

Frequently Asked Questions: FPLS Annual Performance Measure Reporting

1. I received the surveys but someone else will gather and enter the data. Is it okay to forward the surveys to those who will complete them?

Yes.

2. For establishments conducting “business as usual,” does this include establishments that have changed ownership during 2016? Should they be included in the data?

You can exclude facilities where there is a change of ownership.

If you already submitted your survey and included them, you do not have to redo it.

3. I do not understand how to get the data from Rapid Inspection.

The FPLS annual performance measures reporting instructions have recently been updated to include clear instructions for RI users.

4. I received two surveys for each county; which one do I use?

The survey system unexpectedly sent the reminder emails too early. We apologize for the confusion this caused. The link in either email will work, so you can delete one and use the other.

5. Should “seasonal” establishments be excluded from the reporting?

Yes, you should exclude seasonal establishments from reporting. Only include establishments conducting “business as usual” and full/routine inspections.

6. I submitted the survey but have some additional data to add. Is there any way for my survey to be reopened?

Unfortunately, you cannot reopen the survey once it has been submitted. However, you may be able to re-enter the survey and start over (this will delete any data previously entered): Try clicking on the link you originally received. You will get a message asking if you would like to restart the survey. If you select yes, all data previously entered will be deleted, and you will have to re-enter your data, along with the data you would like to change or add.

In the future, you can use the save and return feature to make changes/additions until you are ready to submit your final responses.

FREQUENTLY ASKED QUESTIONS:
FPLS ANNUAL PERFORMANCE MEASURE REPORTING

7. We are one agency that covers multiple counties, why do we have to report each county separately? For other local public health annual reporting, we report as one agency – can we do that for the FPLS annual performance measures too?

Unfortunately, FPLS delegations and the FPLS system in general does not follow the community health board structure we use for much of public health and other local public health annual reporting. For example, many community health boards only have delegation agreements for *some* of the counties in their community health board.

In addition, because the Minnesota Department of Agriculture (MDA) does not use community health boards, we use the smallest unit all entities have in common, in order for the data to be useful and meaningful.

This is why everyone across the state (including MDH and MDA and all delegated programs) are reporting by county and, in some cases, city (since there are some city FPLS programs too).

8. Not all the order numbers listed in the Risk Factor Tool match what is in Rapid Inspection. What do we do about this?

In some cases, the order number is different but the standard order text is the same or similar. For example, 3-302.11A1 and 3-302.11A2 have similar standard order text as 3-302.11A and 3-302.11B. In this case, go by the standard order text and include the count for the correct order number. Please also make a note sharing the order number you used.

If there is absolutely no reference to an order number in Rapid Inspection (e.g. 3-302.11A4), please put NA as your count for that order.

9. What is the background about the FPLS Statewide Annual Performance Measures?

The Environmental Health Continuous Improvement Board (EHCIB) was interested in developing, collecting and monitoring statewide annual performance so that, at a statewide level, FPLS can 1) say how well food, pools, and lodging services (FPLS) is doing and 2) identify and target statewide improvements areas as needed.

It is important to have a picture of FPLS across Minnesota. Because of how the system is structured with MDH, MDA, and local programs all conducting FPLS activities, it is difficult to see how well we are doing as a state. The FPLS annual performance measures are intended to provide a statewide picture, assess statewide performance, and lead to statewide improvements. They were developed in collaboration between local programs, MDH, and MDA; all parties will report into the same system.

These annual performance measures are a starting point. The intent is to evaluate and refine them overtime. They are not targets, but are annual performance measures with which we can start. They can be changed.

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10. How will the results of the FPLS Statewide Annual Performance Measures reporting be used?

The EHCIB will review this data yearly to determine, at a statewide level, how the system is working and if improvements are needed.

Similar to the work of the State Community Health Services Advisory Committee (SCHSAC) Performance Improvement Steering Committee, which reviews community health board annual reporting data.

EHCIB will use the data to identify and target system-wide opportunities for improvement. This means that the EHCIB can identify areas that are problematic for many programs and mobilize training and technical assistance, initiate quality improvement or learning collaboratives, and/or identify needed system changes to address the problems.

This data may also be helpful for the Governor's Dashboard. MDH and MDA have not been able to provide a full picture of FPLS in Minnesota in the past.

The data will be summarized and aggregate reports will be shared with local FPLS programs and community health boards.

11. Will the FPLS Statewide Annual Performance Measures be collected annually? Will they become part of Local Public Health annual reporting or continue to be a separate survey?

The EHCIB intends that the FPLS Statewide Annual Performance Measures be collected annually (see responses to 9 and 10 above) and would like for it to be incorporated into local public health annual reporting. However, this is a pilot year for the FPLS Statewide Annual Performance Measures and its future is unknown at this time. The EHCIB will review the results and feedback and make a recommendation as to how to proceed in the future with this data collection.

For more information on EHCIB, visit:

[MDH: Environmental Health Continuous Improvement Board](#)