Flow Chart that will be put into place following QI Project

1. Obtain Food List
2. Determine What Food Establishment to inspect
   - Location
   - Seasonal/Availability of establishment (when open)
   - Goal of 10 per month
   - Space foods out from when done last year.
3. Emergencies/unexpected Inspections
   - New Establishment
   - Re-inspection
   - Foodborne illness complaint
   - Complaints

4. Food Establishment Inspection list (chosen foods)

5. Supplies/Preparedness (Forms and Equipment)
   - Keep extra form on hand incase chosen food can not be conducted to replace chosen food with a new one.

6. Scheduling/Location (decide on a route)
   - Pick establishments around other inspection locations.

7. Inform office staff on where inspector is going.

8. Conduct Inspections
   - Conditional or Unsatisfactory Rating
   - Rating given to establishment
   - Satisfactory rating given

9. Inspection Completed
   - At every inspection report needs to be completed

10. Update food list to reflect current foods that need inspection

11. Inspection report submitted to office staff to be entered into data base and filed

12. Inspection is not counted until it is filed and logged by office staff.

Created on February 24, 2015