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If you require assistance in obtaining access to the presentations, call the Public Affairs Office at (916) 341-6300 or Dennis Corcoran at (916) 341-6395.

12th Annual LEA, Tire Enforcement, and
CIWMB Training and Technical Course
Series
October 20, 2009

Automating State Reimbursement
Requests

Merced County Division of Environmental
Health

Automating State Reimbursement Requests

Merced County Division of Environmental Health

- Merced County BOS Approval of Waste Tire Program includes all incorporated cities and unincorporated land
- Early emphasis on automated accounting, electronic data capture and transfer



Primary Considerations for Administrative Efficiencies

- Workflows
- Data structure
- Inputs
- Reporting
- Visions for the Future



Workflows and Recordkeeping

- Recording Field Inspection Activities
- Recording Office Activities
- Generating Reports
- Requesting Reimbursement
- Consistency in Audits



Data Structure

- Specific Program Elements - Evaluated and Update Routinely

Program Elements

1135 SOLID WASTE MAJOR TIRE FACILITY
1136 SOLID WASTE MINOR TIRE FACILITY
1137 GENERAL TIRE
1138 EXCLUDED TIRE FACILITY
1139 EXEMPT TIRE FACILITY
1140 RETREADING TIRE FACILITY
1141 SOLID WASTE FAC (LANDFILL, TRANSFER ST.)
1142 UNPERMITTED TIRE FACILITY
1143 TIRE HAULER
1144 TIRE DISMANTLER
1145 TIRE DEALER NEW/USED
1146 AG TIRES
1147 TRUCKING FLEET
1148 DAIRY - TIRES
1149 ILLEGAL TIRE PILES
1150 UNREGISTERED TIRE HAULER
1151 PATROLLING- TIRES
1152 AUTO REPAIR/AUTO BODY
1153 CAR DEALER - TIRES
1154 GOVERNMENT - TIRES
1155 OTHER - TIRES
1156 TIRES - NONE

Data Structure

- Activity/Service Coding specific to Programs – Evaluated and Updated Routinely

Waste Tire Program TEA 16 - July 1, 2009 to June 30, 2010 Service Codes Use for Field Staff

TASK 1 Routine Inspections and NOV Follow-up Inspections

001	ROUTINE INSPECTION	*Must have a Survey/Inspection Form
002	FOLLOW UP	*Must have a Survey/Inspection Form
019	ATTEMPTED INSPECTION/DENIED ACCESS	*Must have a Survey/Inspection Form
008	DATA ENTRY/ DATA MANAGEMENT	Env.Connect, WTMS, etc...

TASK 2 Surveillance, Enforcement and Case Development

003	COMPLAINT	*Must have a Surveillance Form
012	ENFORCEMENT	*Must have a Surveillance Form
021	SURVEILLANCE/ PATROLLING	*Must have a Surveillance Form

TASK 3 Community and Industry Education

016	EDUCATION/ INSTRUCTION	Teacher/Instructor, Providing Education <i>Primary use as "Community and Industry Education" PE specific, also may use sparingly with walk in or phone in inquiries from public with PE 1137 General Tire.</i>
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TASK 4 CIWMB Sponsored and other Training

007	TRAINING	*Student, Receiving Training <i>Use comments section of Env.Connect to document where, and what (Fresno Roundtable, Sacramento Annual Conference, etc.)</i>
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TASK 5 Report Writing

020	GRANT/REPORT WRITING	Only when/if writing progress reports for reimbursement (6 mo. and 1yr)
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Inputs – Staff Time Tracking (*Daily)

ENVISIONCONNECT **Daily Time and Activity**

Use the timesheet below to enter time spent on daily activities. Complete a row in the timesheet for each different activity such as an inspection, service performed, etc. When you are finished, click [Save and Continue](#).

Contact Information [Tire World Car Care Center] [Click here to hide details](#)

Account Resp Party Name and Address	Account Resp Party Name and Address	Account Resp Party Name and Address
Tire World Car Care Center 1021 West Main St Merced CA 95340	Tire World Car Care Center 1021 West Main St Merced CA 95340	Tire World Car Care Center 1021 West Main St Merced CA 95340

Change View Matches: 6

View: Date Range from 07/22/2009 to 07/22/2009, Sorted by Employee (Increasing) and Activity Date (Increasing)

Employee	Activity Date	Record ID	Progra...	Servic...	Activit...	Comments	Activity...	Action
EE0000200	07/22/2009	FA0003886	1145	001	120		120	Action
EE0000200	07/22/2009	FA0001645	1145	001				
EE0000200	07/22/2009	FA0002701	1155	001				
EE0000200	07/22/2009		9050	103				
EE0000200	07/22/2009		9003	000				
EE0000200	07/22/2009		1137	008				

[Click here to start editing a new row ...](#)

Activity Details [Click here to hide details](#)

Employee: Cheryl Meyer	Result: NOT DETERMINED	Score: 6.00
Program/Element: 1145 TIRE DEALER NEW/USED	Action: NOT APPLICABLE	Linked violations: N
Service: 001 ROUTINE INSPECTION	District: (none)	Linked travel expense record: N

Workflow: Maintain Daily Time and Activity Connected

Reports

The screenshot displays the EnvisionConnect web application interface. The browser window title is "EnvisionConnect" and the date is "Saturday, October 10, 2009". The page title is "Select a report".

Instructions: "To select a report, search for a report below then click on a record in the list. Use a record's Action button to preview, print, or select report parameters."

Search input: "Enter your search value here: TEA in (All Fields)"

Buttons: "Clear", "Search", "Change View", "Matches: 2"

View: "All Reports, Sorted by Report Number (Increasing)"

Report Num...	Report Title	Report Type	Category	Action
8137	TEA detail report tire grant program	Grant related reports o...	Cost Analysis	Action
8138	TEA summary report tire grant prog...	Grant related reports o...	Cost Analysis	Action

Dialog box: "Select Report Parameters"

Workflow: Print Reports

Taskbar: start, Novell GroupWise ..., Microsoft PowerP..., EnvisionConnect, Adobe Acrobat Pr..., 2:34 PM

ENVISIONCONNECT

Common Tasks

- Print Report
- Cancel workflow

Select report parameters

Select the desired report parameters. Click [Print Report](#) when you are finished.

Report Parameters List		
Name	Default Value	Current Value
Enter Beginning Date:		01/01/2009
Enter Ending Date:		06/30/2009
Include Loreina Childress	True	False
Include Bill Peeler:	True	False
Include Cheryl Meyer:	True	True
Include Ron Rowe:	True	True
Include Rosemarie Perez:	True	True
Enter current TEA #:	15	15

ENVISIONCONNECT

Common Tasks

Cancel workflow

Preview report

Preview the report below before printing. Click [Save and Continue](#) when you are finished.

Print Report Export Report Page Width Search

Main Report

Task 2	Meyer, Cheryl /EHTech II	06/30/2009	1.75	29.31	1151 PATROLLING- TIRES, 021 SURVEILLANCE/ PATROLLING	51.29
Service / Task Total Hours:			90.00	Service code Subtotal Billed:		\$2,637.90
				Task Total Hour:	99.25	Task Total Billed: \$2,909.02
Task 3 - Education						
<i>016 EDUCATION/ INSTRUCTION</i>						
<u>Task Type</u>		<u>Activity Date</u>	<u>Hours Worked</u>	<u>Hourly Rate</u>		<u>Total</u>
Task 3	Meyer, Cheryl /EHTech II	01/23/2009	0.75	29.31	1137 GENERAL TIRE, 016 EDUCATION/ INSTRUCTION	21.98
Task 3	Meyer, Cheryl /EHTech II	01/28/2009	1.50	29.31	1137 GENERAL TIRE, 016 EDUCATION/ INSTRUCTION	43.97
Task 3	Meyer, Cheryl /EHTech II	02/05/2009	1.00	29.31	1137 GENERAL TIRE, 016 EDUCATION/ INSTRUCTION	29.31
Task 3	Meyer, Cheryl /EHTech II	02/09/2009	0.75	29.31	1137 GENERAL TIRE, 016 EDUCATION/ INSTRUCTION	21.98
Task 3	Meyer, Cheryl /EHTech II	02/20/2009	1.00	29.31	1137 GENERAL TIRE, 016 EDUCATION/ INSTRUCTION	29.31
Task 3	Meyer, Cheryl /EHTech II	02/24/2009	0.50	29.31	1137 GENERAL TIRE, 016 EDUCATION/ INSTRUCTION	14.66
Task 3	Meyer, Cheryl /EHTech II	05/26/2009	1.00	29.31	1138 EXCLUDED TIRE FACILITY, 016 EDUCATION/ INSTRUCTION	29.31
Task 3	Meyer, Cheryl /EHTech II	02/04/2009	0.75	29.31	1143 TIRE HAULER, 016 EDUCATION/ INSTRUCTION	21.98
Task 3	Meyer, Cheryl /EHTech II	05/22/2009	0.50	29.31	1143 TIRE HAULER, 016 EDUCATION/ INSTRUCTION	14.66
Task 3	Meyer, Cheryl /EHTech II	05/27/2009	0.50	29.31	1143 TIRE HAULER, 016 EDUCATION/ INSTRUCTION	14.66
Service / Task Total Hours:			8.25	Service code Subtotal Billed:		\$241.81
				Task Total Hour:	8.25	Task Total Billed: \$241.81
Task 4 - Grantee Training						
<i>007 TRAINING</i>						
<u>Task Type</u>		<u>Activity Date</u>	<u>Hours Worked</u>	<u>Hourly Rate</u>		<u>Total</u>
Task 4	Meyer, Cheryl /EHTech II	03/17/2009	1.00	29.31	1137 GENERAL TIRE, 007 TRAINING	29.31
Task 4	Meyer, Cheryl /EHTech II	03/18/2009	8.00	29.31	1137 GENERAL TIRE, 007 TRAINING	234.48
Service / Task Total Hours:			9.00	Service code Subtotal Billed:		\$263.79

10/10/2009 12:20:22PM Source Document for time: Computerized time records updated 08/19/2009 \$137.19

Current Page No.: 13 Total Page No.: 19 Zoom Factor: Page Width

EnvisionConnect

File Tools Help

Back Forward Home Refresh Hide Activities

ENVIIONCONNECT

Common Tasks

- Print Report
- Cancel workflow

Select report parameters

Select the desired report parameters. Click [Print Report](#) when you are finished.

Report Parameters List		
Name	Default Value	Current Value
Enter Beginning Date:		01/01/2009
Enter Ending Date:		06/30/2009
Enter current TEA #:	15	15
Include Loreina Childress	True	False
Include Bill Peeler:	True	False
Include Cheryl Meyer:	True	True
Include Ron Rowe:	True	True
Include Rosemarie Perez:	True	True
Enter \$ amount for office supplies:		536.15
Enter name of equipment purchased:	N/A	Camera, GPS Camera, Printer, File Cabinets
Enter \$ of equipment purchased:	0	3,570.91
Enter Total Miles for reporting period:		3428
Enter current Mileage rate (in cents):	58.5	58.5
Enter Cleanup site name & location:	N/A	N/A
Enter # of tires for Task 8 cleanup site:		0
Enter \$ amount per tire for Task 8 cleanup site:		0
Enter \$ amount for grantee training lodging and meals:		10.99

Select a Different Report Save Values as Default Preview Report Print Report

Workflow: Print Reports Connected

start Novell G... Microsof... Event D... Mail Fro... Agenda... Envision... 12:24 PM

Preview report

Preview the report below before printing. Click [Save and Continue](#) when you are finished.

Print Report Export Report 75% Search

Main Report

**Merced County Environmental Health
Expenditure Itemization Summary- TEA 15
01/01/2009 - 06/30/2009**

Page 1 of 2

Task 1 - Inspections/NOV Compliance/Re-Inspections

Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / EH Tech II	449.83	\$29.31	\$13,184.52
Rowe, Ron / EH Supervisor	2.00	\$61.37	\$122.74
Task Total Hours			451.83
Task Hours Cost:			\$13,307.26
(N/A for this task code)			\$0.00
Task 1 - subtotal			\$13,307.26

Task 2 - Surveillance/Enforcement/Case Development

Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / EH Tech II	99.25	\$29.31	\$2,909.02
Task Total Hours			99.25
Task Hours Cost:			\$2,909.02
(N/A for this task code)			\$0.00
Task 2 - subtotal			\$2,909.02

Task 3 - Education

Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / EH Tech II	8.25	\$29.31	\$241.81
Task Total Hours			8.25
Task Hours Cost:			\$241.81
(N/A for this task code)			\$0.00

Current Page No.: 1

Total Page No.: 2

Zoom Factor: 75%

Select Report Parameters

Select a Different Report

Print Report

Save and Continue

ENVISIONCONNECT

Common Tasks

Cancel workflow

Preview report

Preview the report below before printing. Click [Save and Continue](#) when you are finished.

Print Report Export Report 75% Search

Main Report

Task 6 - Equipment

Office Supplies	\$536.15
Camera, GPS Camera, Printer, File Cabinets	\$3,570.91
Task 6 Subtotal	\$4,107.06

Task 7 - Transportation

Miles	Rate (in cents per mile)
3,428.00	50.50
Task 7 Subtotal	\$1,731.14

Task 8 - Clean ups

Site Name / Location	# of Tires	Cost per Tire	\$
N/A	0.00	\$ 0.00	\$0.00
Task 8 Subtotal		\$0.00	\$0.00

Total for Reporting Period

Grand Total # Hours	889.50	Total Hour Cost	\$29,755.77
		Total Lodging/Meals	\$10.99
		Total Equipment	\$4,107.06
		Total Transportation	\$1,731.14
		Total Clean ups	\$0.00
		Grand Total	\$35,604.96

Current Page No.: 2 Total Page No.: 2 Zoom Factor: 75%

Database Code Writing and Alternatives

- Early emphasis on data structure is important
- Staff capabilities are critical to this task
- Keep accurate records of modifications
- Most databases can be customized

```
Record selector logic ("first bottleneck")
{TB_CORE_DAILY_ACTIVITY_DATE} in {?01 Beg_Date} to {?02 End_Date} and
({?04 Include EE218} = True and {TB_CORE_DAILY_EMPLOYEE_ID} = "EE0000218" (Loreina)
or
{?05 Include EE065} = True and {TB_CORE_DAILY_EMPLOYEE_ID} = "EE0000065" (Bill)
or
{?06 Include EE200} = True and {TB_CORE_DAILY_EMPLOYEE_ID} = "EE0000200" (Cheryl)
or
{?07 Include EE204} = True and {TB_CORE_DAILY_EMPLOYEE_ID} = "EE0000204" (Ron)
or
{?08 Include EE216} = True and {TB_CORE_DAILY_EMPLOYEE_ID} = "EE0000216" (Rosemarie)
) and
((TB_CORE_DAILY_PE) <= '1135' and {TB_CORE_DAILY_PE} <= '1155')
or {TB_CORE_DAILY_PE} = '2844')
and
({CD_CORE_SERVICE_CODE.CODE} in makearray ('001','002','003','006','007','008','010','012','013',
'016','019','020','021','041','042','043','046','047','048','050','052','053','056','060','061','071','072','073',
'076','077','078','080','082','083','086','090','091','141','142','143','146','147','148','150','152','153','156',
'160','161','171','172','173','176','177','178','180','182','183','186','190','191','201','202','203','206','207',
'208','210','212','213','216','219','220','221'))
```

```
Task label identifying logic:
if ((TB_CORE_DAILY_PE) <= makearray ('1151','2844')
and {TB_CORE_DAILY_SERVICE} in makearray ('001','002','006','019','201','041','141',
'071','171','202','042','142','072','172','206','046','146','076','176','219'))
then Task 1 - Inspections/NOI Compliance/Re-Inspections'
else
if ((TB_CORE_DAILY_PE) = '1151'
or ((TB_CORE_DAILY_SERVICE) in makearray ('003','012','021','203','043','143','073',
'173','212','052','152','082','182','221','061','161','091','191')
and {TB_CORE_DAILY_PE} <= '2844'))
then Task 2 - Surveillance/Enforcement/Case Development'
else
if ((TB_CORE_DAILY_PE) <= makearray ('1151','2844')
and {TB_CORE_DAILY_SERVICE} in makearray ('016','216','056','156','086','186'))
then Task 3 - Education'
else
if ((TB_CORE_DAILY_PE) <= makearray ('1151','2844')
and {TB_CORE_DAILY_SERVICE} in makearray ('007','013','207','047','147','077','177','213',
'053','153','083','183'))
then Task 4 - Grantee Training'
else
if ((TB_CORE_DAILY_PE) = '2844'
or ((TB_CORE_DAILY_SERVICE) in makearray ('008','010','020','208','048','148','078','178',
'210','050','150','080','180','220','060','160','090','190')
and {TB_CORE_DAILY_PE} <= '1151'))
then Task 5 - Reporting'
else Task ID error'
```

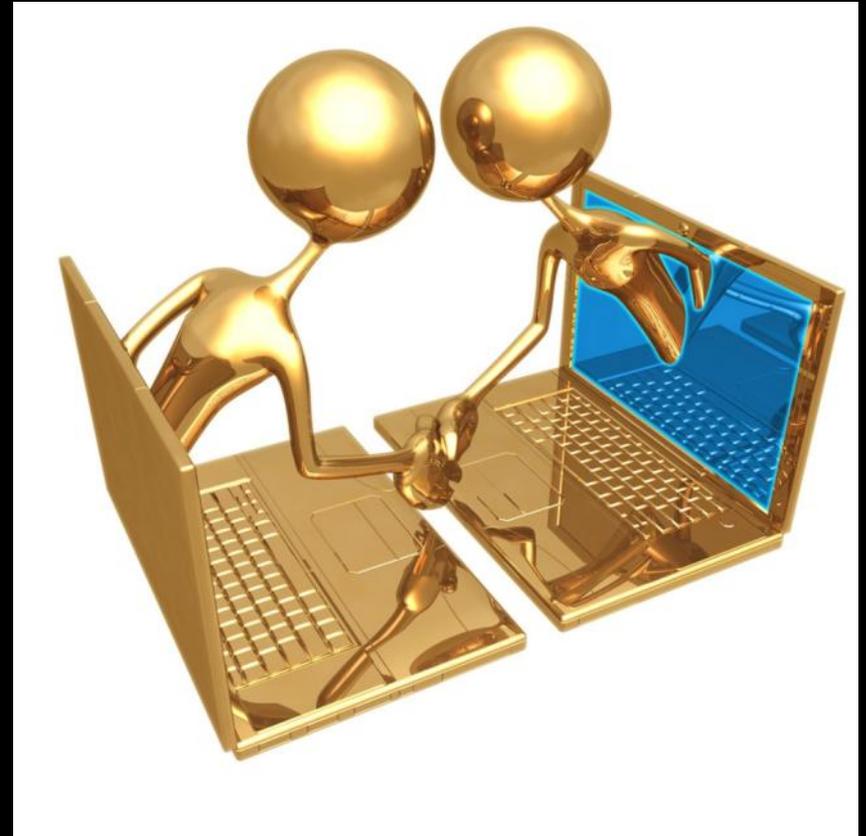
Sample Summary Report

Merced County Environmental Health Expenditure Itemization Summary - TEA 15 01/01/2009 - 06/30/2009			
Page 1 of 2			
Task 1 - Inspection/NOV Compliance Re-Inspection:			
Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / ESH Tech II	449.83	\$29.31	\$13,184.52
Rowe, Ron / ESH Supervisor	2.00	\$61.37	\$122.74
Task Total Hours:	451.83	Task Hours Cost:	\$13,307.26
(N/A for this task code)			
Task 1 - subtotal			\$13,307.26
Task 2 - Surveillance/Enforcement/Case Development:			
Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / ESH Tech II	99.25	\$29.31	\$2,909.02
Task Total Hours:	99.25	Task Hours Cost:	\$2,909.02
(N/A for this task code)			
Task 2 - subtotal			\$2,909.02
Task 3 - Education:			
Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / ESH Tech II	8.25	\$29.31	\$241.81
Task Total Hours:	8.25	Task Hours Cost:	\$241.81
(N/A for this task code)			
Task 3 - subtotal			\$241.81
Task 4 - Grantee Training:			
Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / ESH Tech II	11.50	\$29.31	\$337.07
Rowe, Ron / ESH Supervisor	17.00	\$61.37	\$1,043.29
Task Total Hours:	28.50	Task Hours Cost:	\$1,380.36
Annual Client/State Visi End Training, lodging and meal expenses			
			\$19.99
Task 4 - subtotal			\$1,399.35
Task 5 - Reporting:			
Staff Name / Position	Task Hours	Billing Rate	\$ Amount
Meyer, Cheryl / ESH Tech II	194.17	\$29.31	\$5,691.12
Rowe, Ron / ESH Supervisor	86.50	\$61.37	\$5,306.58
Peetz, Rosemarie / SSA II	11.00	\$43.70	\$479.70

Merced County Environmental Health Expenditure Itemization Summary - TEA 15 01/01/2009 - 06/30/2009			
Page 2 of 2			
Task 5 - subtotal			
			\$11,917.33
Task 6 - Equipment:			
Office Supplies			\$536.15
Camera, GPS Camera, Printer, Fax Calibrator			\$3,375.91
Task 6 Subtotal			\$4,107.86
Task 7 - Transportation:			
Miles	Rate (in cents per mile)		
3,428.00	86.90		
Task 7 Subtotal		\$2,985.38	
Task 8 - Clean up:			
Site Name / Location	# of Times	Cost per Time	\$
N/A	0.00	\$0.00	\$0.00
Task 8 Subtotal			\$0.00
Total for Reporting Period:			
Grand Total # Hours	889.50	Total Hour Cost	\$29,715.77
		Total Lodging/Meals	\$19.99
		Total Equipment	\$4,107.86
		Total Transportation	\$2,985.38
		Total Clean ups	\$0.00
Grand Total			\$40,809.00

Visions

- Electronic Field Inspections
- Data Capture Includes Progress Reporting Items (# of NOV's, # of Tire Piles,.....)
- Automated Uploads to Grantee Server and WTMS or Equivalent



Merced County Division of Environmental Health Contact Information

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