# Instructions for reporting FPLS statewide performance measures in 2019

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. In 2017 the EHCIB became a permanent workgroup of the State Community Health Services Advisory Committee (SCHSAC). 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. Both state and local environmental public health programs are committed to shared responsibilities and a common vision. An important step in improving program performance involves measuring current performance statewide.

To assure standardized reporting from FPLS delegated agencies, MDH, and MDA, please review these instructions and prepare your responses before completing the online data collection via REDCap. Note that the data for this reporting period is January 1, 2018 (1/1/2018) through December 31, 2018 (12/31/2018).

FPLS agencies that cover multiple cities and/or counties will be reporting staff qualifications for the agency overall but on-time inspections by county/city. This will be explained in more detail below.

An addendum is available that includes instructions for Rapid Inspection (RI) users. It includes information on how to get the data needed to report on-time completion of FPLS inspections. These addendum instructions have not been tested with the RI 2019 update.

The data submitted by FPLS delegated programs, the MDH Environmental Health Division, and the MDA Retail Food Program will 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 EHCIB, MDH, or MDA will not use the data 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 FPLS statewide performance measure reporting.

**Questions**: If you have questions about reporting, REDCap, or would like to access your agencies previous information, please contact the MDH Center for Public Health Practice.

# REDCap

Changes from 2017:

You will report the 2019 FPLS Statewide Performance Measures by directly entering them into a REDCap form instead of a survey. A REDCap form requires a REDCap account login, whereas a survey does not. Having an account also allows continued access to the data.

On Monday, January 14, 2019, all delegated agency contacts received an email asking them to indicate who in their agency needs access to REDCap to complete 2019 reporting. The indicated parties received instructions on how to sign up for an account, which includes setting up a login to access the 2019 reporting form.

For further instructions on how to use REDCap and complete a REDCap form, please see the instructions and materials online: REDCap External Partner Help (www.health.state.mn.us/about/tools/redcap.html).

To access REDCap and enter data, visit: MDH REDCap Production Environment (https://apps.health.state.mn.us/redcap/). Please note that you will not be able to access it without a username and password. Once you are in REDCap, you will see a project called "FPLS Statewide Annual Performance Measures 2018." This is where you will enter your data.

# FPLS staff qualifications

Consistent, uniform, and safe retail food and beverage, lodging, pools, manufactured home parks (MHP) and recreational camping areas (RCA), and youth camps 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, pools, manufactured home parks (MHP) and recreational camping areas (RCA), and youth camp 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

Best Practices Manual for Administering Consistent, Uniform, and Safe Food, Pools, and Lodging Programs in Minnesota, Section Two: Trained Regulatory Staff (PDF)
(https://www.health.state.mn.us/communities/environment/food/docs/pwdu/bpm2rgstf.pdf)

## How to report on FPLS staff qualifications

The following questions ask for the number of FPLS inspectors in your agency and their qualifications, as of 12/31/2018. Please enter a number into the appropriate blanks. You will report this for your agency overall. If your agency covers multiple counties or cities, you will report this information just once in the REDCap form. This is different from 2017 reporting where FPLS staff qualifications was reported by county/city.

## FPLS staff qualifications questions

1.  **How many FPLS inspectors does your agency have?**

    Number:
    Notes:

2.  **How many of your agency's FPLS inspectors are registered sanitarians in Minnesota?**

    Number:
    Notes:

3.  **How many of your agency's non-registered FPLS inspectors are qualified to sit for the REHS exam within two years of hire?**

    Number:
    Notes:

4.  **How many of your agency's FPLS inspectors are standardized in food inspections?**

    Number:
    Notes:

# 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 – January 2017, Standard Number 4, Uniform Inspection Program (PDF) (https://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372 499.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

Agencies 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 2018. Please choose one method and indicate that method when reporting. Agencies with both a MDH and MDA delegation agreement will report their numbers for MDA and MDH separately.  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 you inspect. Agencies that cover multiple counties or cities, including MDH and MDA, will report on-time completion of FPLS inspections by county/city. This is the same way you completed 2017 reporting.

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, agencies are given a 30-day grace period from the frequency requirement to complete inspections on time. Agencies 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. On-time inspections by establishment type/risk category

| Establishment type/risk category | Maximum number 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 establishments | 578 |
| Low-risk food and lodging 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 pgs. 11-12 for detailed instructions on pulling the data necessary to report total inspections. Note: the addendum instructions were not tested on the RI 2019 update.

Choose to report **either** total inspections or a random sample:

## How to report total inspections

1. Determine the total count of full/routine inspections completed in 2018 (1/1/2018 to 12/31/2018) 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 2018 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's Days Calculator: Days Between Two Dates (https://www.timeanddate.com/date/duration.html).

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 2018 and the total count of inspections conducted in 2018 for each establishment type and for both MDH and MDA food inspections, as applicable.

6. Repeat this process for each county/city/jurisdiction 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 2018 (1/1/2018 to 12/31/2018).

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.

### Table B. Minimum/Maximum Sample Table

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

*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 (https://www.randomizer.org/).

    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 2018), 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 2018 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's Days Calculator: Days Between Two Dates (https://www.timeanddate.com/date/duration.html).

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 2018 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/city/jurisdiction for which you are reporting.

## On-time completion of FPLS inspections questions

Questions repeat for each county/city/jurisdiction in which your agency conducts inspections

5.  **Enter the name of the county/city/jurisdiction for which you are reporting.**

    County/city/jurisdiction name:
    Notes:

6.  **Are you able to access data for full/routine inspections completed in 2018?**

    ☐ Yes
    ☐ No
    Notes:

**7.   What reporting method are you using to report inspections completed on time? (Choose one.)**

☐   Random sample
☐   Total inspections
Notes:

**8.   Do you have a delegation agreement to perform inspections for MDA establishments?**

☐   Yes
☐   No
Notes:

**9.   What is the number of MDA-delegated full/routine food inspections?**

Only answer if your agency has an MDA delegation agreement.

MDA-delegated:
Notes:

**9a.   How many MDA-delegated full/routine food inspections were completed on time?**

Only answer if your agency has an MDA delegation agreement.

MDA-delegated:
Notes:

**10.   What is the number of MDH-delegated full/routine food inspections?**

MDH-delegated:
Notes:

**10a.   How many MDH-delegated full/routine food inspections were completed on time?**

MDH-delegated:
Notes:

**11.   What is the number of full/routine lodging inspections?**

Number:
Notes:

**11a.   How many full/routine lodging inspections were completed on time?**

Number:
Notes:

**12.   What is the number of full/routine pool inspections?**

Number:
Notes:

**12a.   How many full/routine pool inspections were completed on time?**

Number:
Notes:

13. **Please select any additional inspections your agency performs. (Check all that apply.)**

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

14. **What is the number of full/routine manufactured home park and recreational campground (MHP/RCA) inspections?**

Only answer if you perform these inspections.

Number:
Notes:

14a. **How many of the full/routine manufactured home park and recreational campground (MHP/RCA) inspections were completed on time?**

Only answer if you perform these inspections.

Number:
Notes:

15. **What is the number of full/routine youth camp inspections?**

Only answer if you perform these inspections.

Number:
Notes:

15a. **How many of the full/routine youth camp inspections were completed on time?**

Only answer if you perform these inspections.

Number:
Notes:

# Overall feedback

This is the second time that the EHCIB is collecting FPLS statewide performance measures. We are interested in your experience reporting on these measures this year. If you have feedback and comments on what went well and what could be improved, please respond to the questions below.

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

Optional.

Additional information:
Notes:

**What else would you like to share?**

Optional.

Additional information:
Notes:

# 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.
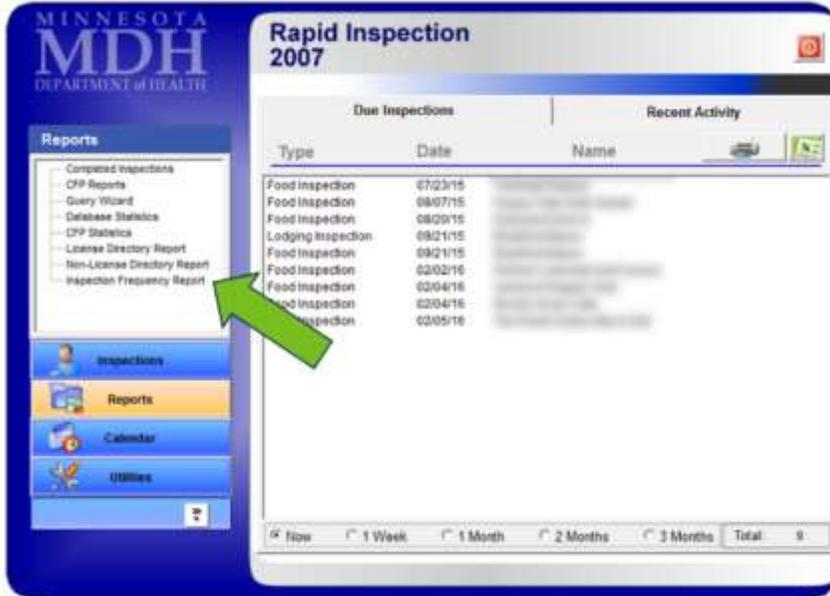


2. The image below will appear.



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[*] The addendum instructions were not tested with the RI 2019 update. It is unknown whether it will work with RI 2019 as it did with the previous RI version.

    a.    Choose the inspection type for which you want to generate data.

    b.    Use the timeline 12/1/2015-12/31/2018 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 below 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 2018 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.

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