

Public Health Information System (PHIS) Job Aid

Instructions: Review this Job Aid and policy documents, regulations, and inspection methodologies with a mentor.

Acronyms/Definitions

- Public Health Information System (PHIS) – A role-based system that IPP use during their inspection activities.
- Establishment Profile – Demographic and operational data related to establishments. PHIS uses the Establishment Profile to allocate inspection tasks; thus, it is important that IPP update and maintain the profile.
- Task – Verification or data recording activity that IPP conduct.
 - Routine Task – Inspection verification activity conducted on a routine, ongoing, or planned basis.
 - Directed Task – Additional tasks added to the calendar task list as needed, such as in response to inspection findings or as instructed in policy or by the supervisor.
- Task Library – A group of all available FSIS verification tasks. Maintained by OPPD. Some tasks may not be applicable to certain assignments.
- Task Calendar Task List – A list of specific tasks generated each month based on the information in the profile for each establishment.
- Task Calendar – A flexible tool to schedule inspection tasks. IPP schedule, adjust, or rearrange the tasks as necessary throughout the month to adapt to changes in establishment operations and mission requirements.
- Assignment – Establishment or set of establishments at which an individual IPP has primary inspection responsibilities on a regular basis.
- Memorandum of Interview (MOI) – A document IPP use to record and convey discussions with the establishment (e.g., weekly meetings).

Overview

- IPP use PHIS to:
 - Manage the establishment profile to ensure correct tasks are assigned.
 - Schedule and document the results of inspection tasks.
 - Schedule and submit FSIS directed and inspector-generated sampling tasks.
 - Enter data (e.g., slaughter disposition data).

Basic Procedure

- Access and understand the sections within PHIS.
 - [View Inspection Assignments](#)
 - [Inspection Verification](#)
 - [Navigate Inspection Task List](#)
 - [Navigate the Task Calendar](#)
 - [View Task Information](#)
 - [Navigate the Establishment Profile](#)
- Use PHIS to perform the Update Establishment Profile task. Monthly focus areas and instructions are in [FSIS Directive 5300.1](#), Ch. I., Sec. IX., B.).

- Update the profile as soon as a change occurs if the change is critical to keep the profile accurate (e.g., establishment begins producing a new product, there is a significant change in product volume, establishment address change).
 - [Add, edit, or delete a HACCP plan](#)
 - [Edit the average daily volume for a HACCP processing category](#)
 - [Update and add an establishment contact](#)
- [Generate and provide the establishment with the Establishment Profile Report](#). Verify and correct any changes.
 - **Note:** The establishment may submit product group or HACCP volume changes through PHIS. See PHIS Help, Domestic Tutorials, Establishment Profile, Industry Change Requests for steps on how to approve or deny industry request changes.
- Complete any profile questionnaires ([FSIS Directive 5300.1](#), Ch. II., Pt. IX.).
 - [Complete an Establishment Profile Questionnaire](#)
- Use the PHIS task calendar to schedule and document the results of inspection tasks ([FSIS Directive 13000.1](#), Sec. III.).
 - Use knowledge of the specific operations in assigned establishment to schedule in the most efficient and effective manner.
 - [View and schedule a Routine Task](#)
 - [View and schedule a Directed Task](#)
 - [Claim and document a task with no regulatory noncompliance](#)
 - [Claim and document a task with noncompliance](#)
 - [Edit a scheduled task](#)
 - Check the task list at least daily to be aware of any new sampling or export tasks.
 - Complete tasks based on priority rating.
 - **Note:** Task priorities are expressed on a scale from 1 to 6, with 1 being reserved for emergency tasks, 2 being the highest routine priority, and 6 being the lowest priority.
 - Record results of inspection tasks in PHIS (e.g., components used to verify, regulations verified, noncompliance), verify the establishment has brought itself back into compliance (if applicable), and mark the tasks completed.
- Add sampling tasks to task calendar as soon as possible when PHIS assigns them ([FSIS Directive 13000.2](#), Sec. III.).
 - [View sample alerts](#)
 - See PHIS Help and IM OJT Sampling Job Aids for additional tutorials on scheduling samples.
- Enter slaughter data in PHIS.
 - [Add a no kill period](#)
 - See PHIS Help and IM OJT Post-Mortem Job Aids for additional tutorials on entering data.

Discussion Points

- Discuss the importance of IPP maintaining an accurate establishment profile.
- Discuss the importance of IPP accurately documenting inspection findings (e.g., regulations verified, compliance/noncompliance, MOIs).

Knowledge Check

- What resources are available to IPP when they need assistance with PHIS?

Resources

- [FSIS Directive 5300.1](#) – *Managing the Establishment Profile in PHIS*
- [FSIS Directive 5030.2](#) – *Managing the Establishment Profile in PHIS for Egg Products Inspection*
- [FSIS Directive 13000.1](#) – *Scheduling In-Plant Inspection Tasks in PHIS*
- [FSIS Directive 13000.2](#) – *Performing Sampling Tasks in Official Establishments Using PHIS*
- [FSIS Directive 13000.7](#) – *PHIS Support*
- [PHIS Help](#)