



# Daily Log Reporting Standard Operating Procedures

<b>Original Effective Date:</b> July 19, 2017	<b>Review / Revision Date:</b>	<b>Environmental Procedure:</b> 2017.07.001
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**Maintenance Steward:** EH Senior Clerk History:  New  Revised  Archived

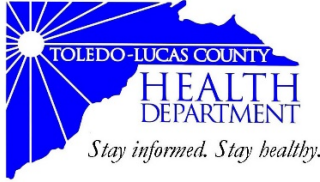
**Organizational Scope:**  
 Full Agency  Administration  Community Services  Environmental Health  Health Services

**Frequency of Review:**  
 Annually  Biennially  5 Years  As Needed  Other:

**Location:**  
*G-Drive:* G: → Users → Common → Policies & Procedures  
*Website:* [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)  
*Hardcopy:* Environmental Health Supervisor's Office  
*Archived Version(s):*

### Requisite Signatures

<input checked="" type="checkbox"/> <i>[Signature]</i> Health Commissioner	07-19-17 Date
<input checked="" type="checkbox"/> <i>[Signature]</i> Director of Environmental Health & Community Services	7/19/2017 Date



# Daily Log Reporting Standard Operating Procedures

## I. Scope

This procedure applies to all required staff in the Community Services and Environmental Health Division of the Toledo-Lucas County Health Department.

## II. Purpose

The purpose of this procedure is to provide employees with an understanding of the expectations and proper coding procedures for their daily logs. The following procedures will allow both Community Services and Environmental Health staff to accurately report data regarding time spent in the field, the office, and the types of activities conducted throughout Lucas County. Cost analysis requires an accurate representation of the daily activities performed in Lucas County.

## III. Background

Cost analysis is the method used to determine our program fees. The way cost analysis formulates the fees is by looking at time spent by sanitarians in each program and sanitarian cost. Accurate daily tracking and coding is an important component to cost analysis in order to ensure we are recouping as much revenue as possible to cover our program expenses; which includes, but is not limited to, sanitarian salary and fringe benefits, office supplies and/or equipment, education, mileage, and managerial and clerical support.

## IV. Daily Log Procedures

### A. Sanitarian Procedures

1. Sanitarians will complete one daily log per day. Sanitarians will obtain the daily log from the "Common Folder" on the G-drive.
2. Staff may complete the daily log by printing off a copy and handwriting the information in, or by typing directly into the excel file.
3. Staff should consult the Daily Log Manual for questions regarding proper coding. If a question has not been resolved, staff may consult a supervisor.
4. Total Mileage on each daily log will be recorded on a Daily Mileage Report form and submitted to the Environmental Health Senior Clerk by the 26<sup>th</sup> of each month.
5. Daily logs must be signed and submitted to each staff member's appropriate supervisor by the following office day (i.e., the next business day that the sanitarian is in the office).

## **B. Supervisor Procedures**

1. Supervisors will review and initial completed daily logs from their employees. The initialed daily logs will be placed in the Daily Log Mailbox.
  - a. Daily logs that contain errors or are incomplete will be returned to the staff member for revision. Revised daily logs will be resubmitted to the supervisor by the next office day.
  - b. Supervisors will review corrections and approve the daily log if appropriate revisions were made.
  - c. The corrected daily log will then be placed in the Daily Log Mailbox.
2. Supervisors will notify their staff members of any changes or updates to this policy through staff meeting and/or by email.
  - a. New or updated materials will be provided at staff meetings and old documentation will be replaced on the G-drive with up-to-date forms with a revision date.
3. Each supervisor will be responsible for documenting that their staff have received notice of the updated standard operating procedures as well as all updated materials.

## **C. Clerk Procedures**

1. The Environmental Health Senior Clerk will ensure the maintenance and updating of all daily log codes, definition book, and this procedure.
2. The assigned clerk will collect all completed and initialed daily logs from the Daily Log Mailbox.
3. The clerk will enter the information from each daily log into the appropriate employee's Daily Tracking Dashboard.
  - a. Daily logs that still contain errors or are not legible will be returned to the staff member for correction. Revised logs will be returned to the Clerk for entry into the Daily Tracking Dashboard.
4. Once all information is entered into the appropriate dashboard, the hard copy of the daily log will be placed into the employee's file.

## V. Maintenance

### A. Review

1. The *Daily Log Standard Operating Procedure* is to be reviewed every five (5) years, or on an as needed basis to ensure compliance with both agency and accreditation standards.
2. Should cost analysis procedures be modified in the Ohio Revised Code and Ohio Administrative Code, the Daily Log Standard Operating Procedure shall be reviewed.

### B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.
3. Any time this SOP is modified, the same changes shall be made to the corresponding section in the Daily Log Manual.

## VI. Glossary

- A. **Daily Log:** A standard form available to all staff for the purpose of reporting programs and activities completed during work hours, in 15 minutes increments. This includes overtime, half-day holidays and holidays worked for overtime, and any scheduled days that are taken paid or unpaid. This does not include full-day, non-working holidays.
- B. **Daily Log Cheat Sheet:** A sheet that lists all the codes for municipals, programs, and activities. When changes are made to codes, a new cheat sheet will be issued, and all versions will be dated to help easily identify the most recent form. Outdated cheat sheet will be archived in a folder maintained by the Environmental Health Senior Clerk.
- C. **Daily Log Manual:** A guide book to instruct staff on how to correctly complete daily logs. It includes code definitions, daily log examples, and process map.

## Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By