Instructions for Reporting in 2017
FPLS Statewide Annual Performance Measures

The Local Public Health Association and the Minnesota Department of Health (MDH) chartered the Environmental Health Continuous Improvement Board (EHCIB) to fundamentally advance Minnesota's state-local partnership in Environmental Health. The EHCIB identified repairing and improving the partnership in the area of food, pools, and lodging services as a first step. The Minnesota Department of Agriculture (MDA) is a member of the EHCIB and also provides support to the partnership.

A strong partnership between state and local programs is essential to the continuous improvement of environmental public health in Minnesota and both state and local environmental public health programs are committed to shared responsibilities and a common vision. An important first step in improving program performance involves measuring current performance statewide.

To assure standardized reporting from FPLS delegated programs, please review these instructions and prepare your responses before completing the online data collection survey. Note that the data for this reporting period is January 1, 2016 (1/1/2016) through December 31, 2016 (12/31/2016), and programs are to report the data for each county (or city in some cases) separately.

FPLS program managers will receive a separate data collection survey for each county/city.

Revision: An addendum is now available that includes updated instructions for Rapid Inspection users. It includes information on how to get the data needed to report on-time completion of FPLS inspections and violations.

WEBINAR TRAINING

A recorded presentation of the training webinar is online: MDH Environmental Health Continuous Improvement Board.

MDH will use the data submitted by delegated programs, the MDH Environmental Health Division, and the MDA Retail Food Program to produce a system-wide summary and reports tailored to each county/city. The EHCIB will use this data to monitor system-level performance, identify system strengths and gaps, and recommend top opportunities for system improvement. The data will not be used to evaluate individual programs. While similar measures may be assessed during a program evaluation, any concerns about individual program performance will occur during the program evaluation process, not during annual reporting.

QUESTIONS

MDH Center for Public Health Practice
651-201-3880 | health.ppmrs@state.mn.us
Online: www.health.state.mn.us/ppmrs

FPLS STAFF QUALIFICATIONS

Consistent, uniform, and safe retail food and beverage, lodging (i.e., hotel, motel, manufactured home parks (MHP), recreational camping areas (RCA), and youth camps) and public swimming pool programs require qualified, trained, and competent staff (i.e., administrators, managers, supervisors, inspection personnel, interns). Staff may be engaged in education, supervision, inspection, licensing, and enforcement duties for retail food and beverage, lodging, and public swimming pool programs in Minnesota. Administrators, directors, managers, and supervisors must actively support, participate and provide continuous oversight of staff training.

The MDH Delegation Agreement requires that inspections of regulated establishments be conducted by registered environmental health specialists/registered sanitarians (REHS/RS). REHS/RS are college graduates with training in environmental health, sanitary science, sanitary engineering, or other related environmental fields.

ASSISTANCE ON FPLS STAFF QUALIFICATIONS

MDH Environmental Health Division, Food, Pools and Lodging Services Section
651-201-4500 | health.foodlodging@state.mn.us
www.health.state.mn.us/divs/eh/food/pwdu/bestpractices/bpm2rgstf.pdf

HOW TO REPORT ON FPLS STAFF QUALIFICATIONS

The following questions ask for the number of FPLS inspection staff in your program, as well as qualifications, as of 12/31/2016. Please enter a number into the appropriate blanks. Remember, you are reporting each county or jurisdiction separately.

FPLS STAFF QUALIFICATIONS MEASURES

1	How many FPLS inspections staff does your FPLS program have?	Notes:
	Number:	
2	How many of your PFLS inspection staff are registered sanitarians in Minnesota?	Notes:
	Number:	
3	How many of your non-registered FPLS inspection staff are qualified to sit for the REHS exam within two years of hire?	Notes:
	Number:	
4	How many of your FPLS inspection staff are standardized in food inspections?	Notes:
	Number:	

ON-TIME COMPLETION OF FPLS INSPECTIONS

Timely completion of FPLS inspections helps maintain and improve the health of all Minnesotans. Documentation of inspection frequency is recommended in the United States Food and Drug Administration Voluntary National Retail Food Regulatory Program Standards, Standard Number 4 – Uniform Inspection Program (PDF).

ASSISTANCE WITH ON-TIME COMPLETION OF FPLS INSPECTIONS

MDH Environmental Health Division, Food, Pools and Lodging Services Section
651-201-4500 | health.foodlodging@state.mn.us

HOW TO REPORT ON-TIME COMPLETION OF FPLS INSPECTIONS

Programs have the option of reporting on-time completion of FPLS inspections using a **random sample** or **total inspections** from their full/routine inspections completed in calendar year 2016. Please choose one method for reporting and indicate that method when reporting. Programs with both a MDH and MDA delegation agreement will report their numbers for MDA and MDH separately. Programs with a MDA delegation agreement will answer questions 7 and 7a; all other respondents will start at question 8. You will be asked to report the number of full/routine inspections and count of inspections completed on time for each type of licensed establishment.

Inspection frequency for licensed establishments varies based on the risk level of each establishment.

Food establishments, lodging establishments, and swimming pools (Minn. Stat. § 157.20, subd.2):

> High risk = once every 12 months
> Medium risk = once every 18 months
> Low risk = once every 24 months

Manufactured home parks (MHPs) and recreational camping areas (RCAs) (Minn. Rules 4630.2210):

> Category A = once every 12 months
> Category B = once every 24 months

Youth camps (Minn. Stat. § 144.73,subd.1):

> Once per year

For the purposes of this data reporting, programs are given a 30-day grace period from the frequency requirement to complete inspections on time. Programs must determine how many days elapsed between the dates of the last two full/routine inspections for each establishment in the sample or total. Table A below specifies the maximum number of days elapsed between full/routine inspections for an establishment to be considered "inspected on-time."

Table A

Establishment Type / Risk Category	Maximum No. of Days Between Inspections to be Considered On-Time
High risk food, lodging and pool establishments	395
Youth camps	395
Category A (high-risk) manufactured home parks and recreational campgrounds	395
Medium-risk food, lodging and pool establishments	578
Low-risk food, lodging and pool establishments	760
Category B (low-risk) manufactured home parks and recreational campgrounds	760

If establishments are in enforcement, closed (out of business), seasonal, or newly licensed with only one full/routine inspection on record, they should be taken out of the sample or total. Only establishments conducting "business as usual" should be included in the sample or total.

Rapid Inspection users: please see the addendum on p. 15 for detailed instructions on pulling the data necessary to report total inspections.

Choose to Report **Either** Total Inspections **Or** Random Sample:

HOW TO REPORT TOTAL INSPECTIONS

1. Determine the total count of full/routine inspections completed in 2016 (1/1/2016 to 12/31/2016) for each type of establishment you inspect. Remove establishments that were in enforcement, closed (out of business), seasonal, or newly licensed with only one full/routine inspection on record. Only keep establishments conducting "business as usual."
2. Determine how many days elapsed between the date of the 2016 inspection and the date of the previous full/routine inspection for each establishment. There are many online tools you can use to quickly calculate the days between inspections, such as timeanddate.com: Calculate Duration Between Two Dates.
3. Review **Table A** above to determine if the inspection was completed on-time.
4. Determine the total count of inspections completed on-time for each establishment type.
5. Report the count completed on time in 2016 and the total count of inspections conducted in 2016 for each establishment type and for both MDH and MDA food inspections, as applicable.
6. Repeat this process for each county for which you are reporting.

HOW TO REPORT A RANDOM SAMPLE

1. Determine how many inspections need to be in the random sample by first generating a report of licensed establishments for each type of establishment inspected in 2016 (1/1/2016 to 12/31/2016).

2. Assign sequential numbers to each establishment on the lists, if the lists are not already numbered.

   Note: Numbered lists do not have to begin with the number "1." For example, a county/city may number FPLs from 1 to 200, MHPs from 200 to 250, etc. There cannot be any gaps in the numbering.

3. Note the totals for each type of establishment you inspect.

4. Review the minimum/maximum sample table below to determine how many should be included in the sample based on the total.

   Minimum/Maximum Sample Table

No. of Establishments	Number in Sample	No. of Establishments	Number in Sample
1	1	26-29	13
2	2	30-34	14
3-4	3	35-40	15
5	4	41-48	16
6-7	5	49-58	17
8	6	59-71	18
9-10	7	72-88	19
11-12	8	89-114	20
13-15	9	115-153	21
16-18	10	154-225	22
19-21	11	226-390	23
22-25	12	391-1,237	24
		1,238 or more	25

Example: Assume that you have 255 total establishments, with 219 food, 26 pools, 7 lodging, 1 MHP, and 2 youth camps:

Establishment Type/License Category	Number of Facilities	Sequence on Numbered List	Number Included in Random Sample
Food	219	1 to 219	22
Pools	26	220 to 245	13
Lodging	7	246 to 252	5
MHP/RCA	1	253	1
Youth Camps	2	254 to 255	2
Total	255		

5. Use a random number generator to select the facilities to include in the sample. You can find a generator online: Research Randomizer

    For each list that you wish to randomize, ask the random generator for *x* random numbers from the number set *y* to *z*. If the option is given, select "no repeats" when generating random numbers. Numbers must be used in the order they are presented by the random number generator. Unused numbers will not affect the sample.

    Because you will exclude facilities that were in enforcement, closed (out of business), seasonal, or newly licensed with only one full/routine inspection on record (you will only keep establishments conducting "business as usual" and that had a full/routine inspection in 2016), you will request more numbers from the generator than what needs to be in your sample.

    For the example above, the random number generator must produce 22 random numbers to represent food facilities. Presume that the county/city's 219 food facilities are numbered 1 to 219. You will request a list of 25-30 numbers from the generator.

    An example of a randomized list of 25 numbers from 1 to 219:
    196, 204, 37, 167, 129, 108, 49, 172, 47, 208, 27, 56, 170, 145, 153, 118, 132, 203, 39, 90, 181, 36, 197, 23, 207

6. Using the list of establishments, identify the establishments that correspond to the randomized numbers. If any selected are identified as "excluded," skip over them and move to the next number on the randomized list until you produce a list with the total number you need in the sample.

    In this case, 22. This list will be your random sample.

7. Once you have the random sample list, determine how many days elapsed between the date of the 2016 inspection and the date of the previous full/routine inspection for each establishment on the list. There are many online tools you can use to quickly calculate the days between inspections, such as timeanddate.com: Calculate Duration Between Two Dates.

8. Review **Table A** above to determine if the inspection was completed on-time.

9. Determine the total count of inspections completed on-time for each establishment type.

10. Report the # completed on time in 2016 and the count of inspections in the random sample for each establishment type and for both MDH and MDA food inspections, as applicable.

11. Repeat this process for each county for which you are reporting.

ON-TIME COMPLETION OF FPLS INSPECTIONS MEASURES

5	What reporting method are you using to report inspections completed on time? (Choose one.) ☐ Random sample ☐ Total inspections	Notes:
6	Do you have a delegation agreement to perform inspections for MDA establishments? ☐ Yes ☐ No	Notes:
7	What is the number of full/routine MDA-delegated food inspections? *Only answer if your program has an MDA delegation agreement.* MDA-delegated:	Notes:
7a	How many full/routine food MDA-delegated food inspections were completed on time? *Only answer if your program has an MDA delegation agreement.* MDA-delegated:	Notes:
8	What is the number of MDH-delegated full/routine food inspections? MDH-delegated:	Notes:
8a	How many MDH-delegated full/routine food inspections were completed on time? MDH-delegated:	Notes:
9	What is the number of full/routine lodging inspections? Number:	Notes:
9a	How many full/routine lodging inspections were completed on time? Number:	Notes:
10	What is the number of full/routine pool inspections? Number:	Notes:
10a	How many full/routine pool inspections were completed on time? Number:	Notes:

ON-TIME COMPLETION OF FPLS INSPECTIONS MEASURES

11	Please select any additional inspections your program performs. (Check all that apply.)	Notes:

☐ Manufactured home parks and recreational campgrounds (MHP/RCA)
☐ Youth camps
☐ No additional inspections

12	What is the number of full/routine manufactured home park and recreational campground (MHP/RCA) inspections?	Notes:

Only answer if you perform these inspections.

Number:

12a	How many of the full/routine manufactured home park and recreational campground (MHP/RCA) inspections were completed on time?	Notes:

Only answer if you perform these inspections.

Number:

13	What is the number of full/routine youth camp inspections?	Notes:

Only answer if you perform these inspections.

Number:

13a	How many of the full/routine youth camp inspections were completed on time?	Notes:

Only answer if you perform these inspections.

Number:

DEVELOPMENTAL QUESTIONS

We hope to learn more about inspections and activities performed by programs across the state. Below are developmental questions. We want to see if these questions are useful, both for identifying opportunities for technical assistance, and for better understanding the statewide system. MDH and MDA are both reporting this information and the more delegated programs that report, the more complete statewide picture we will have. If you choose not to complete these questions, the EHCIB would like to understand what is preventing you from completing them and would appreciate your responses to questions 25 and 26.

ASSISTANCE WITH DEVELOPMENTAL QUESTIONS

MDH Environmental Health Division
651-201-4500 | health.foodlodging@state.mn.us

HOW TO REPORT DEVELOPMENTAL QUESTIONS

The response options for questions 14-23 come from the FDA standards and were adapted for the other inspection types. The purpose of developmental questions 14-23 is to better understand the outreach and educational strategies being used by inspection programs across the state. Your responses will help inform future technical assistance as well as contribute to a system-wide picture of activities. Because these are developmental questions—if you have feedback on the questions—if they are easy or difficult to answer, suggestions on how to improve them, please make note of this and answer question 25.

Please check all that apply and write-in additional activities not listed. Report on activities completed in 2016. Programs with both an MDH and MDA delegation agreement will report their outreach activities for both MDH and MDA together in questions 14 and 15.

DEVELOPMENTAL QUESTIONS MEASURES

14   What industry and consumer engagement activities has your program performed for food? (Check all that apply.)   Notes:

Programs with both an MDH and MDA delegation agreement will report outreach activities for both MDH and MDH together for this question.

☐ Sponsor or actively participate in food safety task force, advisory board, or advisory committee
☐ Other (please specify):
☐ None of the above

DEVELOPMENTAL QUESTIONS MEASURES

15   What education and outreach activities has your program performed for food? (Check all that apply.)   Notes:

Programs with both an MDH and MDA delegation agreement will report outreach activities for both MDH and MDH together for this question.

- ☐ Industry recognition program
- ☐ Website
- ☐ Newsletters
- ☐ Fight BAC! campaign
- ☐ Food Safety Month activities
- ☐ Food worker training
- ☐ School-based activities
- ☐ Customer surveys
- ☐ Post-inspection information on the web or in the press
- ☐ Other (please specify):
- ☐ None of the above

16   What industry and consumer engagement activities has your program done for lodging? (Check all that apply.)   Notes:

- ☐ Sponsor or actively participate in food safety task force, advisory board, or advisory committee
- ☐ Other (please specify):
- ☐ None of the above

17   What education and outreach activities has your program done for lodging? (Check all that apply.)   Notes:

- ☐ Industry recognition program
- ☐ Websites
- ☐ Newsletters
- ☐ Videos
- ☐ State campaign activities
- ☐ National campaign activities
- ☐ Provide training
- ☐ School-based activities
- ☐ Customer surveys
- ☐ Post-inspection information on the web or in the press
- ☐ Other (please specify):
- ☐ None of the above

DEVELOPMENTAL QUESTIONS MEASURES

18   What industry and consumer engagement activities has your program done for pools? (Check all that apply.)   Notes:

  ☐ Sponsor or actively participate in food safety task force, advisory board, or advisory committee
  ☐ Other (please specify):
  ☐ None of the above

19   What education and outreach activities has your program done for pools? (Check all that apply.)   Notes:

  ☐ Industry recognition program
  ☐ Websites
  ☐ Newsletters
  ☐ Videos
  ☐ State campaign activities
  ☐ National campaign activities
  ☐ Provide training
  ☐ School-based activities
  ☐ Customer surveys
  ☐ Post-inspection information on the web or in the press
  ☐ Other (please specify):
  ☐ None of the above

20   What industry and consumer engagement activities has your program done for manufactured home parks and recreational campgrounds? (Check all that apply.)   Notes:

  ☐ Sponsor or actively participate in food safety task force, advisory board, or advisory committee
  ☐ Other (please specify):
  ☐ None of the above

DEVELOPMENTAL QUESTIONS MEASURES

21   What education and outreach activities has your program done for manufactured home parks and recreational campgrounds? (Check all that apply.)

Notes:

- ☐ Industry recognition program
- ☐ Websites
- ☐ Newsletters
- ☐ Videos
- ☐ State campaign activities
- ☐ National campaign activities
- ☐ Provide training
- ☐ School-based activities
- ☐ Customer surveys
- ☐ Post-inspection information on the web or in the press
- ☐ Other (please specify):
- ☐ None of the above

22   What industry and consumer engagement activities has your program done for youth camps? (Check all that apply.)

Notes:

- ☐ Sponsor or actively participate in food safety task force, advisory board, or advisory committee
- ☐ Other (please specify):
- ☐ None of the above

23   What education and outreach activities has your program done for youth camps? (Check all that apply.)

Notes:

- ☐ Industry recognition program
- ☐ Websites
- ☐ Newsletters
- ☐ Videos
- ☐ State campaign activities
- ☐ National campaign activities
- ☐ Provide training
- ☐ School-based activities
- ☐ Customer surveys
- ☐ Post-inspection information on the web or in the press
- ☐ Other (please specify):
- ☐ None of the above

DEVELOPMENTAL QUESTIONS: VIOLATIONS

HOW TO REPORT DEVELOPMENTAL QUESTIONS: VIOLATIONS

For question 24, please review the violations listed here: Risk Factor Tool (XLS). Using the reporting feature within your inspection/licensing system, identify the codes associated with the violations in the spreadsheet, pull them for full/routine inspections completed during the period from 01/1/2016 to 12/1/2016, and export the counts for these violations into the spreadsheet. You can exclude food trucks and anything that is not a stand-alone, year-round establishment as well as follow-up and complaint generated inspections—only include full/routine inspections in the count. Programs with both MDH and MDA delegation agreements can include a column for MDH counts and MDA counts in the same spreadsheet. See example spreadsheet below. The data you provide will be aggregated with data from MDH and MDA, and analyzed by MDH Center for Public Health Practice staff.

EXAMPLE VIOLATION COUNT SPREADSHEET (TO UPLOAD)

	A	B	C	D	E	F	G
1	MDH Counts	MDA Counts	order	RiskFactor	MN Food Code	CodeSection	StandardOrderText
2			1A		MN Rule 4626.2010	1-101.01MN	Employ one full-time State certified food
3			1A		MN Rule 4626.2010	1-101.02MN	Provide a State certified food manager for the satellite feeding location. The assigned certified food manager may not be responsible for
4			1B		MN Rule 4626.0040	2-201.11A	The licensee must require food employees to report to the person in charge information

RAPID INSPECTION DETAILED INSTRUCTIONS

See addendum on p. 15 for updated instructions.

DEVELOPMENTAL QUESTIONS: VIOLATIONS MEASURES

24   Please upload an Excel spreadsheet containing the violations counts for the time period 1/1/2016 through 12/31/2016 for your MDH-delegated food program and, as applicable, your MDA-delegated food program.

Notes:

OVERALL FEEDBACK

This is the first time that FPLS annual performance measures are being collected. We are interested in your experience of reporting on these measures this year. If you have feedback and comments on what went well and what could be improved, please enter them in questions 25 and 26.

OVERALL FEEDBACK

25	Please share your thoughts about the process of completing FPLS annual performance measure reporting. What was easy? What was difficult? What would you need to be better prepared to complete them in the future?	Notes:

Optional.

Additional information:

26	What else would you like to share?	Notes:

Optional.

Additional information:

ADDENDUM: REVISED RAPID INSPECTION INSTRUCTIONS

ON-TIME COMPLETION OF FPLS INSPECTIONS

Those who use the Rapid Inspection Software system (RI) can use the reports feature to generate an inspection frequency report. There will still be some manual calculation involved, but this process makes it easier to do.

1. On the main screen of RI, navigate to Reports and then click on Inspection Frequency Report.	
2. The image at right will appear. a. Chose the inspection type for which you want to generate data. b. Use the timeline 12/1/2013-12/31/2016 to assure the 2 most recent inspections are included. c. If you have multiple counties to report for, select the county for which you are generating data. d. Leave "Profile Records Only" and "Statistical Summary Report Only" boxes UNCHECKED. e. Click the print button (arrow points to it in image at right) to generate/print your report.	
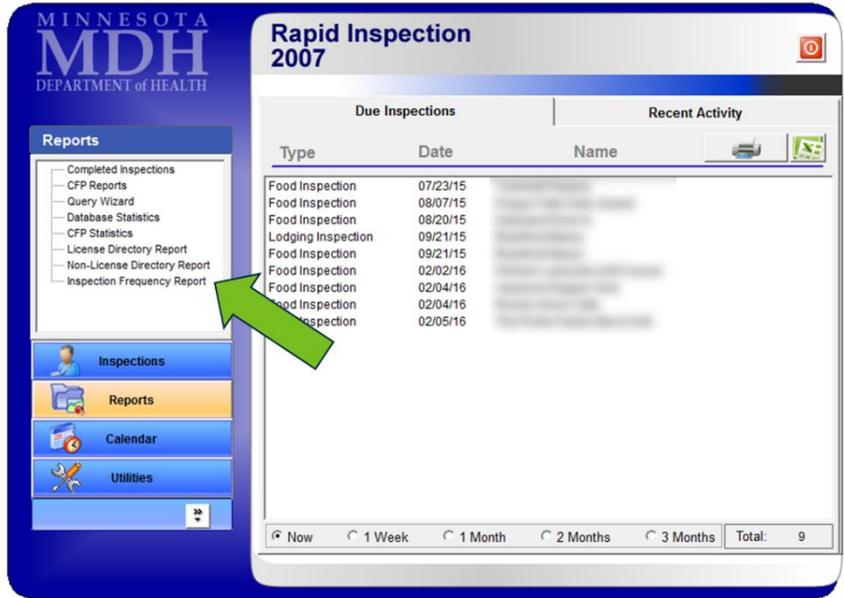
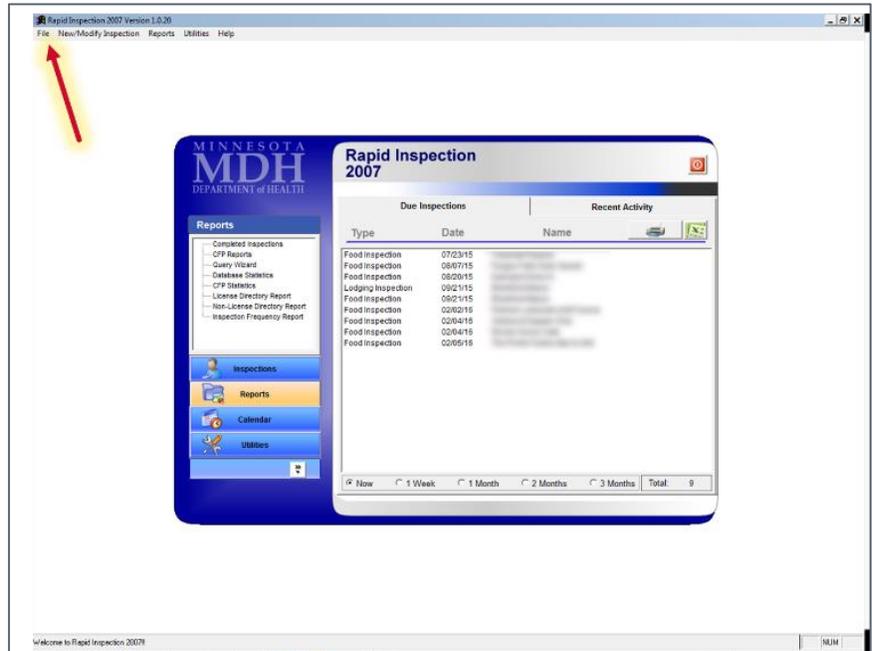|	
3. The image at right is an example of what you will see in the report	
4. Manually go through your report(s) and count those with an inspection in 2016 and those that were completed on time based on Table A below.	*The example above is a high risk food establishment. According to Table A, you have 395 days to complete an inspection for it to be considered on time. For this data collection, we are looking at the 2016 inspection date and the previous inspection date to determine if it was done on time. The example shows there was 370 days between the 07/29/2015 inspection and the 08/02/2016 inspection. This example would be considered on time.*
5. You will report total number of inspections and number completed on time.	
6. Repeat steps 1-5 above for each type of inspection you do AND for each county you are delegated to inspect.	
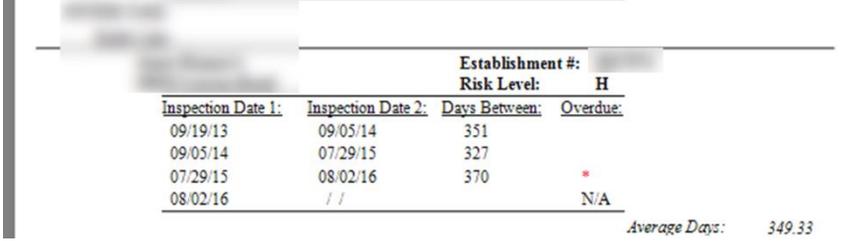
Table A

Establishment Type / Risk Category	Maximum No. of Days Between Inspections to be Considered On-Time
High risk food, lodging and pool establishments	395
Youth camps	395
Category A (high-risk) manufactured home parks and recreational campgrounds	395
Medium-risk food, lodging and pool establishments	578
Low-risk food, lodging and pool establishments	760
Category B (low-risk) manufactured home parks and recreational campgrounds	760

DEVELOPMENTAL QUESTIONS: VIOLATIONS

|	
1. On the main RI screen, go to **File** > **Export Database to**. Choose **Microsoft Excel**. It will ask you where to save the files. Choose or create a folder in which to save them. Note: this process results in about 60 different Excel files being saved. If you have trouble exporting, try using a shorter file path and save it there instead.	
2. The Excel file called "**Food_det**" is the file that you will need to review to get the counts that you will submit. Open this file.	
3. Columns B (order_num), C (categ), J (inspdate), and K (ord_code) are the data you will need to filter in order to get the counts. a. If you are delegated to inspect more than 1 county/city, you may have a unique establishment ID that identifies the county/city (most likely in column A (rptnumber) or column D (e_num)). If so, you will also need this data for filtering.	

4. Filter and sort the **"Food_det"** Excel file so you can count the violations.

a. Select the top header row (row 1) by moving your cursor to the far left and clicking on the "1" next to the header row (it should highlight the entire row).

b. Go to the "data" tab/section and click "filter." Different versions of Microsoft Excel may be slightly different, but they will all have a filter you can turn on. Little drop down arrows will appear by each column title like you see at right.

|	A	B	C	D	E	F	G
1	rptnumber	order_num	categ	e_num	complydate	clrdate	clrd
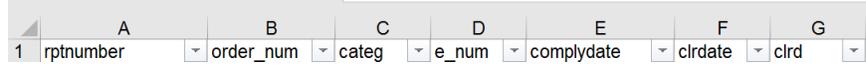
c. Go to column J, **inspdate**; click the arrow to the right of it; choose 2016; click okay; click save. This will filter the 2016 inspection dates. See picture at right.
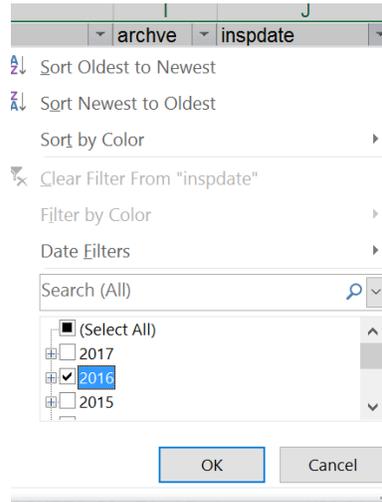
d. Go to column K, **ord_code**; click on the arrow to the right; choose 1 (new) and 2 (re-issued); click okay; click save. This will filter new and re-issued violations. See picture at right.
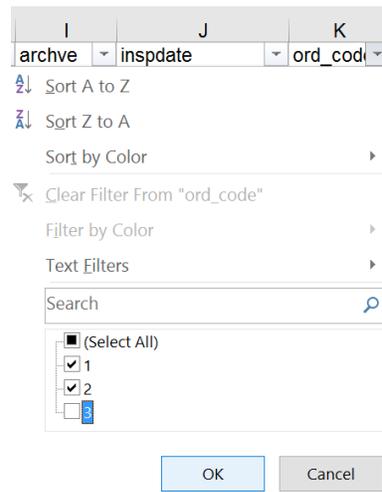
e. Go to column B, **order_num**; click on the arrow to the right and choose "Sort A to Z." This will put all violations in order so they can be easily counted. Click save. See picture to the right.
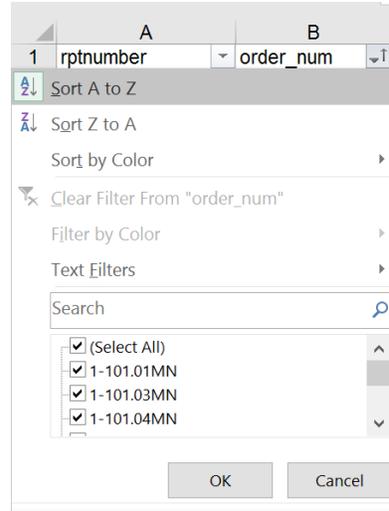

f. If you inspect more than one city/county, determine what your unique identifier is for each county/city you inspect. For example, it may be that one county's **rptnumber** (column A) begins with 100 and the other begins with 200. Go to the column where your unique identifier is, click on the arrow to the right of the header and check all the numbers that correspond to the county you want to start with. Click okay then click save.

5. Download and save the Risk Factor Tool (XLS) using this naming system: "**Violations_COUNTY/CITY NAME**."

6. Count how many times each violation listed in Column F (CodeSection) of the Risk Factor Tool was cited in your food_det Excel file.

a. To do this, you can highlight all corresponding order numbers in Column B of the food_det excel file, which will give you the count.

For example, in the picture at right, all order numbers 1-101.01MN are highlighted and the count of 32 is shown at the bottom.
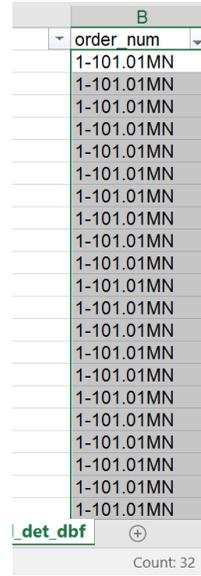
You will then enter "32" in column A, MDH Counts, in the Risk Factor Tool for that order number. See picture at right. Repeat this for each violation/CodeSection listed in the Risk Factor Tool to get all counts.
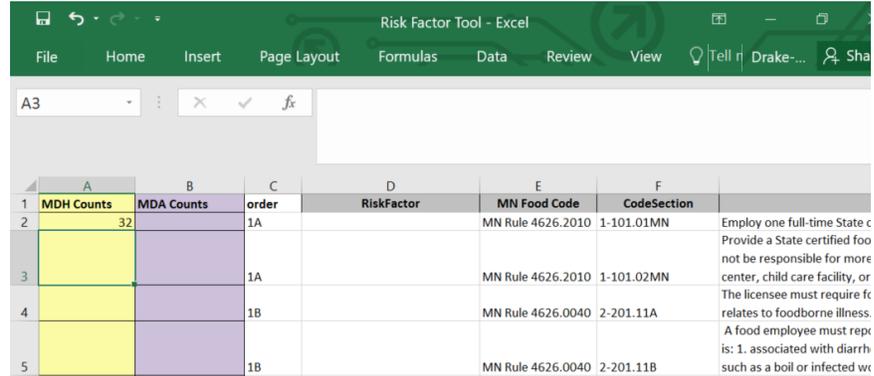
7. When complete, save and upload your spreadsheet to the survey that corresponds to the county/city you are reporting on.

If you inspect multiple counties/cities, repeat steps 4f through 7 for each one.