

FIREHOUSE Software® Education and Training Seminar

Join us for the second annual FIREHOUSE Software Education and Training Seminar (FHETS '03) at the Hyatt Regency Saint Louis in downtown Saint Louis, Missouri from Friday, November 14 to Sunday, November 16, 2003.

All of the most knowledgeable FIREHOUSE Software personnel gather to share their insights and experience with FH users from around the country and Canada. Three full days of sessions are the core of the seminar. Experts in specific areas of FH present hands-on sessions in a casual classroom environment. Attendees are encouraged to bring their own questions and issues since the seminar includes a limited number of one-on-one sessions with experienced FH personnel. We have made a number of improvements based on the first annual FHETS event, which had 391 attendees from 41 states and 2 countries. New for this year are expanded networking activities that will connect you with other FH users with similar interests, new sessions, and the opportunity to enjoy the St. Louis area attractions.

We are currently accepting registrations. Registration is \$545.00 for the full three day conference and \$275.00 for one day. Register before August 15 to get a \$50 per attendee discount. Registration includes continental breakfast and lunch on session days, but does not include lodging or supper.

More information, including a list of sessions, an online registration, and information about lodging, is available at <http://www.firehousesoftware.com/fhets>.

Can't make it to St. Louis in November? FHETS '04 San Diego will be conducted April 15-17, 2004. We have not started accepting registrations for FHETS '04 San Diego.

Rich Tip

by Rich Mueller, sales representative in ND, SD, MN, IA, WI, IL, and MI

This article continues with the payroll theme started in last quarter's 'Tip' by exploring actual pay rate and salary.

Add Actual Pay Rate

Actual Pay Rate is typically used when all activities use the same pay rate or it can be used for frequently used activities like fire or EMS runs. To use *Actual Pay Rate*, you add an *Actual Pay Rate* amount for each staff member, then enter the number of *Hours Paid* for each staff activity:

- With the **Staff** form displayed and a specific member selected, press the *Additional Records* tab.
- Press **Administrative...** The **Administrative Information** form is displayed.
- Press **Pay Rates...**
 - If no pay rate detail records have been added, the **Pay Rate Detail** form is displayed.
 - If pay rate detail records have been added, press **Add** to create a new pay rate detail record.
- Enter a *From Date* and either enter a specific *To Date* to define a specific period for the rate, or leave the *To Date* blank for an open-ended period.
- Select *Actual Pay Rate*.
- Enter a pay rate value in *Pay Rate*.
- Select *Hourly*. I will discuss the *Salary* selection in a future 'Tip' when I discuss an extremely useful FH Function called PayRate.



Fire MISSION

A quarterly publication with fire-industry news, FIREHOUSE Software tips, and other helpful information



Tips From the Field

This column details different ways our clients have put FH 5 to work for their department. We encourage clients to submit tips and suggestions for future FireVISION articles.

HIPAA

HIPAA is the acronym for the Health Insurance Portability and Accountability Act of 1996. The information below does not provide a legal definition or a step-by-step guide to complying with HIPAA. The information below is intended to serve as a basic HIPAA primer for FH clients. You are responsible for evaluating HIPAA and your compliance with that act.

As a result of HIPAA, agencies that track patient information are required to take steps to ensure the privacy of patient information. This affects you if you enter patient information into FH.

In the past, FH support has collected FH data for analysis and repair. FH technical support analyzed and repaired the FH data where possible, then returned the FH data to the department. Steps were taken to ensure that FH data was secure while in our care, but with HIPAA we have tightened security measures. Before we accept any FH data from a client, you must contact us and make arrangements. You are responsible for researching HIPAA requirements and for ensuring that you act accordingly.

A 'Business Associate' agreement between Visionary Systems (makers of FIREHOUSE Software) and any department sending protected health information is recommended. This is for your records only, we do not need a copy. The Business Associate Agreement is available from our website at <http://www.firehousesoftware.com/pdf/hipaa.pdf>.

HIPAA has certainly raised everyone's awareness of the need for security in FH. Only administrative users and personnel that enter or review EMS information

should have any rights to the EMS Search & Rescue Incident module. Limit administrative rights to as few individuals as possible as they will always have access to all records. For additional information about setting up users and security in FH, see chapter 5 of the User Guide.

Secure EMS Patient Data

Limit EMS patient record access so that non-administrative users with rights to the EMS Search & Rescue Incident module can only view EMS patient records they entered. When this feature is enabled and a non-administrative user reviews an EMS record with patient information that was entered by another user, the patient information is masked with "*" symbols. This feature is enabled by modifying individual user security:

- From the **Administration** menu **Users and Security...** option. The **Users and Security** form is displayed.
- Select the non-administrative user to modify, then press **Properties...** The **User Setup** form is displayed.
- Select the *Modules* section, then scroll down to the EMS Search & Rescue Report area.
- Disallow *View Update Other Users Patient/Victim Reports*.
- Save the user setup. Repeat the steps above for each non-administrative user that should not be able to access EMS patient.

The recommendations above are based on input we have received to date. We will continue to list additional steps taken by clients to protect EMS patient data to http://www.firehousesoftware.com/sup/HIPAA_proc.htm.

FIREHOUSE Software Notes

Additional Online Training Class

Staff Scheduling is a new weekly online training class added due to frequent request. Please email training@firehousesoftware.com if you have online training classes you wish to participate in. More information on online training is available at <http://www.firehousesoftware.com/train>.

FH Software Requirements

The FH software requirements are based on in-house testing on currently

available technologies. We update the requirements as quickly as possible as new technologies are introduced. FH may be compatible with other hardware and operating systems, and we encourage you to evaluate FH on these new technologies. The free FH evaluation version is ideal for this purpose if the safety of your live data is in question.

Rich Tips, from Page 1

- Save this pay rate record and staff member record.

Repeat the steps above for each staff member.

When you create an activity or training record, make sure the *Hours Paid* field contains the exact number of hours you want to pay each person. The fractional part of *Hours Paid* is in hundreds of an hour, not minutes. Do *NOT* specify a *Pay Scale*. Add participants to the activity/training record. You can modify the *Hours Paid* for specific staff if necessary, then save the activity/training record.

When a payroll report is run, **FH** scans *Hours Paid* and since no *Pay Scale* is specified, the hourly pay rate from the staff member's active pay rate detail record is multiplied by the number of hours paid. That's it. Remember, no pay is calculated at the time of entering a record. Payroll is calculated when the appropriate report is run. When a staff member's hourly rate changes, access the staff member's pay rate detail record, enter the appropriate *To Date* to indicate when that pay rate ended, then add a new pay rate detail record with a new *From Date* and *Pay Rate*.

Track Salary

One method for tracking salary is to use *Pay Scale* codes. Let's say an officer gets a monthly salary in addition to his/her pay per hour for fire runs, training records, etc., and the payroll is run every 6 months. That means that this particular officer will get 6 monthly salary payments but all in one lump sum after the 6-month period ends. Set up a *Pay Scale* for this officer's position (for example, 'CHIEF') and specify the monthly dollar amount. *Pay Scale* is a 'flat rate' by default.

Each month, add an activity record using an activity code like 'SALARY' (do *NOT* select *Scale = Hourly Rate*). Add each staff member that receives a salary to this activity, using the *Pay Scale* defined for their position. You can add all staff members that receive salary to the activity at one time and enter different *Pay Scale* codes into the staff member's activity detail record to track different salary amounts. When the payroll report is run for the 6-month period, 6 activity reports for the officer's salary are included with the other pay records.

Hope this helps. In a future 'Tip' we will cover another way to specify a monthly or yearly salary.

Stop By and See Us

We will be at the following shows.

Date	Show	Date	Show
07/09/03 07/10/03	International Association of Fire Chiefs, MO Valley Division, Kansas City, MO	08/13/03 08/16/03	NC State Firemen's Association Conference, Charlotte, NC
07/11/03 07/13/03	Pittsburgh Fire Expo, Pittsburgh, PA	08/21/03 08/25/03	Fire Rescue International, Dallas, TX
07/18/03 07/19/03	Arkansas Firefighter's & Fire Chief's Convention, Bentonville, AR	09/06/03	Tomahawk Fire School, Tomahawk, WI
07/19/03 07/20/03	Ohio Fire Chiefs' Association Conference, Columbus, OH	09/12/03 09/13/03	Wildwood Fireman's Conference, Wildwood, NJ
07/20/03	Texas A & M Municipal Fire School, College Station, TX	09/27/03 09/28/03	CITA/Kirkwood Fire School, Cedar Rapids, IA
07/20/03 07/23/03	TN Fire Chiefs Association Conference, Nashville, TN		
07/24/03 07/26/03	Baltimore Firehouse Expo, Baltimore, MD		
08/07/03 08/09/03	Louisiana State Firemen's Association, Metairie, LA		





Department Profile

Each quarter, we profile a different department. If you would like your department profiled, send us some information about your department.

Fire Department:	Superior Fire Department
Location:	Superior, WI
Fire Chief:	Stephen A. Gotelaere
Personnel:	41
Stations:	3
Pop. Served:	28,000
Area Protected:	40 square miles
Calls:	2000+
Apparatus:	5 pumpers, 1 brush unit, 2 aerials, 2 rescue boats, 1 inspector vehicle, 1 mechanic truck, 1 tank inspector vehicle, 3 staff vehicles, 2 HazMat vehicles, 1 fire safety education house.
Software:	FH Enterprise 5 user system
Comments:	We are a level A Hazardous Materials Response Team contracted with the state of Wisconsin to cover the northern 8 counties. Located on the tip of Lake Superior in northwestern Wisconsin serving Douglas county.



FIREHOUSE Software®

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