**Memorandum**

TO: All Staff

FROM: QA and EC

DATE: March 14, 2014

SUBJECT: Filing procedure

**Gwinnett, Newton, and Rockdale**

**Procedure for filing or turning in reports and completing inspections**

**Inspections done in the offline field client or handwritten in the field**

1. Inspections entered in the offline field client must be synced within 3 days of completing inspection unless directed to do sooner by management.
2. Handwritten inspections must be entered into the Digital Health department within 3 days of the inspection unless directed to do sooner by management.

**Reinspections**

1. Reinspections must be completed within 10 days of the routine inspection
2. Reinspections are done when a facility receives less than an 80 B.
3. If performing a reinspection following a routine inspection computer must be synced within 24 hours.

**Informal**

1. An informal is done when a critical risk factor cannot be corrected in the field.
2. Informals shall be done within 10 days of the inspection that triggered the informal.
3. Informals must be synced or entered into the Digital Health Department within 3 days of completion.

**Required Additional Inspection**

1. Required additional inspections will be done when a routine inspection score is less than an 80 B. A Required additional inspection shall be completed within 12 months of the routine inspection that triggered the required additional inspection unless directed to do sooner by management.