

NYSDOH Childhood Lead Poisoning Primary Prevention Program Creating New Inspections | ColInspect Companion Document | July 2017

Note: This document will be a “living document” on the CLPPPP grantee webpage of the NCHH website to help support grantees during initial introduction to the new structure of the CLPPPP Tracking forms in the ColInspect database. It is intended to help both field and admin users determine which “checklists” need to be created or updated in the database at the start of any new inspection activity. For step-by-step instructions on using the ColInspect software to add properties/units and create/update inspections, please visit the ColInspect Getting Started Guides for field and administrator users and the ColInspect training videos accessible from <http://www.nchh.org/Program/NewYorkStateCLPPPPProgram/Grantee/ColInspect.aspx>. Additionally, a number of “Feature” emails were sent out in preparation for the launch involved various tasks related to creating new properties/units, checking to see if a property/unit already exists, and selecting what checklists are needed. This document will also continue to be a “living document” on the CLPPPP grantee webpage at <http://www.nchh.org/Portals/0/Contents/Feature%20Highlights%20emails%20combined.rev.pdf>. Use these resources often as you get started!

If you have.....	Then you.....
<p>A single family building that your program has never inspected before</p> <ul style="list-style-type: none"> • and you plan to do an exterior inspection... • and you plan to do an interior inspection.... 	<ul style="list-style-type: none"> • Add the building to the database using either the User or Admin interface • Add SF as a new unit to the building using either the User or Admin interface <p><i>and then</i></p> <ul style="list-style-type: none"> • Create a new Building Characteristics Inspection for the building address • Create a new Exterior Inspection for the building address • Create a new Interior Inspection for the SF unit
<p>A multi-family building that your program has never inspected before...</p> <ul style="list-style-type: none"> • and you plan to do an exterior inspection... • and you plan to do at least one interior inspection.... 	<ul style="list-style-type: none"> • Add the building to the database using either the User or Admin interface • Add the unit(s) as new unit(s) to the building using either the User or Admin interface <p><i>and then</i></p> <ul style="list-style-type: none"> • Create a new Building Characteristics Inspection for the building address • Create a new Exterior Inspection for the building address • Create a new Interior Inspection(s) for the unit(s)
<p>A single family building that your program has inspected before</p> <ul style="list-style-type: none"> • and you plan to do an exterior inspection... • and you plan to do an interior inspection.... 	<ul style="list-style-type: none"> • Update the existing Building Characteristics Inspection for the building address with any new information <p><i>and then</i></p> <ul style="list-style-type: none"> • Create a new Exterior Inspection for the building address • Create a new Interior Inspection for the SF unit
<p>A multi-family building that your program has inspected before...</p> <ul style="list-style-type: none"> • and you plan to do an exterior inspection... • and you plan to do at least one interior inspection.... 	<ul style="list-style-type: none"> • Update the existing Building Characteristics Inspection for the building address with any new information <p><i>and then</i></p> <ul style="list-style-type: none"> • Create a new Exterior Inspection for the building address • Add any new unit(s) that have not been previously inspected (if necessary) • Create new Interior Inspection(s) for the unit(s)

But what if you have.....	Then you.....
<ul style="list-style-type: none"> No idea if your program has inspected the building or unit before? 	<p>Determine if the property already exists in your database by:</p> <ul style="list-style-type: none"> As an Agent: Selecting the “New Inspection” option from the main menu of the agent interface As an Admin: Starting to type the address into the “Search all properties” bar in the Property Tab of the admin interface <p>For screenshots and additional instructions, see Feature #6 in http://www.nchh.org//Portals/0/Contents/Feature%20Highlights%20emails%20combined.rev.pdf</p>
<ul style="list-style-type: none"> An open, languishing inspection for the exterior building and/or interior unit? 	<ul style="list-style-type: none"> Update the open, existing checklists – Building Characteristics, Exterior, and/or Interior – for the property/unit with any new information; do not open new inspection records. <p>For screenshots and additional instructions, see Feature #7 (coming July 2017) in http://www.nchh.org//Portals/0/Contents/Feature%20Highlights%20emails%20combined.rev.pdf</p>
<ul style="list-style-type: none"> Interior common areas of a multi-family building that you are able to inspect as well? 	<ul style="list-style-type: none"> Add Common Areas as a new unit to the building in the database using either the User or Admin interface <p><i>and then</i></p> <ul style="list-style-type: none"> Create a new Interior Inspection for the Common Areas <p>For screenshots and additional instructions, see Feature #5 in http://www.nchh.org//Portals/0/Contents/Feature%20Highlights%20emails%20combined.rev.pdf</p>