Chapter 2 - Definitions and Button Names

Terms

Ad Hoc Inspection: Inspection that is created by the Inspector on the spot and was not assigned in VR. One example would be a firm that went OOB (out of business). A new unrelated firm has moved into the same building and needs to be inspected.

Backup: Process in IDM that saves data onto a server.

Cache: A temporary storage area in Google Chrome. Pronounced "cash"

CHOW: Change of Ownership; notify your work planner when this occurs in the field or during file review.

Class: Food (F), Drugs/Devices (D)

Clone:  an icon used for sampling/detention/destructions/product codes that allows you to copy a row of data.

Entity: Owner/entity. Person is defined in Rule 229.243 as "Person--An individual, corporation, business trust, estate, trust, partnership, association, or any other public or private legal entity."

Entity #: Each entity is assigned a computer-generated number that is unique within the entire system.

File / File Number: A unique number assigned to an individual or organization when first application for licensure is entered. This number remains the same forever for that applicant whether or not the applicant ever receives a license. Thus, it is the basic key to locating the applicant's or licensee's record.

Food Letter: also known as the Notice of Inspectional Observations. This guide will refer to it as the Food Letter.

Fail: PSQA Review. Use Violation Matrix to determine Pass/Fail

FY17: Fiscal Year 2017. State of Texas - September 1st through August 31st. FDA – October 1st through September 30th

IDM: Iron Data Mobile – the company that Versa Regulation became. IDM developed the program that we use to enter inspections into VR.

Inspection Number: A unique number that is generated in VR when a shell (a.k.a. inspection record) is opened. The inspection # can be found in many places, including: the Inspection Record tab or in the list of firms in IDM; in a Queue in VR or the Inbox in VR.

Inspection Record: Button/tab that stores all of the information associated with a firm not including any inspection activities like onsite visits, detentions, destructions, samples, etc.

Inspection Visit: A button/tab that documents a specific inspection activity associated with a firm

License Status / Status Code: A code attached to a license that determines if the license is in good standing, conditional, suspended, expired, etc.

- **10 – Applicant** – Firm applied for a license/permit and the application is not yet complete and/or waiting for approval from Inspections Unit or PSQA.
- **20 – Current** – Firm is actively engaging in a regulated activity with or without an active license or permit. Note: "CURRENT" does not necessarily mean a business is currently licensed. The state "CURRENT" is a result of a completed entry in License Ease (LE). Look at the record – it may indicate that the record is for a non-licensed or non-permitted business.
- **45 – Expired** – Firm has not renewed their license or permit.
- **55 – Null / Void** – Has 3 meanings:
    1. The FIRM (owner/entity) is still operating a business but not conducting an activity we regulate.
    2. The FIRM (owner/entity) changed regulated activities or was conducting more than one regulated activity and dropped one or more regulated activities.
    3. The RECORD was created in error and has inspection history and/or complaint data we do not want to lose by deleting the record or there is simply too much information to move.

59 – Other Jurisdiction – Generally this will apply to the Food Establishment (Retail) Group inventory. A city or county has an ordinance to issue permits and conduct inspections. The firms are not required to permit with DSHS as a Food Establishment.

85 – Out of Business – The FIRM (owner/entity) is no longer operating anywhere; or the FIRM (owner/entity) sold the specific licensed location to a new owner/entity who is conducting business at that location. Note: The status code is not used when FIRM (owner/entity) relocates.

99 – Delete – The RECORD was created in error and the erroneous records do not contain inspection history and there is not a complaint associated with the record.

"Inactive" – This category is no longer available to the Foods Group, Drugs and Medical Devices Group, or Food Establishment (Retail) Group. A firm is either - Current, Expired, Null/Void, or Closed/OOB.

License Type: The type of license the business has based on the regulating activity. Food related license types are: 2401 – Food Mfg; 2402 – Warehouse Operator; 2403 – Food Whsl; 2404 – Food Registrant; 2405 – Salvage; 2504 – Multiple Product.

Modifier: Term used in Versa Regulation (VR) to refer to attributes that are selectively added to licenses. There are 3 main types of modifiers (Rank, Qualification, and Specialty). The Rank Modifier is mandatory. Every license has one rank. Qualification and Specialty Modifiers are optional and are attached to the license to denote extra skills or capabilities that have been approved by the Regulatory Board for this license. There is no limit to the number of Qualification Modifiers and Specialty Modifiers that can be added to a license. Since every license can have a different set of modifiers, and since processing decisions are made based on them, the use of modifiers allows VR to automatically handle the very large diversity of requirements that are possible even within a single License Type.

License Modifier Types:

A – Alert
B – Sales Level/Fee Scale / Trauma Level
D – Category
J – Federal Contract / Partnership
K – Risk
Q – Qualification
S – Specialty
T – Specialty or Product / Service Type
W – Work Plan

OOB: Out of Business

Private Notes: Notes entered by the inspector that will not print on the food letter; however, private notes are still subject to public record. Private notes may be used to document discussion items with Firm Management, used to inform the reviewers of the type of inspection, attachments included in the report, field correspondences, and any other pertinent information relating to the inspection.

Pass: Field Review. Use Violation Matrix to determine Pass/Fail

Public Notes: Notes entered by the inspector that will print on the food letter. Public Notes are used to document observations.

Rank: One type of Modifier denoting the level of a license within a License Type. Ranks are not pre-set in the system, but are definable by License Type. License Types are set up their own very specific ranks that make sense only to them. Ranks for Foods program are – manufacturer, wholesaler, warehouse operator, registrant, salvage, and multiple products. Ranks within salvage are – broker and establishment.

RAS Portal: Regulatory Automation System, a web based, report generating system that gathers information from VR in a usable format. RAS Portal data is available the following business day after it is entered.

Remarks: Remarks are used to document observations that do not have a citation in IDM, and or a place holder for extra characters if needed. Remarks default to Public Notes and will print on the food letter.

Relationships: Will show any firms linked to this inspection in VR by Licensing.
Restore: A Process in IDM that restores data to the most recent backup.
Secondary Class: Contract and/or Certificate of Free Sale (CFS)
Shell: An inspection record, or "shell", is opened in VR when assigning an inspection/investigation. An open shell has to be present and assigned to a specific person in order for the inspection to show up on the inspector's IDM list of assignments. Once the inspection/investigation is completed, the shell (a.k.a. inspection record) is closed.
Sync: To Synchronize; to harmonize; to refresh
Visit 1: Lead inspectors' tab where all General Firm Info and observations data are input.
Visit End Date: After starting the inspection – this is the final day of the onsite inspection. For a one day inspection, it will be the same as the Visit Start Date
Visit Start Date: After starting the inspection – this is the initial date of the inspection
VR: Versa Regulation, a web based database that stores all the information related to our inspections and is also used by the work planners to assign inspections. When assigned – the due date for the inspection. When assigned – the inspection can't be started before this date

Keyboard Shortcuts

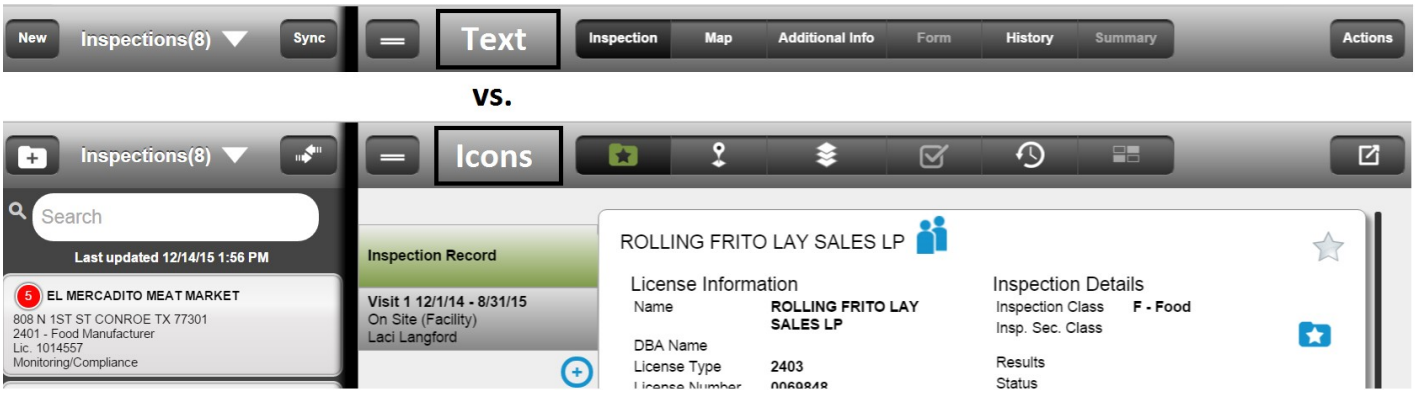
Copy: Ctrl+C	**Cut:** Ctrl+X	**Paste:** Ctrl+V
Find: Ctrl+F	**Select All:** Ctrl+A	**Print:** Ctrl+P
Undo: Ctrl+Z	Triple click to highlight a line of text	**Rotate Screen:** Ctrl+→, ↓ ,←, or ↑
Zoom in: Ctrl +	**Zoom out:** Ctrl -	

Client Codes – a term used in VR. It is a number that represents a specific type of firm

2401	Food Manufacturer
2402	Food Warehouse Operator
2403	Food Wholesaler
2404	Food Wholesale Registrant
2405	Food Salvage
2504	Multiple Products
2480	Truck Wrecks and Other Special Investigations

Navigation Bar

Sync Button, Inspection icon, Map icon, Additional Info icon, Form icon, History icon, Summary icon, and Actions icon.



Note: The information that you can see under each icon on the Navigation Bar depends upon which tab is currently selected - Inspection Record or Visit. If at any time you believe different information should be available under a certain icon on the Navigation Bar, go to the Inspection icon (star folder) and switch to either a Visit tab or the Inspection Record tab. See examples below:

Visit tabs

- Product Detention and Destruction
- Samples
- Inspection Time and Costs
- Inspection Forms/Risk Assessment

Inspection Record tab

- Product Codes
- Hours of Operation

Text vs Icons

If text is preferred to icons, select Tools (gear icon) at the bottom of the Inspections List and then choose Settings (1).



Tap the drop down arrow by Navigation Buttons (1) and select Text (2)

