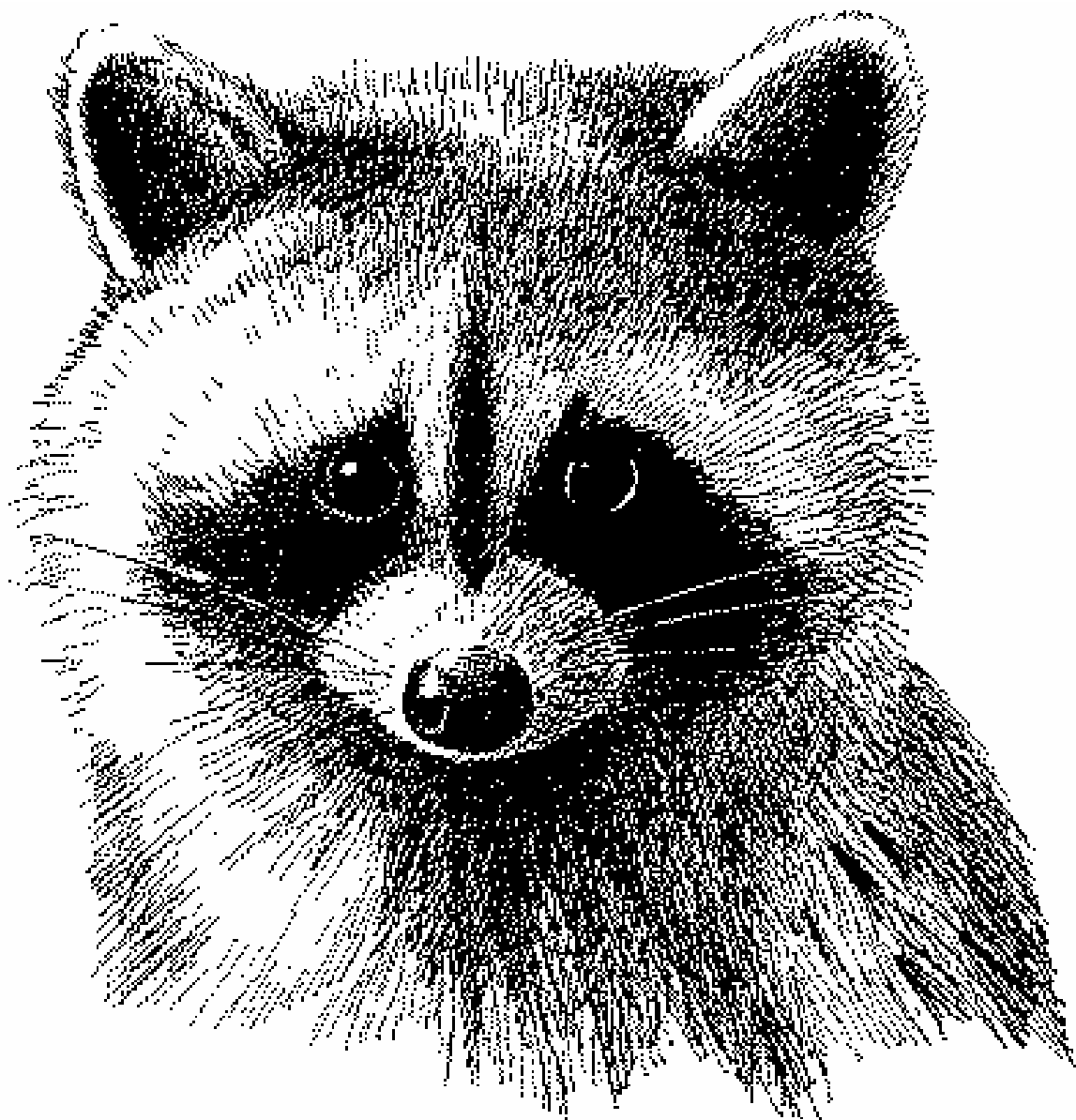


Rabies Control



User's Manual

Rabies Control

Health District Information System

HDIS (Windows Ver. 4.0)

Copyright © 1998 by **CHC** Software, Inc

All Rights Reserved

CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org

Table of Contents

Introduction	1
About This Manual	1
Navigation	2
Entering a Bite Victim	4
Animal	6
Owner	7
Information.....	8
Comments.....	9
GIS/GPS.....	10
Print Button.....	11
Reports.....	13
Maintenance - Add/Delete/Modify Tables	14
Environmental Assessment	30

Introduction

This program is designed to assist you in organizing a systematic approach to entering your bite records and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

Rabies Control Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read

ENTER

, press the **enter** key on your keyboard.

The word

TYPE is followed by bracketed [] instructions of what to type into a field.

Note: **For Technical Support, email: helpdesk@hdis.org**



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

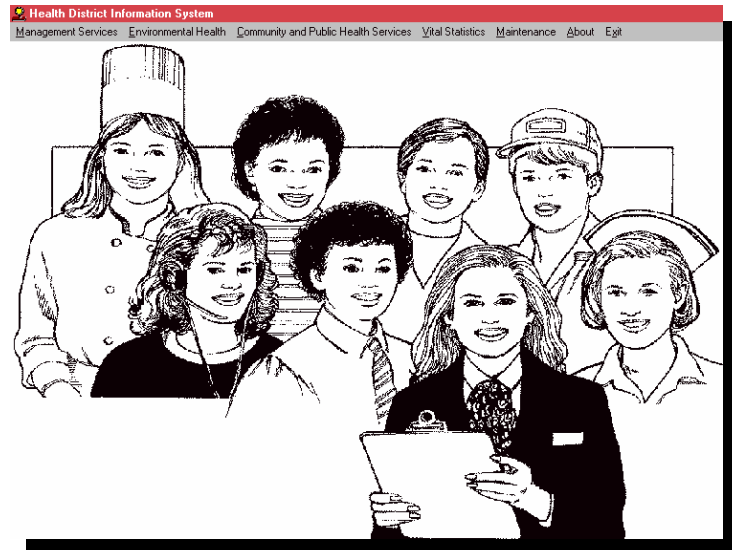
Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

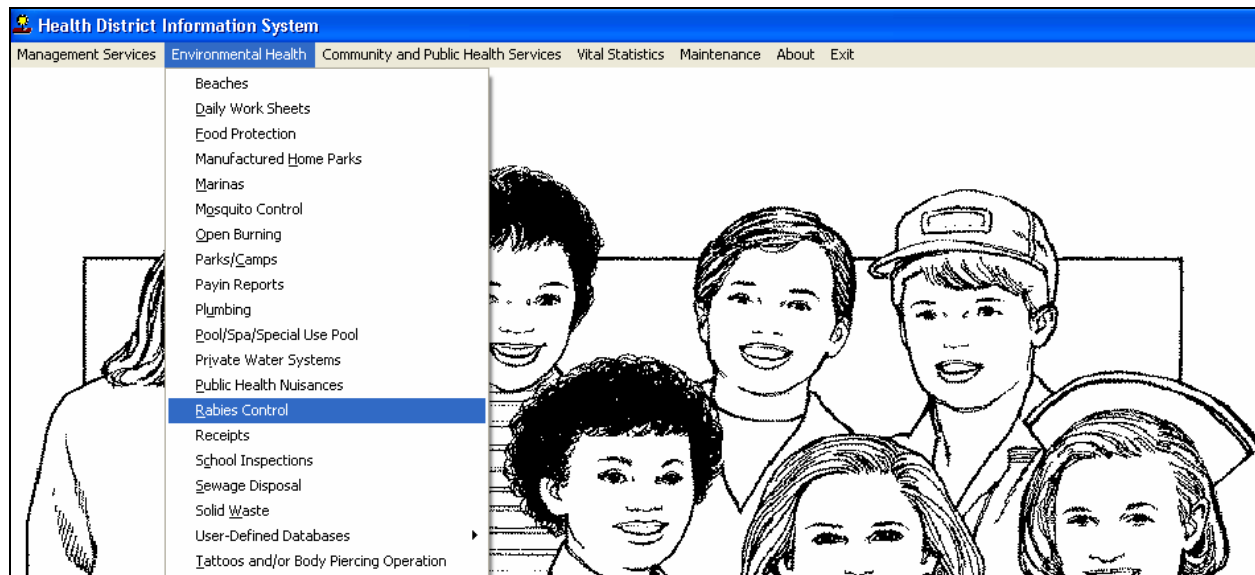
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Rabies Control module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



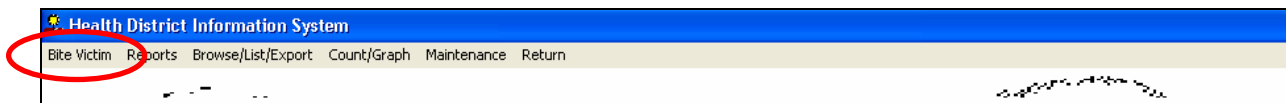
Select Environmental Health



Select Rabies Control



Bite Victim



Entering a Bite Victim

The screenshot shows the 'Bite Victim' window with the 'Find' tab selected. The search field is empty, and the 'Add' button is highlighted with a red circle. The table below the search field is empty and has the following columns: Bite ID#, Name, ID #, and Street.

Bite ID#	Name	ID #	Street

The **FIND** tab on the Rabies Control window is for locating a bite victim. You can browse through the grid or type the **Bite ID #, Victim's name, Victim's ID #, Owner's name, or Owner's Address** in the search field.

To add a bite victim into the program, type the name of the bite victim in the name field and press "**Enter**". If a bite victim already exists, the program will find it in the grid for you.

In this case, we are going to add a bite victim. To do this, click the "**Add**" button. Once the bite victim is entered, you will not have to click the "**Add**" button again.

Bite Victim - STOREY, JOHN

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
Bite ID #	Victim's First Name	Victim's Middle Name	Victim's last name			
1	JOHN		STOREY			
Victim's ID#	Victim's Street	Victim's City				
2005001	12345 ELM STREET	CLEVELAND				
State	Zip Code	Phone	Age	Political Subdivision		
OH	44138	1-555-555-8877	15	01	NORTH RIDGEVIEW	
Parent's Name(if applicable)	Date of Bite	Confined	Circumstances			
	08/23/2005	10	BITTEN			
Body Part Bitten/Scratched	Date Received	Reported by	Last Contacted			
HEAD	08/23/2005	POLICE	//			
Hospital/Doctor	Phone	Vaccine Given To Any Victims ?				
WEST SHORE HOSPITAL	1-555-555-5555	N				
Print	Previous	Next	Delete	Add	Modify	

You may now begin to enter data into the fields. Remember, you can use the **“Tab”** or the **“Enter”** button to travel from field to field.

**** Note:** For your first bite victim ID#, change the number 1 to indicate year and the number followed by the estimated bite victims per year (Example: 2005001 for up to 999 bite victims).

**** Note:** **All phone numbers must start with a “1”**

Animal



Select Animal

Bite Victim - STOREY, JOHN

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
Animal Owned ? ☐ Y		Animal Species DOG	Animal Type DOG	Animal's Sex		
Animal Color WHITE		Animal Name FLUFFY	Dog Breed POODLE			
Mixed Breed? ☐ N (Y)es (N)o	Neutered ? ☐ Y (Y)es (N)o	Veterinarian JOHN SMITH, MD		Vet's Phone 1-555-555-2222		
Place of Confinement DOG POUND		Date Immunized 08/23/2005		Immunized at Time of Bite? ☐ N (Y)es (N)o		
Head Sent To Lab? ☐ N (Y)es (N)o	Results: U (P)os, (N)eg (U)nable to Determine		Rabies Tag# 0202011			
Print Modify						

On this screen, fill out the information on the animal. You are able to build all of your dropdown fields in the **"Maintenance"** menu which will be explained further on in this manual.

Owner



Owner

Bite Victim - STOREY, JOHN

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
Owner Name: JANE DOE Owner Street: 1245 MAIN AVENUE Owner city: OBERLIN State: OH Zip code: 44122 Owner Phone: 1-555-555-7878 Political Subdivision: 01 NORTH RIDGEVIEW Office Hearing Date: 08/28/2005 Office Hearing Time: 9:00 AM Board of Health Hearing Date: 08/28/2005 Print Modify						

On this screen, enter the information about the owner of the animal.

Information



Information

Bite Victim - STOREY, JOHN

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
By employee SP PETTRY, STEVE				☒ Letter A sent to victim		
Inspector DP PENBERTHY, DAN				☐ Letter B sent to victim		
Service R ROUTINE				☐ Letter C sent to victim		
Mail Certified Number		Human Bite-Associated Fatality		☐ Letter A sent to owner		
		N (Y)es (N)o		☒ Letter B sent to owner		
Date Victim Notified of Results		Inspector		☐ Letter C sent to owner		
//		DP PENBERTHY, DAN		☐ Completed		
Comments (Max. 160 characters) STILL WAITING ON RESULTS						
				Print Modify		

On this screen, enter the other information such as the employee, inspector, what letter has been sent out, etc.

Comments



Comments

A screenshot of a software window titled "Bite Victim - STOREY, JOHN". The window has a blue title bar and a tabbed interface. The tabs are labeled "Find", "Victim", "Animal", "Owner", "Information", "Comments", and "GIS/GPS". The "Comments" tab is currently selected. Inside the tab, there is a large text area with the placeholder text "Enter your comments here". At the bottom right of the text area, there are two buttons labeled "Print" and "Modify".

On this screen, you are able to enter your comments on the record.

GIS/GPS



GIS/GPS

Bite Victim - STOREY, JOHN
✕

Find

Victim

Animal

Owner

Information

Comments

GIS/GPS

Global Information System

Street #

Prefix Direction

Prefix Type

Street name

Street Suffix

Prefix Direction

1245

MAIN

AVENUE

Global Positioning System

Latitude Decimal Value

Longitude Decimal Value

88.4569770

120.7592500

Modify

The **GIS/GPS** tab enables you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out)
Prefix Direction	Enter prefix direction of the street
Prefix Type	Enter the prefix type of the street
Street Name	(automatically filled out)
Street Suffix	Enter the street suffix
Prefix Direction	Enter prefix direction of the street
Latitude Decimal Value	Enter the latitude DECIMAL value of the location
Longitude Decimal Value	Enter the longitude DECIMAL value of the location
Modify	Click to modify the information on the page

Print Button



Print

Print

Form:

- ☒ Victim Letter A
- ☐ Victim Letter B
- ☐ Victim Letter C
- ☐ Victim Envelope
- ☐ Owner Letter A
- ☐ Owner Letter B
- ☐ Owner Letter C
- ☐ Owner Envelope
- ☐ Investigation Form
- ☐ Investigation Form with Comments
- ☐ Rabies Test Submission Report

Output to:

- ☒ Preview
- ☐ Print

Letter Size

- ☒ Letter
- ☐ Legal

OK

Close

Print: The print button is available on all the tabs.

Field/Button	Description
Victim Letter A	Prints out Letter A to the victim (These letters are composed by you under the "Maintenance" menu)
Victim Letter B	Prints out Letter B to the victim (These letters are composed by you under the "Maintenance" menu)
Victim Letter C	Prints out Letter C to the victim (These letters are composed by you under the "Maintenance" menu)
Victim Envelope	Prints out an envelope addressed to the victim
Owner Letter A	Prints out Letter A to the owner (These letters are composed by you under the "Maintenance" menu)
Owner Letter B	Prints out Letter B to the owner (These letters are composed by you under the "Maintenance" menu)
Owner Letter C	Prints out Letter C to the owner (These letters are composed by you under the "Maintenance" menu)
Owner Envelope	Prints out an envelope addressed to the owner

Investigation Form	Prints out an investigation form that may be given to the sanitarian for investigation
Investigation Form with Comments	Prints out an investigation form along with comments that may be given to the sanitarian for investigation
Rabies Test Submission Report	Prints the Rabies Test Submission Report
Letter Size - Letter	Prints the letter on letter paper
Letter Size - Legal	Prints the letter on legal paper
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

Reports



Reports



Rabies Control program has a set of pre-defined reports to choose from.

For each report that you run, the menu above will appear. You will need to enter a “From Date of Bite” and a “To Date of Bite” to run the report for that timeframe. You may also preview the report before you print it out along with the ability to use filters which will be explained in the next section.

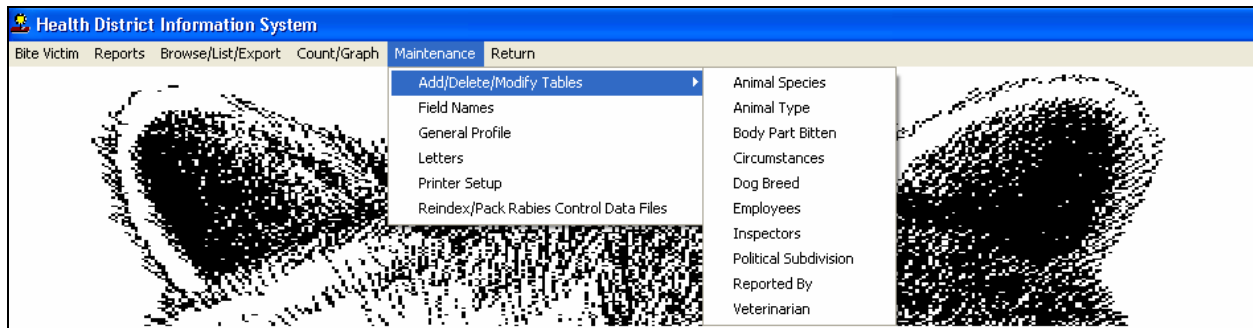
Reports

Report	Description
Annual Animal Bite Report	This will generate a report for ODH Veterinary Unit for all bite victims that meet the criteria in the “From” and “To Date of Bite” fields.
Dog Warden Report	Generates a report of all animal bites along with animal information for the dog warden in your community that meet the criteria in the “From” and “To Date of Bite” fields.
Investigation Forms	This will generate an Investigation Form for each bite victim that meets the criteria in the “From” and “To Date of Bite” fields.
Lab Results	Generates a report of lab results for each animal species that meet the criteria in the “From” and “To Date of Bite” fields.
Rabies Control Report	Listing of Rabies Control Victims

Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of the tables that you can modify for your program.



Animal Species

Add/Delete/Modify Animal Species

Name
BAT
BEAR
BEAVER
CAT
CHIPMUNK
COYOTE
DOG
FERRET
FOX
GERBIL
GOAT
GROUNDHOG
GUINEA PIG
HAMSTER
HORSE
HUMAN
KINKAJOO
MOLE
MONKEY
MOUSE
MULE
MUSKRAT

Close
Add
Delete
Print

Field/Button	Description
Name	Enter the name of the animal
Close	Closes the table
Add	Adds animal to the table
Delete	Deletes the highlighted animal
Print	Prints the list



Field/Button	Description
Name	Enter the animal type
Add Button	Adds an animal type to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Field/Button	Description
Name	Enter the body part bitten
Close Button	Closes the table
Add Button	Adds a body part bitten to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list



Field/Button	Description
Name	Enter the circumstance
Close Button	Closes the table
Add Button	Adds a circumstance to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list



Dog Breed

Add/Delete/Modify Dog Breed

Name
AFFENPINCHER
AFGHAN HOUND
AIREDALE TERRIER
AKITA
ALASKAN MALAMUTE
AMERICAN ESKIMO
AMERICAN FOX HOUND
AMERICAN STAFFORDSHIRE
AUSTRALIAN CATTLE DOG
AUSTRALIAN SHEPHERD
AUSTRALIAN TERRIER
BASENJI
BASSET HOUND
BEAGLE
BEARDED COLLIE
BEDLINGTON TERRIER
BELGIAN MALINOIS
BELGIAN SHEEPDOG
BELGIAN TERVUREN
BENCH-LEGGED FRIST
BERNESE MOUNTAIN DOG
BICHON FRISE

Close
Add
Delete
Print

Field/Button	Description
Name	Enter the dog breed
Close Button	Closes the table
Add Button	Adds a dog breed to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

[illegible]

Field/Button	Description
Code	Enter the employee's code
Name	Enter the name of the employee
Close Button	Closes the table
Add Button	Adds an employee to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list



Political Subdivision

Add/Delete/Modify Political Subdivision Table

Code	Subdivision	District
01	WILLOWICK CITY	07
02	WICKLIFFE CITY	02
03	WILLOUGHBY HILLS CITY	02
04	WILLOUGHBY CITY	06
05	EASTLAKE CITY	07
06	PAINESVILLE CITY	03
07	MENTOR CITY WEST	04
08	KIRTLAND CITY	02
09	MENTOR ON THE LAKE CITY	05
10	WAITE HILL VILLAGE	02
11	TIMBERLAKE VILLAGE	07
12	KIRTLAND HILLS VILLAGE	02
13	GRAND RIVER VILLAGE	03
14	FAIRPORT HARBOR VILLAGE	05
15	NORTH PERRY VILLAGE	01
16	PERRY VILLAGE	01
17	MADISON VILLAGE	01
18	LAKELINE VILLAGE	07
19	CONCORD TOWNSHIP	01
20	PERRY TOWNSHIP	01
21	LEROY TOWNSHIP	01
22	MADISON TOWNSHIP	01

Buttons: Close, Add, Delete, Print, Update Districts

Field/Button	Description
Code	Enter the code of the subdivision
Subdivision	Enter the subdivision
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list



Reported By

Add/Delete/Modify Reported By

Name
ASHTABULA COUNTY
BITE VICTIM
BITE VICTIM FAMILY
CUYAHOGA COUNTY HEALTH
DOG WARDEN
DON HAMM
GEAUGA COUNTY
HUMANE SOCIETY
LAKE EAST HOSPITAL
LAKE WEST HOSPITAL
ODH LAB
OTHER HOSPITAL
OWNER
PHYSICIAN
POLICE
SCHOOL NURSE
TRAPPER
TRUMBULL COUNTY
URGENT CARE CENTER
VETERINARIAN

Close
Add
Delete
Print

Field/Button	Description
Name	Enter a name
Close Button	Closes the table
Adds Button	Adds a name to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Veterinarian

Add/Delete/Modify Veterinarian

Name
ALL CREATURES ANIMAL HOSPITAL
ANIMAL CLINIC-CHARDON
ANIMAL EMERGENCY CLINIC
ANIMAL HEALTH CLINIC/DR. BEDI
ANIMAL HOSPITAL
BAINFIELD THE PET HOSPITAL OF CUYAHOGA FALLS
BEACHLAND ANIMAL HOSPITAL
BELVOIR PET HOSPITAL
BIG CREEK VETERINARY HOSPITAL
BRIGHTWOOD ANIMAL HOSPITAL
BROOKLYN ANIMAL HOSPITAL
CHARDON VET
CONCORD VETERINARY HOSPITAL
COUNTRY DOCTOR VET CLINIC
EASTSIDE DOG AND CAT HOSPITAL
EASTWILLOW PET HOSPITAL
EDGEWOOD VETERINARY HOSPITAL
EUCLID VETERINARY CLINIC
GREEN ROAD PET HOSPITAL
HILLCREST ANIMAL HOSPITAL
KIRTLAND VETERINARY HOSPITAL
LAKE ANIMAL HOSPITAL

Close
Add
Delete
Print

Field/Button	Description
Name	Enter the name of the veterinarian
Close Button	Closes the table
Adds Button	Adds a veterinarian to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Field Names

Data Base Field Names for Rabies Control		
Field Name	Data Base Field Name	
ANIM. IMM. AT BITE TIME	RAB.ANIM_IMM	
ANIMAL OWNED	RAB.ANIM_OWNED	
ANIMAL SPECIES	RAB.ANIM_SPECIES	
ANIMAL TAG#	RAB.ANIM_TAG	
ANIMAL MIXED ?	RAB.ANIM_MIXED	
ANIMAL NEUTERED	RAB.ANIM_NEUT	
ANIMAL SEX	RAB.ANIM_SEX	
ANIMAL'S COLOR	RAB.ANIM_COLOR	
ANIMAL'S IMM. DATE	RAB.ANIM_IMMD	
ANIMAL'S BREED	RAB.ANIM_BREED	
ANIMAL'S NAME	RAB.ANIM_NAME	
ANIMAL'S VETINARIAN	RAB.ANIM_VET	
BITE ID#	RAB.BITE_ID	
BOARD HEARING DATE	RAB.BOARD_DATE	
CIRCUMSTANCES	RAB.CIRCUM	
COMMENTS	RAB.COMMENTS	
CONFINEMENT DAYS	RAB.DAYS	
DATE OF BITE	RAB.DATE_BITE	
DATE RECEIVED	RAB.DATE_RCV	
DATE VICTIM NOTIFIED OF	RAB.V_NOT	
DESCRIPTION	RAB.F_DESC	
EMPLOYEE	RAB.BY_NAME	
EMPLOYEE CODE	RAB.BY	

The **field names** listing can be very useful in determining what fields you wish to utilize to capture data for letters and when creating reports for that data. The program will display a list of names that you can print.



General Profile

General Profile

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

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

Make Checks Payable to:

Close

The **General Profile** enables you to fill out the basic information for your health department.



Rabies Control

General Profile

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

Daily Work Sheets | Food Protection | Manufactured Home Parks | Marinas | Mosquito Control | Open Burning

Parks/Camps | Plumbing | Pools/Spa/Special Use Pool | Private Water Systems | Public Health Nuisance

Rabies Control | School Inspections | Sewage Disposal | Solid Waste | Tattoos and/or Body Piercing

☐ Legal Letter - Use Health Dept. Title

☐ Upper Case Envelopes

Check Box	Description
Legal Letter – Use Health Department Title	Check the box if you wish to have your health department title printed on top of your legal letters
Upper Case Envelopes	Check the box to print all upper case letters on your envelopes



Letters

Enter/Modify Rabies Control Letters

Victim Letter A | Victim Letter B | Victim Letter C | Owner Letter A | Owner Letter B | Owner Letter C

This is to inform you that the *ANIMAL SPECIES* which was reported to have *CIRCUM* *VICTIM NAME* on *VICTIM DATE* and owned by *OWNER NAME* has been reported to us as quarantined for the required ten day period. The owner has certified that the *ANIMAL SPECIES* was alive and well at the end of the quarantine period. Thus, there is no threat of rabies transmission having occurred to you from this incident.

Please contact this office if you have any further questions or concerns.

Sincerely,

LAKE COUNTY GENERAL HEALTH DISTRICT

Public Health Sanitarian/Environmentalist

Spell Check Close

The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter.

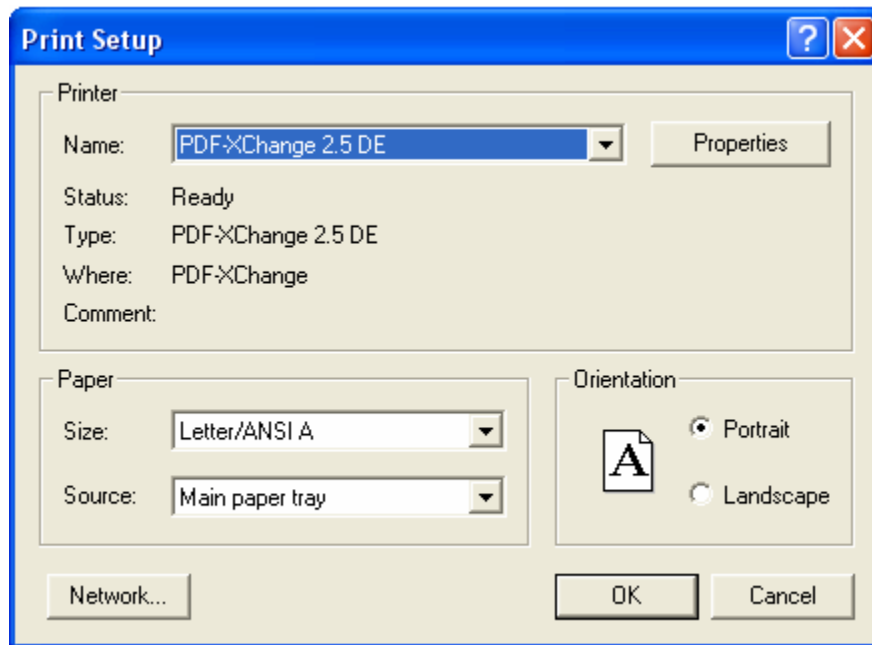
Merge fields:

All upper case:	*OWNER*	JOSEPH NAPAVER
Only first letter uppercase	*Owner*	Joseph Napaver
All lower case	*type of animal*	dog

Examples: *OWNER* = TOM GORDON
Owner = Tom Gordon
type of animal = dog



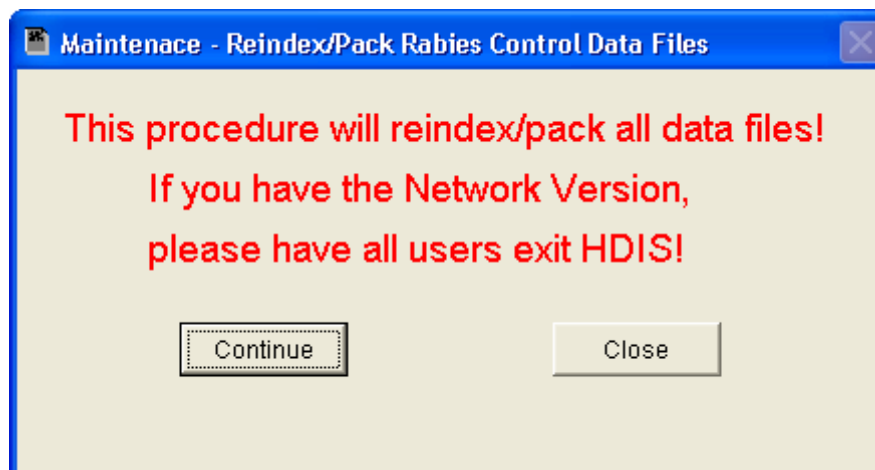
Print Setup



The print setup allows you to choose from which printer you want to print. Pick the printer in the name dropdown and click “OK”.



Reindex/Pack Rabies Control Data Files



This function is only needed should your data be corrupted due to a power failure. Please contact CHC Software if you have any questions or concerns.

Environmental Assessment



Maintenance

Bite ID#	Name	ID #	Street

The “**Environmental Assessment**” button will display the following for that address:

- Sewage Record
- Private Water System Record
- Plumbing Record
- Public Health Nuisance Record
- Rabies Control Record

Environmental Assessment - 6816 KIRTWOOD DRIVE

Private Water Systems / Residential Sewage

Public Health Nuisance / Rabies Control

Plumbing / Downspout

Public Health Nuisance

Location Street	Owner Name	Complaint
5075 KLANN STREET	DEBRA A.BROWN	THINKS SEPTIC SYSTEM IS FAILING EITHER IT IS HIS NEIGH
K MART		CONTAMINATED CANDY, TASTE LIKE DETERGENT
7331 KNIFFEN	MARK HANSZ	NEIGHBOR PUMPING SEPTIC INTO YARD
7655 KNIFFEN		2 PIPES DISCHARGING ONTO HIS PROPERTY, BELIEVES S
KNIFFEN ROAD	GIRL SCOUTS	SOLID WASTE
7171 KNIFFEN RD	MARTHA & FRANK MEZGE	POSSIBLE ILLEGAL HAZARDOUS WASTE DISPOSAL
7430 KNIFFEN ROAD		VACANT HOUSE

Rabies Control

Owner's Street	Owner Name	Circumstances
6816 KIRTWOOD DRIVE	HANRATTY, THOMAS	BITTEN
7607 KITTEY LANE	TOMSAK, NANCY	BITTEN, OFFICE 7/19/93
7510 REYNOLDS RD.	CHRISTIAN, TROY	BITTEN, OFFICE 12/6/96
4910 KLASEN ROAD	TAYLOR, JENNIFER	BITTEN
7171 KNIFFEN ROAD P O BOX 762	LUSKIN, DAVID & KAREN	BITTEN
12733 RT. 86	HOSTA, MARTIN	BITTEN, HIT BY CAR, LAB -
6758 KNIFFEN ROAD	OROSZ, ANDY	BITTEN

CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org