Standard Practices for Coding of Environmental Health Activities
Kentucky Department for Public Health
Division of Public Health Protection & Safety
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Kentucky Public Health
Prevent. Promote. Protect.

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I. Introduction

The development and implementation of the EHMIS 2010/Portal system has brought a great deal of improvement and functionality to the way state and local health departments can enter, access and manage Environmental Health data. In addition to the changes to the system itself, the EHMIS 2010 system has allowed us to make fundamental changes in the way local health departments and Environmental Health staff can document services provided to their communities.

The advancements in the system have provided the opportunity for Environmental Health staff to document the work they do in a manner that allows for more detailed and accurate records The system while also reduces the amount of paperwork needed to record the many services provided during the course of a day by presenting an electronic interface for quick data entry and reports. The system, which is comprised of different modules, allows local health departments to electronically record all services, establishments, sewage systems and fees creating a statewide database of all environmental health related data. This data can be used by all parties to retrieve information as well as to create various financial and informational reports. The EHMIS/Portal also allows for local health departments to use both the Request for Service Module and Environmental Activity Reports, or weeklies, via the Activity Module to document services provided through two very different mechanisms. It is the goal of this document to provide guidance as to how these services are to be recorded throughout the entire state, therefore creating a standard approach to coding and consistent statewide dataset.

Although Local Health Departments will still have the ability to code all activities/services provided using an interface similar to the EAR format, PHPS will now require a standardized method for recoding certain services via the he Request for Service Module, while others may still be entered via the Activities Module. By entering specific services through the Request for Service module, it allows the Department and local health agencies to have more detailed records and creates better uniformity for reporting on important environmental program activities.   Further, by specifying how certain activities are recorded there will be more uniformity and consistency in environmental health data across the state.

The following pages will provide a brief explanation on the Request for Service, Activities and Sewage modules as well as guidance on how various activities should be coded based on reporting areas and

activity type. A coding outline and examples of how to code common and routine activities has also been included which can be used as a desk reference as you become familiar with the new requirements.

II. Request for Service Module:

In order to achieve accurate and detailed records for key environmental health services, PHPS now requires all Local Health Departments Environmental Health staff to utilize the Request for Service/Complaint Module to document Non-Regulated Facilities/Nuisance Investigations, Rabies/Animal Bite Investigations, Methamphetamine Contaminated Properties and the activities associate with them. This component of the EHMIS/Portal system provides the mechanism to document information and important historical details about the particular complaint and other services and linking them to the services provided by LHD staff. This will also assure that required information that is frequently reported to various other partner agencies is captured in a consistent manner. NOTE: Local Health Departments may opt to also utilize the Request for Service Module for Foodborne Illness, Methamphetamine and Lead Based Paint investigations as it provides the opportunity to capture additional details such as establishment, address, property owner and other pertinent details.

Below is an example of a sewage complaint and its entry into the Request for Service Module. You will notice red asterisks in fields that are required to be completed and these fields change based on the specific program or Report Area. The required information will change from program to program and the system will not allow the request to be saved without completing all required fields.
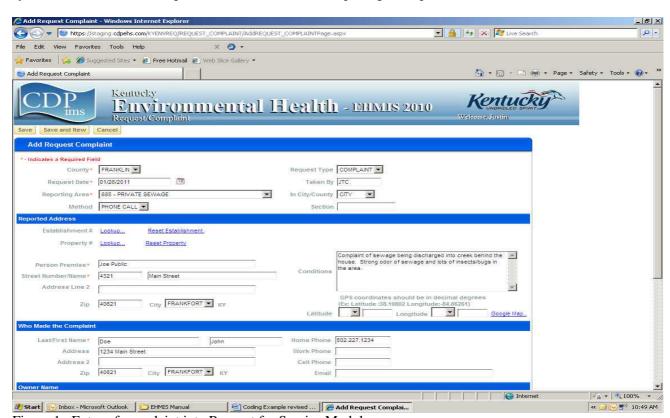

Figure 1: Entry of complaint into Request for Service Module

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Using the Request for Service Module creates a detailed record that can be viewed and updated to reflect the initial complaint investigation as well as any needed follow ups or office activities associated with the request. These inspection and activities should be added to a particular record by clicking the "Activities" box at the bottom left of the request screen taking you to a separate entry screen. Doing this will allow for the entry of multiple inspections, activities and actions performed for a particular request and link them to the establishment or property serving to create a detailed historical record. **It is important to note that the inspector will not get credit for these inspections or activities unless this step is completed.** See Coding Examples in Activities Section for examples of common Inspection Type and Action Code combinations. Additional details on Inspection Types and Action Codes are found in Appendices E and D

The Request for Service module also allows for the printing of a worksheet that can be used in a variety of ways. The worksheet is a hard copy record of the request that can be used to assign a particular complaint or serve as hard copy documentation of the complaint and all activities that have been performed against it. The worksheet provides details for the request including and activities that have been performed, property address, owner names, dates, etc. This worksheet may also be emailed to a particular inspector if needed. See red arrow indicator below identifying both the activity and worksheet boxes.
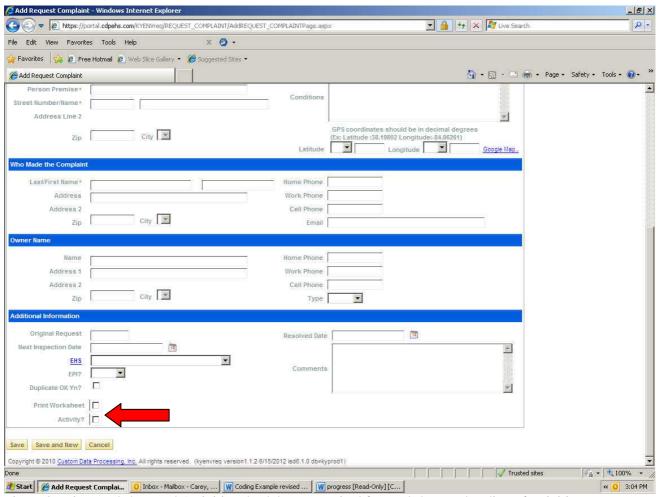

Figure 2: Print Worksheet and Activities check boxes required for worksheet and coding of activities against a Request

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You may also edit or update a Request/Complaint though the Request/Complaint Module at any time. To do this, you select the edit function on the particular record and make the necessary changes. These changes could include the entry of additional services or inspections that have been conducted. They many also include notes or specifics that you feel need to be included in the record. One key compoenent of the record that is or particular importance is the status as this incidates where the record is in the investigative process. When a request has been completed and you feel no additional action will be needed (Example: A nuisance has been successfully abated) the record will need to be placed in resloved status indicating it is no longer an active or ongoing request. To do this, the inspector will need to complete three fields within the record itself by entering the date resolved, checking the Resolved box to "yes" and updating the record status to show it as Resolved . This will effectively close this record and require no further action needed, however the record will still be able to be updated in the future if the need arrises.
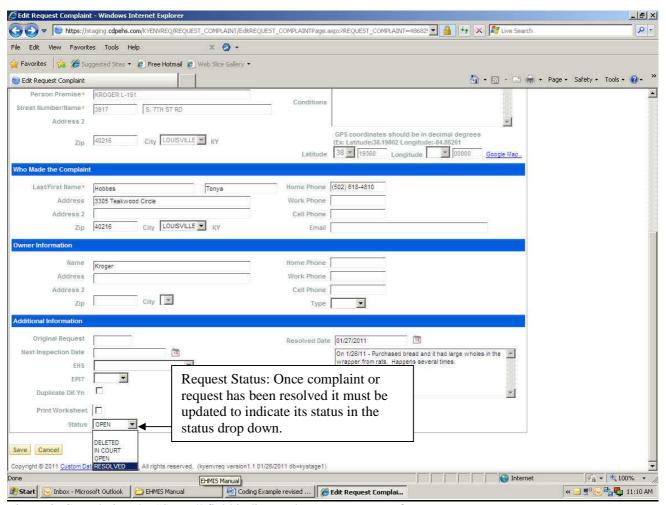

Figure 3: Completing the "Status" field indicates the current status of a request.

All records entered into the EHMIS system can be viewed through the search feature which generates a preview for each request record that shows a variety of information including its Request Number, Complaintant Name, Status and the LHD employee that created and updated the record. This search view allows for multiple reqests to be easilyviewed, tracked, updated and managed by Local Health Department personnel. This record can be edited as needed and will provide a detailed record of each complaint received and investigated by Environmetnal Health personel along with the steps taken to correct or resolve it.
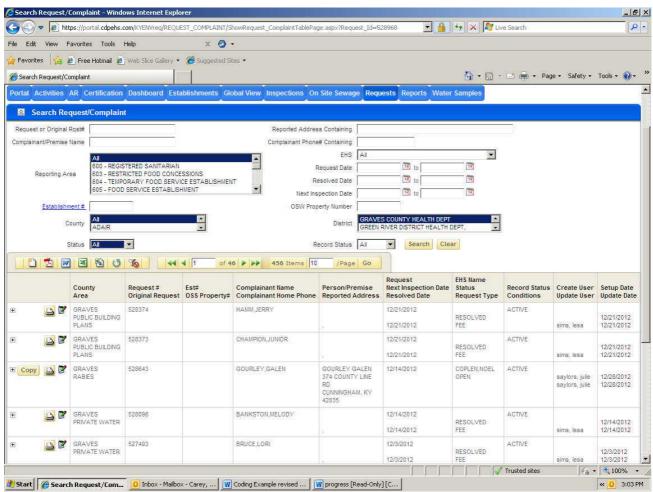

Figure 4: Request for Service search fields and summary table.

>   **Important Note: The use of the Request for Service Module will eliminate the need for documentation of complaints and follow up inspections on the EARs while providing far more detail and information about each individual case**. Below is a listing of the services that are now required to be entered into the Request for Service Module.

- **Complaint investigations on non-regulated establishments or properties**
- **General nuisance complaint investigations**
- **Animal Bite Investigations**
- **Methamphetamine Contaminated Properties**

III. Activities Module:

Local Health Department Environmental Health staffs are still encouraged to document services provided that are not required to be entered into the Request for Services Module. Documenting these services will allow LHD leadership to monitor Environmental Health activities and gauge employee production.

Documenting these services should be done using the Activities Module, which has replaced the Environmental Activity Reports (EARs) or Weeklies. Typically, these services would encompass services provided that do not require documentation on a form or inspection sheet. These may include, but not be limited to, phone calls and other office activities, surveys, food handlers/managers courses, etc. Each LHD can determine which services that they would like to document for their purposes and craft a coding strategy that will best suit their needs. Environmental Health staff can include as many details as needed, however the comments field is encouraged to be completed for services that may need to be referenced in the future for some reason.

The Activities Module will allow for a single activity as well the entry of multiple activities using the Mass Entry function depending on the user's preference. Examples of both the Single and Mass Entry screens are shows below in Figures 5 and 6.
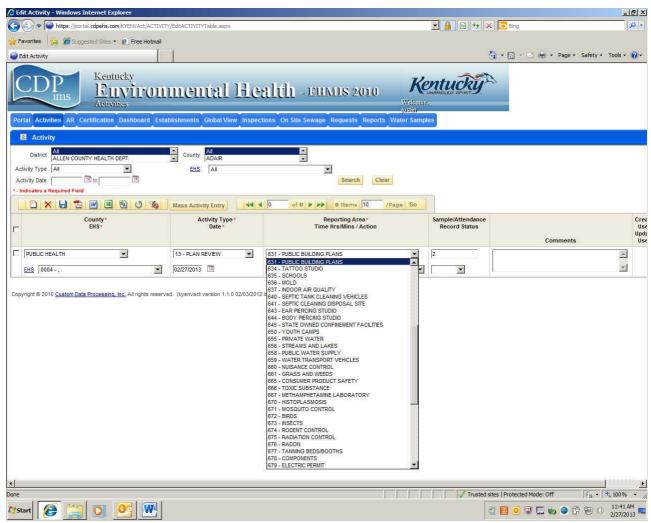

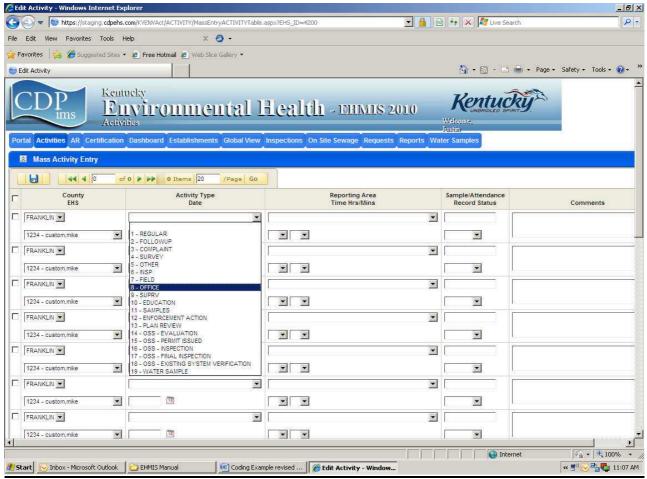Figure 5: Entry of a single activity

Figure 6: Mass Entry screen allowing for multiple activities to be entered on the same screen.

All activities entered into the Activities Module can also be recalled and reviewed based on the search criteria provided on the Activities home page. These include COUNTY, DISTRICT, EHS, ACTIVITY/INPSECTION TYPE, and DATE. The screen shot below shows an example listing of all activities coded for the dates of February 1, 2013 to February 4, 2013. The results of these queries can be exported into a variety of formats, including PDF, Microsoft Word, Excel and CSV. . For additional information regarding the Activities Module, please see Section 16 of **the EHMIS User Manual Version 1.2** found in the Training Materials tab in the Portal.
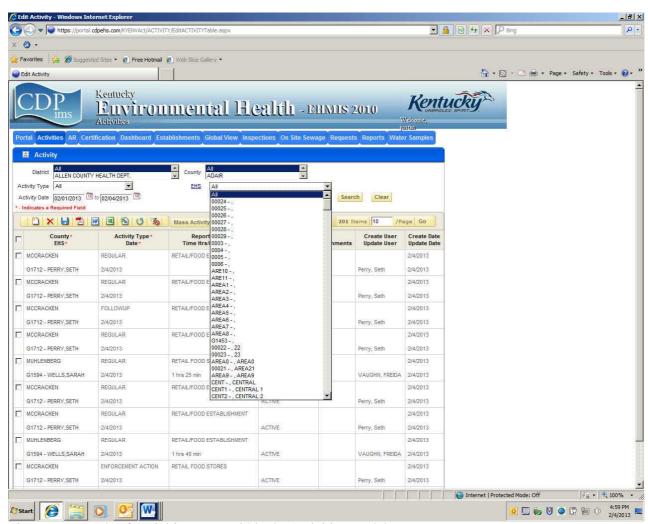

Figure 7: Example of Activities query within the Activities Module.

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Project Reporting/Program Areas

603   **Restricted Food Concessions**: Used to records services/activities rendered to Restricted Food Concession as defined in Interpretation 61: KRS 217.015 through KRS 217.285, KRS 217.992.

604   **Temporary Food Service/Farmers' Market Temporary**: Used to record services/activities rendered, to a temporary food service establishment as defined in Kentucky Food, Drug and Cosmetic Act KRS 217.015 to KRS 217.215.

605   **Food Service**: Used to record services/activities rendered to any food service establishment as defined in the Kentucky Food, Drug and Cosmetic Act KRS 217.015 to KRS 217.215 of vending machine commissary and defined in KRS 217.808.

606   **Vending Machines**: Used to record services/activities rendered to any vending machine location as defined in the Kentucky Vending Machine Act of 1972 KRS 217.808 to 217.812.

607   **Retail/Food Establishment**: Used to record all services/activities rendered in any combination retail/food establishment as defined in Kentucky Food, Drug and Cosmetic Act KRS 217.015 to KRS 217.215.

608   **Bed and Breakfast Establishment**: Used to record services/activities rendered to any bed and breakfast establishment as defined in the Bed and Breakfast Regulation KRS 217.125.

609   **Foodborne Disease**: Used to record all services/activities rendered in a Foodborne disease investigation.

610   **Retail Food Stores**: Used to record services/activities rendered to any retail food market as defined in Kentucky Food, Drug and Cosmetic Act KRS 217.015 to KRS 217.215. This includes retail food stores, retail meat markets, fish and seafood markets, specialty item retail bakeries and confectioneries (e.g. doughnuts, cookies, candies, etc.), mobile retail food sales, and establishments operation microwave type oven in conjunction with prepackaged foods (sandwiches, etc.)

611   **Produce and Farmers Market**: Used to record services/activities rendered to Farmer's Markets, Home-Based Processors, and Home-Based Microprocessors as defined in 902 KAR 45:090; KRS 217.136 through KRS 217.139.

612   **Shellfish Certification Program**: Used to record services/activities rendered in any combination of activities as defined in 902 KAR 45:020; KRS 217.005 through KRS 217.215.

613   **Food Handlers**: Used to record all services/activities rendered in a Food Handler Certification.

614   **Food Managers**: Used to record all services/activities rendered in a Food Manager Certification.

615   **Food Processing or Storage Establishment**: Used to record services/activities rendered to all plants manufacturing, storing, and processing food products in bulk form, usually for wholesale purposes, and vehicles regularly used in transporting food products as defined in Food, Drug and Cosmetic Act KRS 217.015 to 217.215. This includes milk transporting vehicles, bottling plants (beverages), wholesale bakeries, candy manufacturers, flour and meal mills, fish processing establishments, food salvage processors and distributors, ice manufacturing and/or plants bottling water for human consumption, frozen locker plants, granaries and warehouses, retail bakeries and retail candy stores. Milk and milk product processing plants are not included.

617   **Raw Agriculture Sampling**: Used to record services/activities rendered to commercial producers of raw agricultural products. This includes the collection of samples from growers of fruits and vegetables in Kentucky. Sample collected for pesticide residues, from the grower at the time of picking or harvesting for sale to consumers.

618   **Drugs Quarantine**: Used to record all services/activities rendered in quarantine, voluntary destruction of outdated over- the-drugs.

620   **Hotel and Motels**: Used to record services/activities rendered to establishments offering sleeping accommodations to the public. Dining areas and cafeterias are not covered under this code.

621   **Boarding Homes**: Used to record all services/activities rendered in any boarding home as defined in KRS 216B.300.

625   **Mobile Home and Recreational Vehicle Parks**: Used to record services/activities to all mobile home and recreational vehicle parks subject to inspection under KRS 219, including grounds, service buildings, and other related facilities used in operation of the park.

630   **Public Buildings and Recreational Facilities**: This code covers all public buildings and recreational facilities subject to inspection by health department personnel. Examples of such buildings and facilities are: bus and railway stations, institutions, courthouses, filling stations, community parks, playgrounds and picnic grounds, adult tent camping areas, boat docks, bathing and other water recreation areas, pool rooms, theaters, auditoriums, bowling alleys, carnivals and fairs, stadiums and other outdoor recreation areas. Food establishments, mobile home and recreational vehicle park areas are not included under this code.

631   **Public Buildings Plans:** Used to record all services/activities in conjunction with reviewing Public Building Plans.

634   **Tattoo Studios:** Used to record all services/activities rendered to tattoo artists and tattoo studios as defined in KRS211.760.

635   **Schools:** Used to record services/activities rendered to a school. The use of this code covers the building, grounds, premises, water, and sewage disposal systems. School cafeterias are classified under "Food Service Establishment".

636   **Mold**: Used to record services/activities for information dissemination and consulting activities concerning Mold.

637   **Indoor Air Quality**: Used to record services/activities rendered in inquiries, information dissemination and investigation concerning Indoor Air Quality.

640   **Septic Tank Cleaning Vehicles**: Used to record services/activities rendered to septic tank cleaning vehicles and disposal sites, including municipal disposal points.

641   **Septic Tank Cleaning Disposal Site**: Used to record all activities related to land application disposal sites for septic waste and grease trap wastewater, as well as recycling/composting/treatment facilities, temporary storage facilities, etc.

643   **Ear Piercing Studios:** Used to record all services/activities rendered to ear piercing artists and ear piercing studios as defined in 902 KAR 45:070; KRS 211.760.

644   **Body Piercing Studios:** Used to record all services/activities rendered to Body piercers and body piercing studios as defined in KRS 211.760.

645   **State Owned Confinement Facilities**: Used to record services/activities rendered to jails, prisons, and all other penal institutions. Food service operated at these places is not covered under this code.

650   **Youth Camps:** Used to record services/activities rendered to all camps used by youths as defined in Kentucky Youth Camp Regulation. Examples of such facilities are: residential camps, day camps, primitive or outpost camps (4-H camps, church camps, Boy and Girl Scout camps, etc.). Food service establishments operated at these places are not covered under this code.

655   **Private Water:** Used to record services/activities rendered in connection with a private water supply located on private property under the control of the homeowner.

656   **Streams and Lakes:** Used to record services/activities rendered in complaint investigation and sample collection in streams and lakes.

658   **Public Water Supply:** Used to record services/activities rendered in conjunction with an approved Public Water Supply.

659   **Water Transport Vehicles:** Used to record services /activities rendered in conjunction of inspection and investigation of Water Transport Vehicles.

660   **Nuisance Control:** Used to record all services/activities in connection with nuisance control.

661   **Grass and Weeds:** Used to record services/activities rendered in conjunction with complaints relating to weeds and grass.

665   **Consumer Product Safety**: Used to record all services/activities that relate to product safety inspections, surveillance for banned products, sample collection, response to consumer complaints, injury data collection and investigation, etc. This

code includes such program areas as hazardous substances, lead-based paint, toys flammable fabrics.

667   <u>**Methamphetamine Laboratory:**</u> Used to record services and activities related to discovery, public posting, decontamination and release of properties found or suspected to have been contaminated as a result of clandestine methamphetamine production.

670   <u>**Histoplasmosis:**</u> Used to record all services/activities rendered for purpose of information, dissemination, consultation and investigation of Histoplasmosis.

671   <u>**Mosquito Control:**</u> Used to record all services/activities rendered in mosquito surveillance, larviciding, and adulticiding.

672   <u>**Birds:**</u> Used to record all services/activities rendered for purpose related to disease surveillance and complaints.

673   <u>**Insects:**</u> Used to record all services/activities rendered for purpose of controlling insects, roaches, bed bugs, flies etc.

674   <u>**Rodent Control:**</u> Used to record all services/activities rendered for purpose of controlling rodents.

675   <u>**Radiation Control:**</u> Used to record services/activities rendered in conjunction with the microwave oven inspections in private, institutional and commercial use.

676   <u>**Radon:**</u> Used to record field and office activities in conjunction with Radon assessment in single family dwellings.

677   <u>**Tanning Beds/Booths:**</u> Used to record registration and investigative services/activities pertaining to tanning beds/booths in commercial use.

678   <u>**Components:**</u> Used to record services/activities related to the review, evaluation, inspection, and approval of materials, components, and equipment that are to be used as part of an onsite sewage disposal system. This would include piping, distribution boxes, septic tanks, leaching chambers, grease traps, effluent filters, dosing tanks, holding tanks, aerobic treatment units, other advanced treatment units, etc.

680   <u>**Onsite Sewage Disposal:**</u> Used to record services/activities rendered in connection with evaluations and inspections of new proposed onsite sewage disposal systems for both residential and commercial developments. This Code is not to be used in coding work on malfunctioning systems - except in instances where a new system was constructed without a permit. This Code relates to the sewage system from the exterior of the building only and does not include interior plumbing.

683   <u>**Swimming Pool Engineer:**</u> Used to record services/activities related to the construction, design and operation of public swimming and bathing facilities including plan review, plan consultation, rough-in and final inspections, review variance requests, provide training and site inspections.

684   **Lead:** Used to record activities related to lead in residential or other child occupied facilities, including investigations/assessments, testing/sampling, abatement/mitigation work inspection/clearance, etc.

685   **Private Sewage:** Used to record other services/activities related to sewage disposal systems such as; investigation of malfunctioning systems; existing system inspection for mortgage loan agencies; surveys related to system performance.

688   **Hazardous Material Spills:** Used to record other services/activities in investigation, onsite visit, processing of sample collection, consultation, and implementation of state preparedness plan by direction of EOC.

689   **Environmental Epidemiology:** Used to record activities/services rendered during the investigation, treatment, education or other administrative functions needed to address outbreaks or illness as a result of unsanitary environmental conditions and other environmental factors having negative impacts on public health. Not to be used when investigating food borne illnesses.

690   **Environmental Protection:** Used to record services/activities rendered in environmental areas, other than those listed under a specific code, under the regulatory authority of the Department for Natural Resources and Environmental Protection. Such areas would include services relative to: public water, public sewage, and solid waste control.

691   **Waste Water Treatment Plant:** Used to record services/activities rendered in complaints and investigations of Waste Water Treatment Plants.

692   **Occupational Health:** Used to record services/activities rendered in conjunction with employee health and safety concerns at local businesses.

693   **Swimming Pools General:** Used to record services/activities rendered in conjunction with site visits, rough-ins and final inspections by LHD's.

694   **Private Swimming Pools:** Used to record services/activities rendered during consultations, site visits for in ground pool installations at properties with Onsite Sewage Disposal Systems.

695   **Swimming Areas:** Used to record services/activities rendered to swimming pools, bathing beaches, wading and spray pools, spas, hot tubs, water slides, wave pools, etc. This includes inspection, testing sampling, and other surveillance of the facilities such as the bathhouse, filtration equipment, grounds and other attendant facilities.

696   **Beach Areas:** Used to record all services/activities rendered for beach areas.

697   **Rabies:** Used to record all services/activities rendered in connection with a Rabies Control Program.

698   **Smoking Enforcement:** Used to record all activities related the investigation and enforcement which prohibits smoking in all buildings open to the public.

699   <u>**Other Unrestricted Funded Environmental**</u>: Used to record time for environmental services/activities not contained in any other budgeted project and restricted to only coding of services that are conducted in non-defined program areas. All services must be coded to a defined program such as 605, 610, etc., regardless of being a budgeted project.

811   <u>**Elevated Blood Lead:**</u> Used to record activities related to elevated lead in residential or other child occupied facilities, including investigations/assessments, testing/sampling, abatement/mitigation work inspection/clearance, etc.

834   <u>**Emergency/Disaster Service:**</u> All direct uses of employee time for all services/activities provided during disaster or emergency situations relative to alleviating and/or abating public health hazards. This code is used in place of all other service codes during such time, except when a complete inspection is conducted for the purpose of reopening of an establishment.

Environmental Health Inspection Type Codes and Recommended Uses

01 (153)   <u>**Regular:**</u> Used to record routine inspection on an establishment and other facilities. Also used when conducting final inspection on new sewage system installation and initial inspection on existing system.

02 (153)   <u>**Follow-up:**</u> Used to record all follow-up inspections as a result of a previous inspection. <u>All</u> inspections other than the site evaluation and final inspection of an onsite sewage system <u>must</u> be coded as a follow-up inspection using this inspection type.

03 (153)   <u>**Complaint:**</u> Used to record the investigation of a complaint received by the agency for regulated establishments, nuisances and the initial investigation for an animal bite. **NOTE: All complaints shall be entered into the Request for Services Module.**

04 (153)   <u>**Survey:**</u> Used to record survey inspections on regulated establishments and other facilities for the purpose of standardization and program evaluation. May also be used to document surveys of regulated establishments in response to natural disasters or other unforeseen events.

05 (153)   <u>**Other:**</u> Used to record pre-opening and courtesy inspections on regulated establishments and other facilities. The inspections are not given a numerical score. This inspection type should also be used to record monitoring inspections for swimming pools along with excavation inspections and/or the acceptance of installers' affidavit in the Onsite Sewage program.

06 (153)   <u>**Site Evaluation:**</u> Used to record site evaluations in the Onsite Sewage program

07 (150)   <u>**Field Activity**</u>: Used to record all activities conducted in the field that are not otherwise documented. This inspection can be used when two inspectors conduct an inspection, whereas one will receive credit for the inspection and the other a field activity.

08 (150)   <u>**Office Activity**</u>: Used to record all in-office activities provided to the public including, but not limited to, consultation, phone calls, issuance of onsite sewage permits and electrical stickers, etc.

09 (153)   <u>**Clinic or Surveys:**</u> Used to record organized rabies clinics which operate under the auspices of the health department, also used to record surveys and other group activities relating to surveillance for a specific condition or product and performed by health department personnel; i.e., housing, schools, food establishments, etc.

10 (150)   <u>**Educational Activity:**</u> Used to record services for providing technical training or information relating to environmental health programs at meetings, classes, seminars, and other organized functions, and via news media or other communicative methods. All services coded as this should also include the number of attendants.

11 (153)   **<u>Samples</u>**: Used to record services relative to the sampling/testing of food, water, sewage, solid waste, etc. **<u>NOTE:</u>** When these services are performed in conjunction with an inspection of an establishment, this code is <u>not</u> to be used, but entered as part of the inspection.

12 (150)   **<u>Enforcement Action:</u>** Used to enter an enforcement action and/or quarantine when not accompanied by the entry of an actual inspection. Also, an action should be entered with this inspection type, unless the enforcement action is quarantine.

13 (150)   **<u>Plan Review</u>** – Used to record activities relative to the review/approval of building plans including, but not limited to regulated establishments and facilities, public buildings, etc.

Activity Action Codes

A. NAI or System Approved: This code is used when no further action is necessary, in conjunction with food manufacturing and storage inspections, or when onsite sewage system is approved.

B. Invalid Complaint: This code is used to record that a complaint was invalid.

C. Abated/Corrected: This code is used to indicate violations or condition has been corrected.

D. Referral: This code is used to record actions when referral to another Agency.

E. Notice to Correct: This code is used when a notice to correct violations is issued.

F. Notice of Intent to Suspend: This code is used when a Notice of Intent to Suspend a Permit, License, or Certification is issued.

G. Suspension: This code is used when a permit, license, or certification is suspended.

H. Re-instated: This code is used when a permit, license, or certification is re-instated.

I. Permit Revoked: This code is used when a permit is revoked.

J. Notice to Apply for Permit: This code is used when a notice is issued to apply for an or cease operation initial permit, or renewal of permit, or cease operation.

K. Conference/Hearing: This code is used when the health department holds a conference or hearing.

L. Court Action Initiated: This code is used for cases referred to the County or Commonwealth Attorney for legal action.

M. Court Judgment: This code is used when legal action results in a Court Order to Comply, a fine, or jail sentence.

N. Injunction: Used when an injunction is secured.

O. VAI: Used for food manufacturing and storage
                                  inspections. <u>Voluntary Action Indicated.</u>
                                  Objectionable conditions observed during
                                  inspection usually require a follow-up
                                  somewhere between 30 days and 6 months.

P. OAI or Permit Issued: Used for food manufacturing and storage
                                  inspection. Onsite Sewage and Private
                                  <u>Official Action Indicated.</u> An official
                                  action, such as a Sewage large lot of
                                  produce has been quarantined. Accelerated
                                  follow-up usually between 30 and 90 days.
                                  Also, used for onsite sewage to indicate
                                  permit has been issued.

Q. Quarantine: Used when entering a quarantine action.

R. Release: This code is used to record all quarantine
                                  releases.

S. Site Evaluation Approved: This code is used to record site evaluations
                                  which were approved.

T. Dye Testing: Used to record a dye test conducted.

U. Recall: Used to record product recalls.

V. Positive: Used to record positive laboratory results.

W. Negative: Used to record negative laboratory results.

X. Sample Rejection: Used to record samples rejected by
                                  laboratory.

Y. Inspection Failure: Used to record an inspection which failed,
                                  i.e., mortgage, onsite and complaint
                                  inspections.

Z. Cease Operation: Used to record closure of any operation that
                                  does not have a permit.

#A. No Response: Used when investigating complaints, no one
                                  is present, and the investigation <u>CAN NOT</u>
                                  be conducted.

#B. Advised: Used when other actions are not warranted.
                                          May use with a new pull date or file away.

#C. Baited/Treated: Used when primary activity was the baiting
                                          for rats or the applications of insecticide for
                                          mosquito control.

#D. Office Hearing Issued: To be used when on Office Hearing is issued
                                          as a result of an investigation.

#E. Pre-Court Appearance: Used for Pre-Court inspections.

#F. Court Appearance: Used to indicate an appearance in district
                                          court. Should a judgment be made also use
                                          Action Code "M".

#G. Site Evaluation Fails: Used to record site evaluation conducted
                                          which failed.

#H. Suspension Food: Used in Retail/Food (607) program to
                                          indicate suspension of <u>food</u> portion of
                                          establishment.

#I. Suspension Retail: Used in Retail/Food (607) program to
                                          indicate suspension of <u>retail</u> portion of
                                          establishment.

#J. Site Unapprovable: Used to record sites which are unapprovable
                                          for any system.

#K. Affidavit: Used to record an Installer Affidavits
                                          received.

#L. Variance Issued: Used to record Onsite Sewage Variance
                                          issued.

#M   Methamphetamine Notification: Used to record issuance of Notice of
                                          Methamphetamine Contamination letter and
                                          posting.

#N   Methamphetamine Clearance: Used to record issuance of Notice of
                                          Methamphetamine Contamination Clearance letter
                                          and permission to remove posting.

#O   Temporary Electric Sticker: Used to record when issuing a Temporary Electric
                                          Sticker

#P   Electric Sticker: Used to record when a permeate Electric
                                                 Sticker is issued.

CB.   Refer to County Works Department.

CK.   Approved Existing System

YK.   Unapproved Existing System

Examples of Common Activity Coding

The following pages also provide listing of some of the more common activity and action code combinations by program that may be entered as documentation of services provided. These examples may also be used in the Activities function of the Request for Service Module. It is important to note that the examed provided represent only a small portion of all services that may be conducted. Please reference Inspection Type and Action Code definitions found in Appendices for additional explanation and use of additional coding options

603 - Restricted Food Concessions

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
05-Other	#	603	#B		Advised
08-Office	#	603	#B		Advised
08-Office	#	603	J		Notice to Apply
08-Office	#	603	D		Referral
13-Plan Review	#	603	A	1	Estab Plan Review

604 - Temporary Food*

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
01-Regular	#	604			Hot Dog - 100
02-Follow Up	#	604			Hot Dog
03-Complaint	#	604	B		Invalid Complaint
08-Ofice	#	604	#B		Advised
07-Field	#	604			

*Note: Temporary food inspections and complaints may be entered in Activities Module due to their temporary nature and not having a record in the EHMIS Portal.

605 - Food Service Establishments

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	605	E		Notice to Correct
02-Follow Up	#	605	C		Abated/Corrected
04-Survey	#	605	#B		Disaster Response
07-Field	#	605	#B		Advised
07-Field	#	605	Z		Cease Operation
08-Office	#	605	D		Referral
08-Office	#	605	K		Hearing
08-Office	#	605	J		Notice to Apply
08-Office	#	605	F		Intent to Suspend
13-Plan Review	#	605	A	1	Estab Plan Review

*Note: All complaint investigations for ALL regulated/permitted facilities should also be documented on the appropriate DFS inspection form and a copy placed in the establishment's file in addition to creation of the Request for Service record.

607 – Retail/Food Establishments

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	607	E		Notice to Correct
02-Follow Up	#	607	C		Abated/Corrected
04-Survey	#	607	#B		Disaster Response
07-Field	#	607	#B		Advised
08-Office	#	607	#B		Advised
08-Office	#	607	D		Referral
08-Office	#	607	J		Notice to Apply
08-Office	#	607	F		Intent to Suspend
13-Plan Review	#	607	A		Estab Plan Review

608 – Bed and Breakfast

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	608	#A		No Response
08-Office	#	608	#B		Advised
08-Office	#	608	D		Referral
08-Office	#	608	G		Permit Suspended

609 – Foodborne Illness

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	609	Z		Cease Operation
02-Follow Up	#	609			
04-Survey	#	609	#B		
08-Office	#	609	#B		Advised
08-Office	#	609	D		Referral

610 – Retail Food Stores

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	607	E		Notice to Correct
02-Follow Up	#	607	C		Abated/Corrected
04-Survey	#	607	#B		Disaster Response

613 – Food Handlers

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Office	#	614	#B		Advised
10-Education	#	614		25	Food Class

614 – Food Managers

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Office	#	614	#B		
10-Education	#	614		25	Food Class

620 – Hotel/Motel

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
07-Field	#	620			
08-Office	#	620	#B		Advised

625 – Mobile Home/Recreational Vehicle Parks

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	625	E		Notice to Correct
02-Follow Up	#	625	C		Abated/Corrected
07-Field	#	625	#B		Advised
08-Office	#	625	#B		Advised
08-Office	#	625	D		Referral

630 – Public Buildings

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	630	B		Invalid Complaint
02-Follow Up	#	630			
08-Office	#	630	#B		Advised

631 – Plan Review

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08	#	631	#B		Advised
13-Plan Review	#	631		5	Plan Review

634 – Tattoo Studios

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	634	E		Notice to Correct
02-Follow Up	#	634	C		Abated
07-Field Activity	#	634			Advised
08-Office	#	634	#B		Advised

635 – Schools

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
07-Field Activity	#	635	#B		
08-Office	#	635	#B		Advised

636 – Mold

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Field Activity	#	636	#B		Advised
08-Office	#	636	D		Referral

637 – Indoor Air Quality

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Field Activity	#	637	#B		Advised
08-Office	#	637	D		Referral

640 – Septic Tank Cleaning Vehicles

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Field Activity	#	640	#B		Advised
08-Office	#	640	D		Referral
08-Office	#	640	H		Reinstated

641 – Septic Cleaning Disposal Site

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Field Activity	#	641	#B		Advised
08-Office	#	641	D		Referral
08-Office	#	641	L		Court Action

643 – Ear Piercing Studio

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	643	#A		No Response
02-Follow Up	#	643	E		Notice to Correct
07-Field Activity	#	643	#B		Advised
08-Office	#	643	L		Court Action

644 – Body Piercing Studio

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
07-Field Activity	#	634	#B		Advised
08-Office	#	634	D		Referral
08-Office	#	634	L		Court Action

650 – Youth Camps

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
07-Field Activity	#	650	#B		Advised
08-Office	#	650	D		Referral
08-Office	#	650	L		Court Action

655 – Private Water

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Office	#	655	#B		Advised
08-Office	#	655	D		Referral
08-Office	#	655	V		Positive Result
08-Office	#	655	W		Negative Result
08-Office	#	655	X		Sample Rejected
11-Samples	#	655		5	Samples

660 – Nuisance Control

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	660	E		No Response
02-Follow Up	#	660	#A		Notice to Correct
02-Follow Up	#	660	C		Abated
08-Office	#	660	D		Referral
08-Office	#	660	L		Court Action
08-Office	#	660	N		Injunction

667 – Methamphetamine

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Office	#	667	D		Referral
08-Office	#	667	#B		Advised
08-Office	#	667	#M		Notification Letter
08-Office	#	667	#N		Clearance Letter

671 – Mosquito Control

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	671	#C		Baited/Treated
02-Follow Up	#	671	C		Abated/Corrected
07-Field Activity	#	671	#C		Baited/Treated
08-Office	#	671	D		Referral
08-Office	#	671	#B		Advised

674 – Rodent Control

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	674	#C		Baited/Treated
02-Follow Up	#	674	C		Abated/Corrected
08-Office	#	674	D		Referral
08-Office	#	674	#B		Advised

680 – Onsite Sewage

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
01-Regular	#	680	A		System Approved
01-Regular	#	680	Y		Inspection Failure
02-Follow Up	#	680	A		System Approved
03-Complaint	#	680	E		Notice to Correct
05-Other	#	680	A		Excavation Insp.
05-Other	#	680	#K		Installers Affidavit
06-Site Eval	#	680	S		Site Approved
06-Site Eval	#	680	#G		Site Failure
06-Site Eval	#	680	#J		Site Unapprovable
07-Field Activity	#	680	#B		Advised
08-Office	#	680			Application
08-Office	#	680	P		Permit Issued
08-Office	#	680	#B		Advised
08-Office	#	680	D		Referral
08-Office	#	680	#L		Variance
08-Office	#	680	#0		Temp Elec Sticker
08-Office	#	680	#P		Perm Elec Sticker
10-Education	#	680		25	Installer Class

685 – Private Sewage

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
01-Regular	#	685	A		Repair Approved
01-Regular	#	685	Y		Repair Failure
02-Follow Up	#	685	A		Repair Approved
03-Complaint	#	685	T		Dye Testing
03-Complaint	#	685	E		Notice to Correct
02-Follow Up	#	685	C		Abated/Corrected
05-Other	#	685	CK		Approved Existing
05-Other	#	685	YK		Failed Existing
07-Field Activity	#	685	#B		Advised
08-Office	#	685	P		Repair Permit Issued
08-Office	#	685	#B		Advised
08-Office	#	685	D		Referral
08-Office	#	685	#L		Variance

689 – Environmental Epidemiology

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
08-Office	#	689	#B		Advised
08-Office	#	689	D		Referral
11-Samples	#	689		25	

*NOTE: The Environmental Epidemiology Program should be used to investigate known outbreaks or similar events and at the direction of PHPS. This code will be used for specific events and PHPS will direct LHDs to use this Reporting Area with instructions on specific codes at that time.

695 – Swimming Pools

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	695	E		Notice to Correct
02-Complaint	#	695	C		Corrected/Abated
05-Monitoring	#	695	Z		Cease Operation
07-Field	#	695			
08-Office	#	695	D		Referral
08-Office	#	695	#B		Advised
13-Plan Review	#	695	A		Approved

697 – Rabies

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
03-Complaint	#	697	Q		Quarantine
03-Complaint	#	697	#A		No Response
02-Follow Up	#	697	R		Release
08-Office	#	697	#B		Advised
08-Office	#	697	D		Referral
11-Samples	#	697		1	Samples
08-Office	#	697	V		Positive
08-Office	#	697	W		Negative
08-Office	#	697	X		Samples rejected

834 – Disaster/Emergency Services

Inspection Type	EHS	Report Area	Action	Sample/Attendance	Comments/Explanation
01-Regular	#	834			Shelter Inspection
02-Follow-Up	#	834			Shelter Follow-Up
03-Complaint	#	834	#A		No Response
03-Complaint	#	834	E		Notice to Correct
05-Other	#	834	#B		Monitoring Visit
07-Field Activity	#	834	#B		Monitoring Visit
07-Field Activity	#	834			Delivered Supplies
08-Office	#	834	#B		Advised
08-Office	#	834	D		Referral

IV. <u>Onsite Sewage Module:</u>

The new EHMIS Portal allows LHDs to create and edit property records for every step of the sewage system installation. It also allows for the users to apply and track payments for each service provided during the course of the installation. The following will provide a brief description of the Onsite Sewage Module's functionality and the requirements of the system.

Each new system installed should have the following components entered into the Onsite Sewage Module in order to be considered complete. Below is a brief outline of each step in the process along with data elements that are included in each step.

       I. New Property & Application
          a. Property Tab identifies: Property Address, Establishment Type, Lot, Block, Total Dailey Waste Flow, Owner, etc.
          b. Evaluation Tab identifies: Property Owner, Applicant, and Facility information such as installation type, number of bedrooms and bathrooms, etc.
      II. Site Evaluation
          a. Evaluation data includes: Auger or Pit excavation, Site Classification, Soil Type, Restrictive Horizons, Dates of completion and follow ups, etc.
      III. System Options
      IV. System Permit and Inspection

<u>New Property & Application:</u>

Entering the New Property & Application is the first step for all new system installations. This step initiates the process by identifying the property on which the system will be installed and allows for specifics about the property itself to be entered including lot size, parcel number, direction, etc. It also allows for the entry of the type of establishment as well as the total daily waste flow that the system will be sized for. See figure 8 on the next page for example of the Property & Application Screen.

Figure 8: Initial Property & Application Screen

If you would like to enter additional information about the application itself, you can expand the screen shown above to show additional fields that may be completed. Although the expanded information is not required, your agency may choose to complete them in order to obtain as much information about the property as possible. Completing these additional fields allows for a complete and detailed record of the property and the proposed structure to be built. Expanding this entry also allows for payment information to be completed which may be beneficial in terms of Internal Control Procedures.

It is also important to remember that acceptance of this application can be coded as an Office Activity-08 by checking the "Activity" box in the bottom left of the screen. This will insure that the inspector accepting the application will be credited with this service and eliminate the need to enter it into the Activities module at a later time.

Please see Figure 9 on the next page for an example of the expanded Property & Application screen.

Figure 9: Expanded Application Screen showing additional data fields and property specifics.

Site Evaluation:

Once the Site Evaluation has been compeleted, the site information may be entered by selecting the property record and adding a new Evaluation. The screen below shows the Evaluation screen and data elements that comprise it.

If you would like to add additional areas, you may select the "Save/Areas" button which will allow for the entry of site evaluation for multiple areas should that property require additonal areas or evaluations.

As with similar module, the Site Evaluation activity can be coded from this screen by simply checking the "Activity Box" in the bottom left of the screen. Doing this will insure that the insepctor reveives credit for the service and prevent the need for it to be entered in the Actrivities Module.

Figure 10: Entry of Site Evaluation information

By selecting add a "New Area" in the Site Evlauation you also have the option to include additional details about the property including topography, landscape position, soil texture and structure and various other soil charactersitics that may be relevant to this particular site. Although not required, it is recommended that agengies be as detailed as possible in completing these records, especially for properties that prove challenging or difficult. This assures the agency can maintain an accurate and detailed for future use in case additional questions or problems should arise.

Figure 11: Entry of Area information and site details.

System Options:

When designing a new system, the owner may want multiple options in order to determine the most cost effective system to install. The EHMIS Portal system will allow for the inspector to create and size multiple systems for the owner to choose from. You may opt to create multiple options for each system; however the need to create multiple options for each system installation is to be determined by the agency in conjunction with guidance given by the Environmental Management Onsite Sewage personnel.

Creating the system options should be completed prior to issuing the permit, as the permit will be written for only one option with all specifications approved by the inspector prior to installation. To create the options for a particular system, the inspector would select the record that is ready to have options created and then select the Option/Permit button to navigate to the system options page. This is shown in figures 12 and 13 below.

Figure 12: Select record ready to have options created and click on the Options/Permit Page.

Figure 13: Options page shows various component and system options for new system installation. Please note that there are many required fields on this page that must be completed in order for an option to be properly saved within the system. Also, as with other sections within the sewage module, there is an Activity box within this screen that can be used to document the services provided.

Once an option has been selected, the inspector should then take the steps necessary to change the option into the actual system that will be permitted. There may be substantial time that passes between the issuance of options for a system and the creation of a permit. However, when the time comes to create the permit, the inspector would find the record using the various search methods and then choose to edit that record using the edit function. Once there, the "System Type" field in the top left should be changed from Option to Permit. See Figure 14 for screen shot of changing the system Option to a Permitted system.

Figure 14: System Option being changed to Permitted system.

Once the system has been modified from an Option to a permitted system, you also have the ability to print the permit for your records or the client. This can be done by selecting the record you wish to print and then clicking the print button above the record. Doing this will generate permit for printing. See Figure 15 for an example of this.

Figure 15: Example of printable permit.

Once a system has been permitted and the work completed, the last aspect needed for completion in the EHMIS portal is to add the final inspections to assure all work has been completed as specified by the permit and all applicable rules and regulations. To add the inspection, you will need to identify the record you wish to add the inspection to and then select the "Inspection" button, which will then navigate you to another page where the inspection can be added. A screen shot of the inspection is found in Figure 16 and details all the information needed for this inspection. Please complete all applicable fields so as to create a detailed and complete record of this inspection and site conditions. Once this is completed, this system is complete and no additional information is need.

Please note that there is also an Activities box at the bottom of this screen that will allow you to document the service and inspection. If needed, any additional or follow up inspections for a system should also be recorded from this page so as to create an accurate inspection history for the property.

Figure 16: Inspection of system.

Environmental Health Services Coding Outline

Division of Public Health Protection & Safety

Onsite Sewage Systems	Request for Service	Activities Module

Onsite Sewage Systems

New System Installations:
- Property & Application
- Site Evaluation
- System Options
- System Permit
- Final Inspection

System Repair/Alterations:
- Property & Application
- Site Evaluation (if needed)
- System Options
- System Permit
- Final Inspection

Existing System Inspections:
- Property & Application

*Note: Activities associated with sewage systems should be coded using the activities check box found within the sewage module to insure they are liked to specific sys-

Request for Service

Required Uses:
- Non-Regulated Facilities/Properties
- General Nuisances
- Animal Bite Investigations
- Methamphetamine Response

Optional Uses:
- Regulated Establishments**
- Foodborne Illness (609)
- Environmental Epidemiology (689)
- Childhood Lead Poisoning (811)
- Other Programs as determined by LHD agency leaders.

*Note: Activities associated with these requests should be coded using the activities check box found within the Requests module to insure they are linked to specific request, establishment and/or property.

**Complaints investigations for regulated establishments should be completed using the appropriate DFS form and inspection and documented in the Inspection Module.

Activities Module

Intended Use/Services:
- Office Activities
- Temporary Food Inspections
- Field Activities
- Food Handler Classes
- Sewage Installer Classes
- Other activities
- Educational Activities
- Other services per agency coding policies/practices.
- <u>Utilized to capture activities/services provided that are not associated with Regulated Establishments, Requests or Sewage Systems.</u>

*Note: See examples of Common Activity Coding included in this manual for a listing of activity codes for various Environmental Heath Programs. .