#)
[Vending](#)

Temporary Vendor:

[Temporary Camp](#)
[Temporary Park](#)
[Temporary Park-Camp](#)
[Commercial Temporary Food Service Operation - Temporary](#)
[Commercial Temporary Retail Food Establishment - Temporary](#)
[Non Commercial Temporary Food Service Operation - Temporary](#)
[Non Commercial Temporary Retail Food Establishment - Temporary](#)

RV Park/ Campground:

[Combined Park-Camp](#)
[Recreation Camp](#)
[Recreational Vehicle Park](#)
[Temporary Park-Camp](#)

Pools:

[Pool](#)
[Spa](#)
[Special Use Pool](#)

Pool Subtypes: These do need to be entered into the system. As taken from the ODH Testing database, these are standards that all Ohio LHD's must use, without edits, additions or deletions. Because a new option is being sent out that entering a pool subtype will be mandatory, note that there is a value of Null to choose when there is no subtype required on the Pool facility

Apartment/Condo

Camp

Government

HOA

Hotel/Motel

MHP

Camp

School (public/Tax supported)

Spray Ground

Wading Pool

Zero Entry

Other

Null

For more information on the Facility Types Tab fields please refer to the PAC Manual; page 22

Inspections Tab

Inspection Intervals - Other facilities table

Set the values as seen in blue in this screen shot of these active modules

Inspection Intervals - Other Facilities			
Master Settings Option Not Checked for Agriculture Facilities.	Aviary Master Settings Option Not Checked for Aviaries.	Beach Master Settings Option Not Checked for Beach.	Bodyart 180 days
Campground 365 days	Childcare Master Settings Option Not Checked for Childcare.	Dairy Master Settings Option Not Checked for Dairy Facilities.	Fairground Master Settings Option Not Checked for Fairground.
Food 182 days	Garbage Hauler Master Settings Option Not Checked for Garbage Haulers.	General Master Settings Option Not Checked for General Facilities.	Hotel / Motel Master Settings Option Not Checked for Hotel & Motels.
Housing Master Settings Option Not Checked for Housing.	Jail Master Settings Option Not Checked for jails.	Migrant Labor Camp 180 days	Mobile Home Park Master Settings Option Not Checked for Mobile Home Parks.
Pool / Spa 365 days	Radiation Master Settings Option Not Checked for Radiation.	School 180 days	Septic Removal Master Settings Option Not Checked for Septic Removal.
Solid Waste Master Settings Option Not Checked for Solid Waste.	Summer Camp 180 days	Textile Master Settings Option Not Checked for Textile Facilities.	Retailer Master Settings Option Not Checked for Retailers.
Water System Master Settings Option Not Checked for Water Systems.	Health Unit 180 days	Shellfish Master Settings Option Not Checked for Shellfish Facilities.	

Sub Types Table

Recreational Pool: This list displays the pool type plus the sub type with a frequency set for each. The minimum frequency should be set for all Recreation Pool facility types 365. This can be edited, but should not be more than 365 day inspection frequency.

Recreational Pool	Frequency (days)
Pool-Wading Pool	365
Pool-Zero Entry	365
Pool-Spray Ground	365
Pool-School (Govt./Tax Supported)	365
Pool-Govt	365
Pool-School	365
Pool-Apartment/Condo	365
Pool-MHP	365
Pool-Camp	365
Pool-Hotel/motel	365
Pool-Other	365
Spa-Wading Pool	365
Spa-Zero Entry	365
Spa-Spray Ground	365
Spa-School (Govt./Tax Supported)	365
Spa-Govt	365
Spa-School	365
Spa-Apartment/Condo	365
Spa-MHP	365
Spa-Camp	365
Spa-Hotel/motel	365
Spa-Other	365
Special Use Pool-Wading Pool	365
Special Use Pool-Zero Entry	365
Special Use Pool-Spray Ground	365
Special Use Pool-School (Govt./Tax Supported)	365
Special Use Pool-Govt	365
Special Use Pool-School	365
Special Use Pool-Apartment/Condo	365
Special Use Pool-MHP	365
Special Use Pool-Camp	365
Special Use Pool-Hotel/motel	365
Special Use Pool-Other	365

Food: This list combines all food facility types with all Billing types, some of which will not be a combination that would ordinarily be used when setting up a facility. The screen shot shows just a few of the facilities with their corresponding frequency.

Food	Frequency
Commercial FSO < 25000 sq. ft.-Risk Level I	365
Commercial FSO < 25000 sq. ft.-Risk Level II	365
Commercial FSO < 25000 sq. ft.-Risk Level III	182
Commercial FSO < 25000 sq. ft.-Risk Level IV	182
Commercial FSO < 25000 sq. ft.-Temporary	0
Commercial FSO < 25000 sq. ft.-Vending	0
Commercial FSO < 25000 sq. ft.-Mobile	0
Commercial FSO ≥ 25000 sq. ft.-Risk Level I	365
Commercial FSO ≥ 25000 sq. ft.-Risk Level II	365
Commercial FSO ≥ 25000 sq. ft.-Risk Level III	182
Commercial FSO ≥ 25000 sq. ft.-Risk Level IV	182
Commercial FSO ≥ 25000 sq. ft.-Temporary	0
Commercial FSO ≥ 25000 sq. ft.-Vending	0
Commercial FSO ≥ 25000 sq. ft.-Mobile	0
Commercial RFE < 25000 sq. ft.-Risk Level I	365
Commercial RFE < 25000 sq. ft.-Risk Level II	365
Commercial RFE < 25000 sq. ft.-Risk Level III	182
Commercial RFE < 25000 sq. ft.-Risk Level IV	182
Commercial RFE < 25000 sq. ft.-Temporary	0
Commercial RFE < 25000 sq. ft.-Vending	0
Commercial RFE < 25000 sq. ft.-Mobile	0
Commercial RFE ≥ 25000 sq. ft.-Risk Level I	365
Commercial RFE ≥ 25000 sq. ft.-Risk Level II	365
Commercial RFE ≥ 25000 sq. ft.-Risk Level III	182
Commercial RFE ≥ 25000 sq. ft.-Risk Level IV	182
Commercial RFE ≥ 25000 sq. ft.-Temporary	0
Commercial RFE ≥ 25000 sq. ft.-Vending	0
Commercial RFE ≥ 25000 sq. ft.-Mobile	0
Micro-market-Risk Level I	365
Micro-market-Risk Level II	0
Micro-market-Risk Level III	0
Micro-market-Risk Level IV	0
Micro-market-Temporary	0
Micro-market-Vending	0
Micro-market-Mobile	0
Mobile Food Service Operation-Risk Level I	0
Mobile Food Service Operation-Risk Level II	0
Mobile Food Service Operation-Risk Level III	0
Mobile Food Service Operation-Risk Level IV	0
Mobile Food Service Operation-Temporary	0
Mobile Food Service Operation-Vending	0
Mobile Food Service Operation-Mobile	365
Mobile Retail Food Establishment-Risk Level I	0
Mobile Retail Food Establishment-Risk Level II	0
Mobile Retail Food Establishment-Risk Level III	0

Mobile Retail Food Establishment-Risk Level IV	0
Mobile Retail Food Establishment-Temporary	0
Mobile Retail Food Establishment-Vending	0
Mobile Retail Food Establishment-Mobile	365
Non-Commercial FSO < 25000 sq. ft.-Risk Level I	365
Non-Commercial FSO < 25000 sq. ft.-Risk Level II	365
Non-Commercial FSO < 25000 sq. ft.-Risk Level III	182
Non-Commercial FSO < 25000 sq. ft.-Risk Level IV	182
Non-Commercial FSO < 25000 sq. ft.-Temporary	0
Non-Commercial FSO < 25000 sq. ft.-Vending	0
Non-Commercial FSO < 25000 sq. ft.-Mobile	0
Non-Commercial FSO ≥ 25000 sq. ft.-Risk Level I	365
Non-Commercial FSO ≥ 25000 sq. ft.-Risk Level II	365
Non-Commercial FSO ≥ 25000 sq. ft.-Risk Level III	182
Non-Commercial FSO ≥ 25000 sq. ft.-Risk Level IV	182
Non-Commercial FSO ≥ 25000 sq. ft.-Temporary	0
Non-Commercial FSO ≥ 25000 sq. ft.-Vending	0
Non-Commercial FSO ≥ 25000 sq. ft.-Mobile	0
Non-Commercial RFE < 25000 sq. ft.-Risk Level I	365
Non-Commercial RFE < 25000 sq. ft.-Risk Level II	365
Non-Commercial RFE < 25000 sq. ft.-Risk Level III	182
Non-Commercial RFE < 25000 sq. ft.-Risk Level IV	182
Non-Commercial RFE < 25000 sq. ft.-Temporary	0
Non-Commercial RFE < 25000 sq. ft.-Vending	0
Non-Commercial RFE < 25000 sq. ft.-Mobile	0
Non-Commercial RFE ≥ 25000 sq. ft.-Risk Level I	365
Non-Commercial RFE ≥ 25000 sq. ft.-Risk Level II	365
Non-Commercial RFE ≥ 25000 sq. ft.-Risk Level III	182
Non-Commercial RFE ≥ 25000 sq. ft.-Risk Level IV	182
Non-Commercial RFE ≥ 25000 sq. ft.-Temporary	0
Non-Commercial RFE ≥ 25000 sq. ft.-Vending	0
Non-Commercial RFE ≥ 25000 sq. ft.-Mobile	0
Seasonal Commercial RFE ≥ 25000 sq. ft.-Risk Level I	365
Seasonal Commercial RFE ≥ 25000 sq. ft.-Risk Level II	365
Seasonal Commercial RFE ≥ 25000 sq. ft.-Risk Level III	182
Seasonal Commercial RFE ≥ 25000 sq. ft.-Risk Level IV	182
Seasonal Commercial RFE ≥ 25000 sq. ft.-Temporary	0
Seasonal Commercial RFE ≥ 25000 sq. ft.-Vending	0
Seasonal Commercial RFE ≥ 25000 sq. ft.-Mobile	0
Seasonal Commercial FSO < 25000 sq. ft.-Risk Level I	365
Seasonal Commercial FSO < 25000 sq. ft.-Risk Level II	365
Seasonal Commercial FSO < 25000 sq. ft.-Risk Level III	182
Seasonal Commercial FSO < 25000 sq. ft.-Risk Level IV	182
Seasonal Commercial FSO < 25000 sq. ft.-Temporary	0
Seasonal Commercial FSO < 25000 sq. ft.-Vending	0
Seasonal Commercial FSO < 25000 sq. ft.-Mobile	0
Seasonal Commercial FSO ≥ 25000 sq. ft.-Risk Level I	365

Seasonal Commercial FSO >= 25000 sq. ft.-Risk Level II	365
Seasonal Commercial FSO >= 25000 sq. ft.-Risk Level III	182
Seasonal Commercial FSO >= 25000 sq. ft.-Risk Level IV	182
Seasonal Commercial FSO >= 25000 sq. ft.-Temporary	0
Seasonal Commercial FSO >= 25000 sq. ft.-Vending	0
Seasonal Commercial FSO >= 25000 sq. ft.-Mobile	0
Seasonal Commercial RFE < 25000 sq. ft.-Risk Level I	365
Seasonal Commercial RFE < 25000 sq. ft.-Risk Level II	365
Seasonal Commercial RFE < 25000 sq. ft.-Risk Level III	182
Seasonal Commercial RFE < 25000 sq. ft.-Risk Level IV	182
Seasonal Commercial RFE < 25000 sq. ft.-Temporary	0
Seasonal Commercial RFE < 25000 sq. ft.-Vending	0
Seasonal Commercial RFE < 25000 sq. ft.-Mobile	0
Seasonal Non-Commercial FSO < 25000 sq. ft.-Risk Level I	365
Seasonal Non-Commercial FSO < 25000 sq. ft.-Risk Level II	365
Seasonal Non-Commercial FSO < 25000 sq. ft.-Risk Level III	182
Seasonal Non-Commercial FSO < 25000 sq. ft.-Risk Level IV	182
Seasonal Non-Commercial FSO < 25000 sq. ft.-Temporary	0
Seasonal Non-Commercial FSO < 25000 sq. ft.-Vending	0
Seasonal Non-Commercial FSO < 25000 sq. ft.-Mobile	0
Seasonal Non-Commercial FSO >= 25000 sq. ft.-Risk Level I	365
Seasonal Non-Commercial FSO >= 25000 sq. ft.-Risk Level II	365
Seasonal Non-Commercial FSO >= 25000 sq. ft.-Risk Level III	182
Seasonal Non-Commercial FSO >= 25000 sq. ft.-Risk Level IV	182
Seasonal Non-Commercial FSO >= 25000 sq. ft.-Temporary	0
Seasonal Non-Commercial FSO >= 25000 sq. ft.-Vending	0
Seasonal Non-Commercial FSO >= 25000 sq. ft.-Mobile	0
Seasonal Non-Commercial RFE < 25000 sq. ft.-Risk Level I	365
Seasonal Non-Commercial RFE < 25000 sq. ft.-Risk Level II	365
Seasonal Non-Commercial RFE < 25000 sq. ft.-Risk Level III	182
Seasonal Non-Commercial RFE < 25000 sq. ft.-Risk Level IV	182
Seasonal Non-Commercial RFE < 25000 sq. ft.-Temporary	0
Seasonal Non-Commercial RFE < 25000 sq. ft.-Vending	0
Seasonal Non-Commercial RFE < 25000 sq. ft.-Mobile	0
Seasonal Non-Commercial RFE >= 25000 sq. ft.-Risk Level I	365
Seasonal Non-Commercial RFE >= 25000 sq. ft.-Risk Level II	365
Seasonal Non-Commercial RFE >= 25000 sq. ft.-Risk Level III	182
Seasonal Non-Commercial RFE >= 25000 sq. ft.-Risk Level IV	182
Seasonal Non-Commercial RFE >= 25000 sq. ft.-Temporary	0
Seasonal Non-Commercial RFE >= 25000 sq. ft.-Vending	0
Seasonal Non-Commercial RFE >= 25000 sq. ft.-Mobile	0
Vending-Risk Level I	0
Vending-Risk Level II	0
Vending-Risk Level III	0
Vending-Risk Level IV	0
Vending-Temporary	0
Vending-Vending	365
Vending-Mobile	0

365
 365
 182
 182
 0
 0
 0
 365
 365
 182
 182
 0
 0
 0
 0
 0
 0
 0
 0
 0
 0
 0
 365
 0

Inspection Scheduling Options Table

Inspection Scheduling Options		
Use Next Inspection Date <input checked="" type="radio"/> Yes <input type="radio"/> No	Allow Future Next Inspection Date <input checked="" type="radio"/> Yes <input type="radio"/> No	
Default "Follow-Up Required" to "No" <input type="radio"/> Yes <input checked="" type="radio"/> No	Set default inspection date to Today <input checked="" type="radio"/> Yes <input type="radio"/> No	
Evaluation Options		
Allow Next Inspection Override <input checked="" type="radio"/> Yes <input type="radio"/> No	Inspection Outcome values (note: Entering values in this list will result in the unshifting of the field)	
Permit or License Status Label [...]	Permit or License Status Values [...]	
Status or Source Label [...]	Permit or License Status Values [...]	
Supervisor to Review each Inspection [No] [...]		
Add Violations Options		
Add Violation Subform [Yes] [...]	Type of Inspection [...]	
Use Correct by Date Field Yes	Display Corrective Actions <input checked="" type="radio"/> Yes <input type="radio"/> No	Make Corrective Actions Mandatory [No] [...]
Default Repeat Violations on Re-Inspection [No] [...]	Check Previous Standard Inspections for Repeats [2] [...]	Check Scheduled Inspections for Consecutive Repeats [3] [...]
Mark Non-Critical Violations as Repeats [Yes] [...]	Move Corrected During Inspection to Follow-up Inspection [No] [...]	
Count Violations by [Observations] [...]		

Use Next Inspection Date: Yes

Allow Future Next Inspection Date: Yes

Add Violations Options Table

Add Violation Subform: Yes

Display Corrective Actions: Yes

Make Corrective Actions Mandatory: No

Mark Non-Critical Violations as Repeats: Yes

Move Corrected during Inspection to Follow-up Inspection: No

Count Violations by: Observations

Email Options		
Email Inspections <input checked="" type="radio"/> Yes-New	Email Inspections (Reply To) <input checked="" type="radio"/> None	Email Text (Reply To) <input checked="" type="radio"/> Please do not try to reply to this email
Web Approval Modules <input type="checkbox"/> Bodyart <input type="checkbox"/> HealthUnit <input type="checkbox"/> School <input type="checkbox"/> Temporary Vendor <input type="checkbox"/> Camp <input type="checkbox"/> LaborCamp <input type="checkbox"/> SewageSystem <input type="checkbox"/> Combined <input type="checkbox"/> Pool <input type="checkbox"/> SubdivisionApplication <input type="checkbox"/> Food <input type="checkbox"/> PrivateWell <input type="checkbox"/> SummerCamp	Web Approval Notification (separate multiple emails with a newline)	Web Approval Set By Supervisor Only <input checked="" type="radio"/> No
Temporary Vendor Inspections		
Use Outcomes Field On Temporary Vendor Inspections? <input checked="" type="radio"/> No		
Lock Inspections		
Lock Inspection After Printing <input checked="" type="radio"/> Yes	Use Print Preview <input checked="" type="radio"/> Yes	
Certified Managers		
Use Config Center For Certified Manager List? <input checked="" type="radio"/> No	Show Certified Managers On Temporary Food Facility Inspections? <input checked="" type="radio"/> No	
Hazard Rating Options		
Use Points System For Hazard Rating Score? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Violation Modules That Use Hazard Rating Score <input type="checkbox"/> Camp <input type="checkbox"/> FoodReport <input type="checkbox"/> PoolReport <input type="checkbox"/> Temporary Camp		
Violation Modules That Use Letter Grades For Hazard Rating Score <input type="checkbox"/> Camp <input type="checkbox"/> FoodReport <input type="checkbox"/> PoolReport <input type="checkbox"/> Temporary Camp		

Email Options table:

Email Inspections: Yes-New

Lock Inspections Table

Lock Inspection After Printing: Yes

Use Print Preview: Yes

Certified Managers Table:

Use Config Center for Certified Manager List?: No

Show Certified Managers on Temporary Food Facility Inspections?: No

Hazard Rating Options table:

Use points System for Hazard Rating Score?: No

For more information on the Inspections Tab fields please refer to the PAC Manual; page 23

Printing Tab

Only the last table on this tab will be used by Ohio LHD's

General Addresses Disease Water Selection Types Staff Facility Types Inspections Printing Tools Correspondence		
Print Inspection Report		
Left Header	Logo	Right Header
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Bold Observation label <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Color Critical/Priority Violations <input type="checkbox"/> Black Color Comments <input type="checkbox"/> Mark Critical Violations <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Bold Corrective Actions Label <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Color Non-Critical/Core Violations <input type="checkbox"/> Black Print Section Numbers <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Use Separate Disclaimer For Each Module <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Group Violations <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Disclaimer		
Bottom Disclaimer Text		
<input type="button" value="Copy to Health Units"/>		
Program Name by Forms (When these fields left blank this feature does not run.)		
Ohio default values		
Forms / Keys	Program Names	
f~PrintFoodRetail	f~Retail Food Establishment Process Review	
StandardInspection	Food Standard	
PrintCriticalControl	Food Critical Control Point	
RVParkCampgroundState	Park Or CampState	
RVParkCampground	Park Or Camp	
Standard	Public Swimming Pool	
Pool Equipment Inventory	Public Swimming Pool Equipment Inventory	
Resident Camp	Recreational Educational Camp	
PoolPrintReport	f~InspectionType	
*	f~EstablishmentType	
*	f~ViolationModule	

Program Name by Forms Table: this is used to set up the values for text on an email when emailing the PDF inspection form. These values must be entered as seen below:

Forms/Keys

[PrintFoodRetail](#)
[StandardInspection](#)
[PrintCriticalControl](#)
[RVParkCampgroundState](#)
[RVParkCampground](#)
[Standard](#)
[Pool Equipment Inventory](#)
[Resident Camp](#)
[PoolPrintReport](#)

*

*

Program Names:

[Retail Food Establishment Process Review](#)
[Food Standard](#)
[Food Critical Control Point](#)
[Park Or CampState](#)
[Park Or Camp](#)
[Public Swimming Pool](#)
[Public Swimming Pool Equipment Inventory](#)
[Recreational Educational Camp](#)
[f~InspectionType](#)
[f~EstablishmentType](#)
[f~ViolationModule](#)

Note: the * entries and the [f~InspectionType](#), [f~EstablishmentType](#), [f~ViolationModule](#) entries are code values that should not be changed. They are used to interpret values in the email that is being sent with the PDF inspection.

For more information on the Printing Tab fields please refer to the PAC Manual; page 26

Tools Tab:

General	Addresses	Disease	Water	Selection Types	Staff	Facility Types	Inspections	Printing	Tools	Correspondence
Action Tools Information										
Enforce Agent Password on Entire Database					DO NOT enforce password for individual					
<input checked="" type="radio"/> Yes <input type="radio"/> No										
Agent Password (Encryption is Used)					Email Notification					
danger										
Workload Tool										
Facility Risk Ranking's that are NOT INCLUDED					Who can run this tool (enter each person's name on a separate line)					
<input type="checkbox"/> No PHFs served <input type="checkbox"/> Low priority <input type="checkbox"/> Medium priority <input type="checkbox"/> High priority										

Actions Tools Information table:

Enforce Agent Password on Entire Database: Yes

Agent Password: this is a password to set when using clean up tools. I recommend the password: danger, however it is your option to set it as you wish. When you first enter the password it will be visible, once you save the document the password is set but no longer visible in this field.

For more information on the Tools Tab fields please refer to the PAC Manual; page 27

Correspondence Tab:

General	Addresses	Disease	Water	Selection Types	Staff	Facility Types	Inspections	Printing	Tools	Correspondence
Lock Correspondence										
Lock Correspondence After Printing										
No										

Lock Correspondence after Printing: No

If you wish to have user created letters locked down after they have been printed, you may choose to set this to Yes.

Print Forms

Print forms will need to be set up for various processes for the three modules: Food, Pool and RV/Park Campground.

Here is a list of the minimum required documents that the State has created and is not editable at the LHD level.

Food:

The Examples Of Elements (Suffix of CCP)

Permit Renewal

Food Vending:

Permit Renewal

Pool:

Permit Renewal

RVPark/Camp

Permit Renewal

If you choose to use Cover letters, open the Permit Renewal document for each module and check the value of the field "Use Cover letter". If it is set to "No" use the button at the top of the form Toggle Cover letter. You will get a message indicating that when you close the form, it will set the new value.

If you do choose to use cover letters, they are editable and you may create up to four for each module. It is important to review the documents before using them to be sure they capture the data you are looking for and are not merely sample forms. The titles of these letters is important. A change to the title will mean that the system cannot find the cover letter to go with the Permit Renewal document and the renewals will not generate.

Below is a list of the letter templates as they should appear in your database if you are using cover letters.

HEALTHSPACE HARMONIZED INTELLIGENCE		New Print Form	
Ohio State Approvals		Name	Description
Administration			
<ul style="list-style-type: none"> Filing Calendar Personal Calendar Schedule References Locked Documents User Guide Contact HealthSpace Support Forum 			
Configuration			
<ul style="list-style-type: none"> System Settings Land Development Settings Configuration Center Broadcast Message Print Forms <ul style="list-style-type: none"> Print Forms Print Form Tags System Tags Reference Image Resources Offices HS Configuration Reports & Tools Risk Weights 			
		Food	
		Examples of Elements (Suffix of CCP)	Examples of CCP Elements modified to add after CCP report
		Permit Renewal	Food Application for License Renewal
		Permit Renewal Cover Letter	Food license renewal application cover letter
		Permit Renewal Late Letter One	Notice of Failure to Renew Food License 1
		Permit Renewal Late Letter Three	Notice of Failure to Renew Food License 3
		Permit Renewal Late Letter Two	Notice of Failure to Renew Food License 2
		Food Vending	
		Permit Renewal	Application for renewal of vending machine location license
		Permit Renewal Cover Letter	Vending machine location license renewal application cover letter
		Permit Renewal Late Letter One	Notice of Failure to Renew Food Vending Machine Location License 1
		Permit Renewal Late Letter Three	Notice of Failure to Renew Food Vending Machine Location License 3
		Permit Renewal Late Letter Two	Notice of Failure to Renew Food Vending Machine Location License 2
		Pool	
		Permit Renewal	Pool Application for License Renewal
		Permit Renewal Cover Letter	Pool/Spa license renewal application cover letter
		Permit Renewal Late Letter One	Notice of Failure to Renew Pool/Spa License 1
		Permit Renewal Late Letter Three	Notice of Failure to Renew Pool/Spa License 3
		Permit Renewal Late Letter Two	Notice of Failure to Renew Pool/Spa License 2
		RV Park/Camp	
		Permit Renewal	RV Park/Camp Application for License Renewal
		Permit Renewal Cover Letter	License renewal application cover letter
		Permit Renewal Late Letter One	Notice of Failure to Renew RV Park/Camp License 1
		Permit Renewal Late Letter Three	Notice of Failure to Renew RV Park/Camp License 3
		Permit Renewal Late Letter Two	Notice of Failure to Renew RV Park/Camp License 2