
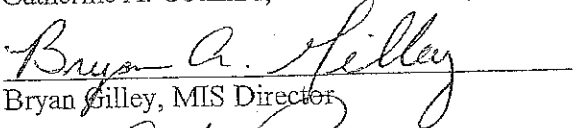


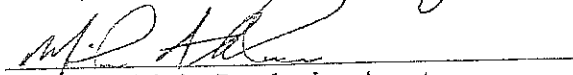
Memorandum
Health Department
MIS Department
Purchasing Division

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TO: Albert J. Rigoni, Village Manager

FROM:  MD, MPH
Catherine A. Counard, Director of Health


Bryan Gilley, MIS Director


Michael Aleksic, Purchasing Agent

DATE: July 27, 2009

RE: **Health Department Inspection & Complaint Record Systems Automation
Agenda Item – August 3, 2009 Board Meeting**

Background

The Village of Skokie Health Department received a one time supplemental Basic Health Services Grant in the amount of \$47,000 from the Illinois Department of Public Health (IDPH). The purpose of the grant is to cover the costs associated with the Environmental Health Unit's transition from a completely paper-based inspection and complaint record system to an electronic, web-based data management system.

The funding will cover the purchase of software to fully automate record entry and retention, and to incorporate existing documents into the new system. Also funded will be the purchase of laptops and printers for field use, carrying cases, batteries and other miscellaneous hardware and accessories. The new program will ensure that all inspection documents (restaurants, daycare facilities, schools, nursing homes, pools, etc.) and complaints (including animal control) are located in one easily accessible automated location. This initiative will greatly enhance Health Department efficiency and service to the community by decreasing the turn-around time for providing summary information and improving the ability to track trends.

After staff review of available Environmental Health specific software programs, the "Digital Health Department" (DHD) program, provided by Garrison Enterprises Inc., emerged as a unique product that best meets departmental needs. This is a web-based system with data entered into a secure server maintained by the providers.

DHD is unique among available software packages, offering a complete package:

- Unlimited user access to the database from any computer with Internet access (including wireless devices).
- No user fees (other programs charged a monthly fee per user), and lower ownership costs than comparable systems.
- Software is located on laptops or tablets, allowing inspectors to enter an entire report or permit, including digital photos, into the system in the field.
- Inspectors are able to print a report and submit to the facility on site.
- The internal portion of the system will allow the health department to digitally archive and track all inspections and permits. Personnel can run unlimited queries, reports, and breakdowns on data. For example, the system can report instantaneously the most common health violation in any program or in any establishment for any time period.

Budget & Account: \$47,000 020-0420-418.07-40 #C31145

Recommendation

Staff recommends that a contract in the amount of \$23,900 for the purchase of the Digital Health Department System be awarded to Garrison Enterprises, Inc., Charlotte, NC., the sole source provider of the DHD system. The purchase includes software, full system configuration and implementation, staff and user training, and one year of system maintenance and support.

The purchase of laptops, printers and other related hardware and accessories will be sourced through state contracts and/or competitive solicitation(s).

Comments

Garrison Enterprises Inc. is the largest provider of Environmental Health Data Management Systems in the country today serving over 600 State, County and Local Health Departments across the US. Within Illinois, the Kankakee County and Lake County Health Departments use the DHD program.

The IDPII grant will cover all first year costs for implementing this program, and two years of maintenance fees. The Health Department has proposed an amendment to the General License Fee Schedule Ordinance, which will go towards covering the recurring annual maintenance fees for this program (approximately \$6,000 annually).

The Health Department has met with MIS Director Bryan Gilley and Purchasing Agent Michael Aleksic concerning the project, and reviewed the issues that will need their involvement to complete this undertaking. Purchasing will procure the required hardware for the system with the remaining grant funds, and MIS will coordinate system implementation with Garrison.