PHIS: Industry (Video Vignette)

Storyboard: On **Screen Text** will be in bold throughout and *Narrated Text* will be italicized. The <u>Numbered Concepts</u> will indicate the break between the screen slides.

Outline: The video will be broken down into 7 sections for creating chunks of video segments in Adobe Captivate, which will then be compiled into one final product at the end of the video vignette.

Section 1) Introduction
Section 2) USDA eAuthentication/Local Registration Authority
Section 3) Enrollment Requests
Section 4) Respond to NR
Section 5) Respond to MOI
Section 6) View Report
Section 7) Closing

<u>Section 1 Introduction</u>

<u>Concept 1</u>
Title: PHIS: Industry
Narration: Welcome to PHIS Industry. PHIS stands for the Public Health Information System and now Industry customers can complete certain tasks online through our web-based system.

<u>Concept 2</u>
Title: Overview

<u>Concept 3</u>
<u>Animated Text:</u>
USDA eAuthentication
Establishment Administrator & Plant Manager User Enrollment
Respond to Noncompliance Record (NR)
Respond to Memorandum of Interview (MOI)
Inventory of Standard Reports

Narration: This feature will overview USDA eAuthentication requirements, establishment administrator and plant manager user enrollment, inspection notifications such as responding to noncompliance records (NR), memorandum of interviews (MOI), and an inventory of standard reports.
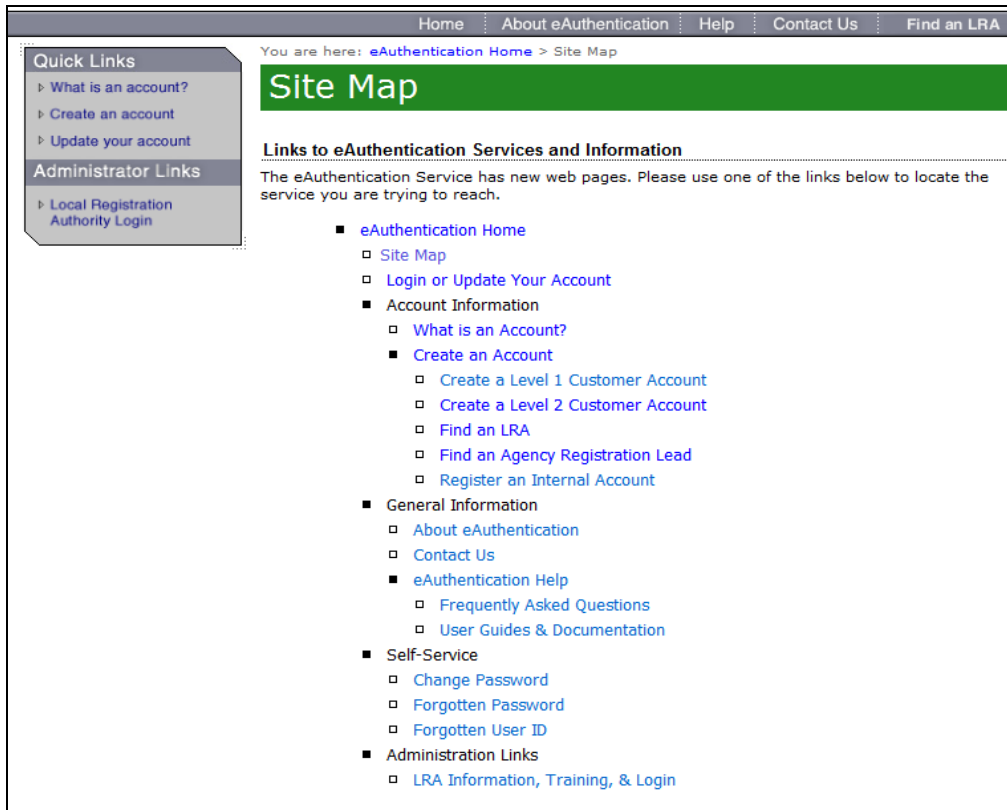
Section 2 USDA eAuthentication

Concept 1
Title: USDA eAuthentication
Animated Text:
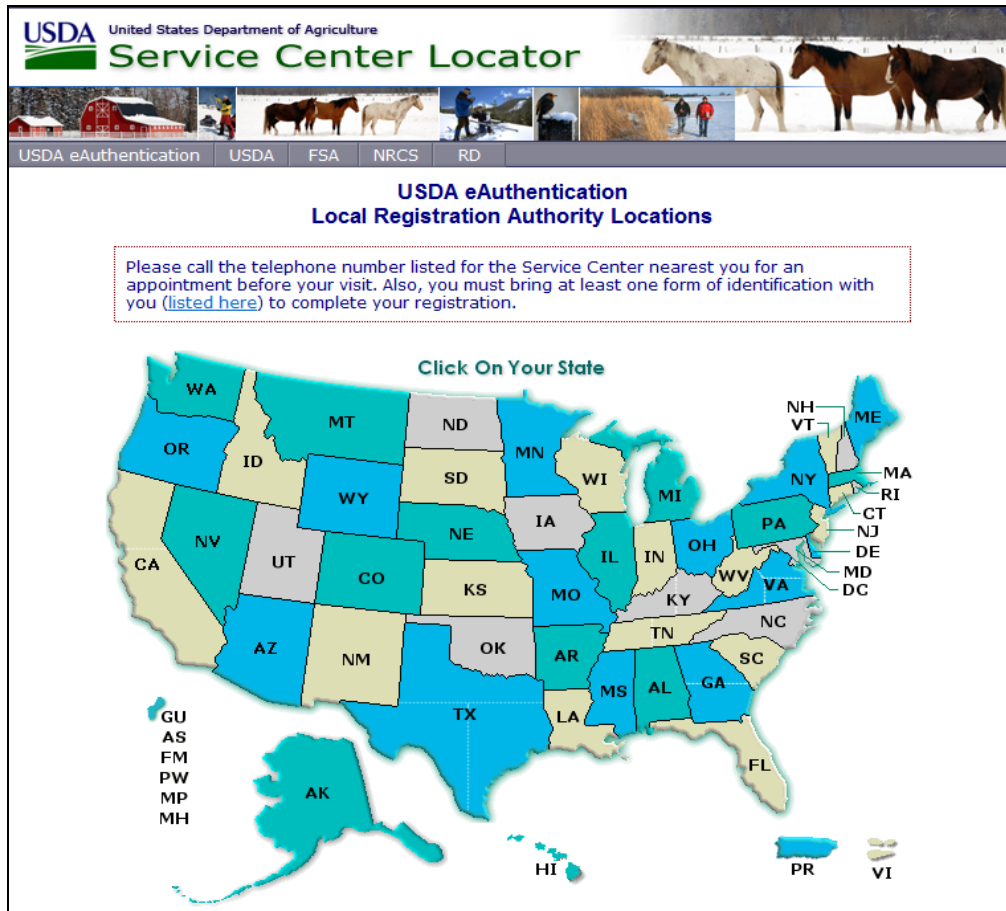**You need a Level 2 USDA eAuthentication Account to access PHIS**

Animation: Highlight over "Create a Level 2 Customer Account

Narration: Access to PHIS is controlled by the USDA's eAuthentication system. You need a Level 2 USDA eAuthentication account to use PHIS.

Concept 2:
Title: Validate with a Local Registration Authority

Narration: A requirement for obtaining Level 2 USDA eAuthentication is verifying your identity with a Local Registration Authority, also known as LRA.

Concept 3:
Animated Text:
Visit the USDA eAuthentication website at http://www.eauth.egov.usda.gov/ for more information.

Narration: For more information on obtaining a Level 2 USDA eAuthentication account and finding a Local Registration Authority, visit the USDA eAuthentication website at http://www.eauth.egov.usda.gov

Section 3 Enrollment Requests

Concept 1
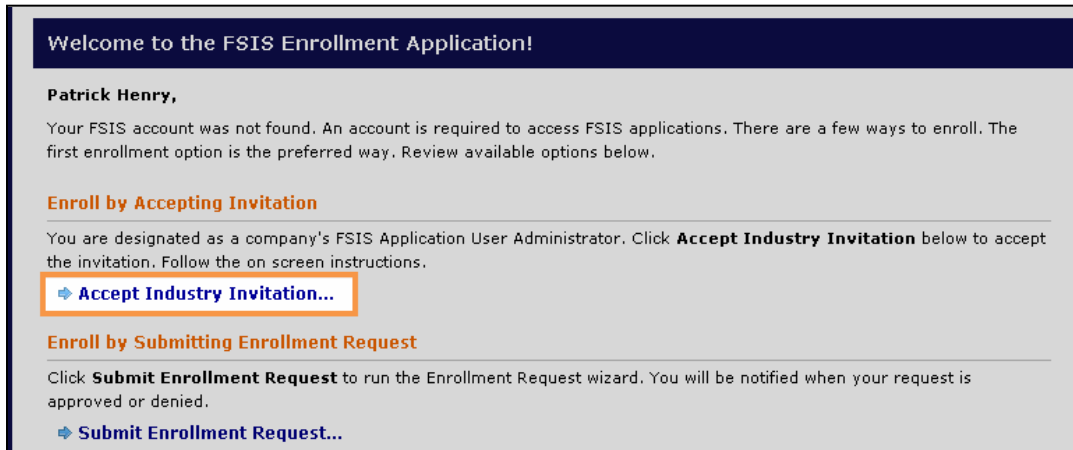
Title: Establishment Administrator: User Enrollment

Animated Text: Establishment Administrators manage PHIS users who have the Plant Manager or Establishment Administrator Role. The first person in an establishment who will use the Establishment Administrator Role must be added to the PHIS Establishment Profile by FSIS In-Plant Personnel. IPP will need the First Name, Last Name, and email address associated with the Establishment Administrator's Level 2 eAuthentication account. After this is complete, the individual can accept an online invitation and enroll in PHIS. Once enrolled, he or she can log on to the

system and specify up to two other Establishment Administrators. Only Plant Managers can respond to NRs and MOIs or view reports.

Narration: Establishment Administrators manage PHIS users who have the Plant Manager or Establishment Administrator Role. The first person in an establishment who will use the Establishment Administrator Role must be added to the PHIS Establishment Profile by FSIS In-Plant Personnel. IPP will need the First Name, Last Name, and email address associated with the Establishment Administrator's Level 2 eAuthentication account. After this is complete, the individual can accept an online invitation and enroll in PHIS. Once enrolled, he or she can log on to the system and specify up to two other Establishment Administrators. Only Plant Managers can respond to NRs and MOIs or view reports.

Concept 2
Title: FSIS Enrollment Welcome Page

Animated Text: **https://phis.fsis.usda.gov/enrollment**
Animation: Highlight Accept Industry Invitation
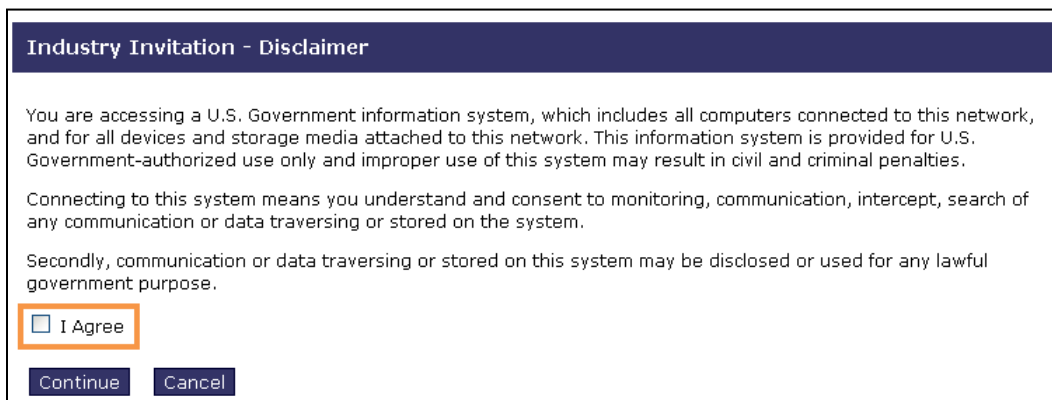*Narration: To accept an invitation and activate your PHIS account, complete the following steps:*
First, Open a web browser and go to https://phis.fsis.usda.gov/enrollment
Next, Log in to PHIS with your Level 2 USDA eAuthentication user ID and password.
On the Enrollment Welcome page, click Accept Industry Invitation.

Concept 3
Title: Industry Invitation – Disclaimer Page

Animation: Highlight I Agree, followed by Continue
Narration: On the Industry Invitation – Disclaimer page, read the disclaimer and select the box next to I Agree.
Then, click Continue.

Concept 4
Title: Industry Invitation Page

Animation: Highlight Establishment Number Field, then Lookup, then Create Account
Narration: In the Establishment Numbers field on the Industry Invitation page, type the establishment number for the establishment for which you will be the Establishment Administrator. You can also click Lookup *to search for your establishment. The number must match exactly, including any suffixes. For example, if your establishment number is M123S, you would type the letter M, the numbers 123, and the letter S with no spaces and no punctuation. Then, you would click Create Account.*

Concept 5
Title: Establishment Administrator: User Management

Animated Text: **Establishment Administrators manage user accounts for their establishment and conduct tasks such as approving or denying enrollment requests and adding or removing roles.**
Establishment Administrators are responsible for managing user accounts for their establishment. This responsibility includes approving or denying enrollment requests and adding or removing roles. Establishment Administrators can assign the Plant Manager or Establishment Administrator roles to users of their establishment.

Concept 6
Title: How to Manage User Requests

Animated Text: **Users in your establishment may request changes to their PHIS accounts using the Requests feature. As the Establishment Administrator, you can respond to the requests by completing a few steps.**
Narration: Users in your establishment may request changes to their PHIS accounts using the Requests feature. As the Establishment Administrator, you can respond to the requests by completing a few steps.

Concept 7
Title: How to Manage User Requests

Animation: Highlight Manage Requests, Edit Icon, and then Reject, followed by Approve.
Narration: First, log in to PHIS with your Level 2 eAuthentication user ID and password. Ensure your role is Establishment Administrator. From the navigation menu on the left side of the page, click Manage Requests. Next, click the Edit icon next to the request you want to review. The Request page appears and you can review the request, make changes to it, or approve/reject it. Review the request and make any changes to the user's profile, such as assigning a role or removing a role, if necessary. Click Reject if you do not know the user or do not have enough information. If the user has provided contact information, you can also contact him or her to verify the request. If you want to approve the request, click Approve.


Concept 8
Title: Plant Manager: User Enrollment

Animated Text: In order to use PHIS to respond to noncompliance records, appeal noncompliances, or view reports, you need the Plant Management role.

Narration: In order to use PHIS to respond to noncompliance records, appeal noncompliances, or view reports, you need the Plant Management role. There are two ways the Plant Management role can be assigned: a user in your establishment with the Establishment Administrator role assigns it to your account, or you submit an enrollment request and your establishment administrator approves the request.
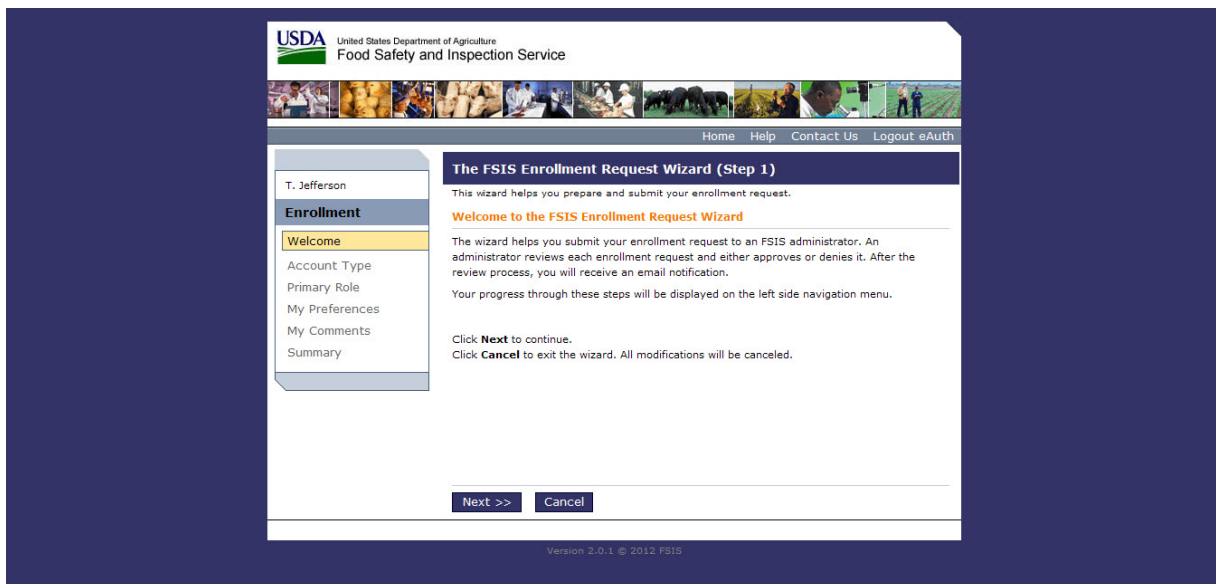
Concept 9
Title: FSIS Enrollment Welcome Page
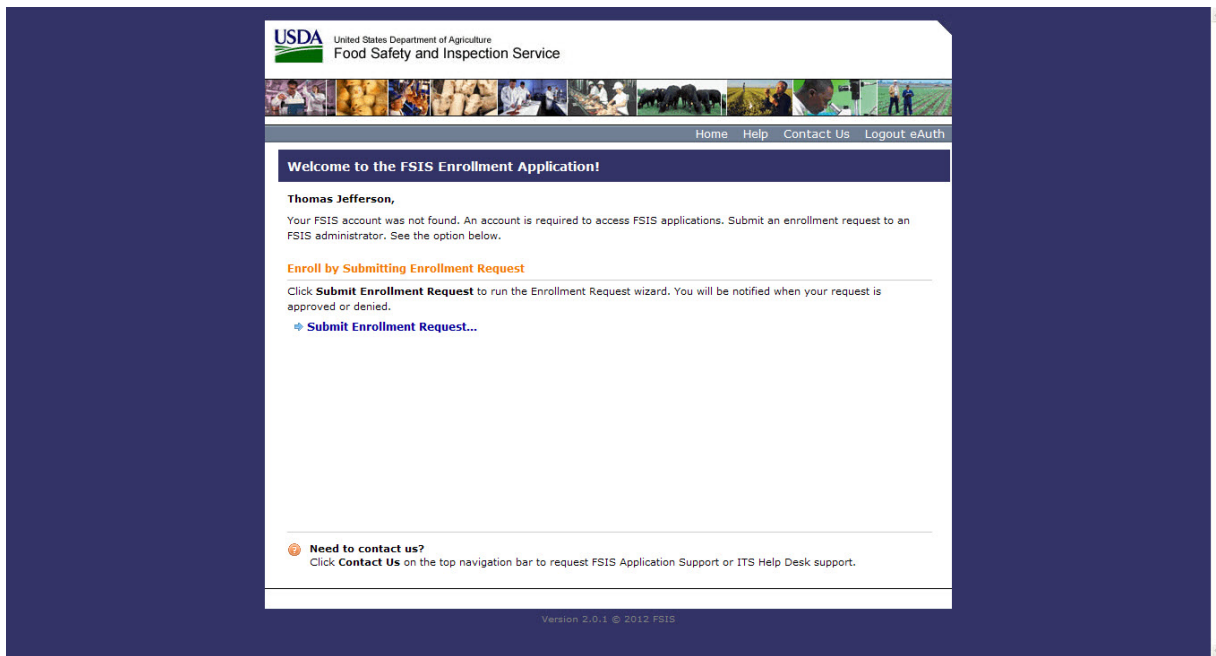
Animated Text: **https://phis.fsis.usda.gov**
Animation: Highlight Submit Enrollment Request
Narration: To activate your PHIS account and request a role for the first time you must complete the following steps. Open a web browser and go to https://phis.fsis.usda.gov. Log in to PHIS with your Level 2 eAuthentication user ID and password. On the Enrollment Welcome page, click Submit Enrollment Request.

Concept 10
Title: FSIS Enrollment Request Wizard (Step 1)

Animation: Highlight Next
Narration: On the FSIS Enrollment Request Wizard Step 1 page, click next.

Concept 11

Title: FSIS Enrollment Request Wizard (Step 2)

Animation: Highlight Domestic Account and then Next
Narration: On the Step 2 page, in the Account Type field, select "Domestic" and click Next.

Concept 12
Title: FSIS Enrollment Request Wizard (Step 3)

Animation: Highlight Plant Management and then Next
Narration: On the Step 3 page, in the Role field, select Plant Management and click Next.

Concept 13
Title: FSIS Enrollment Request Wizard (Step 4)

Animation: Hover over text boxes, click find, click select icon next to establishment and click next.
Narration: On the Step 4 page, enter filter criteria to find the establishment and click Find.
Click the Select icon next to the Establishment and click Next.

Concept 14
Title: FSIS Enrollment Request Wizard (Step 5)

Animation: Hover over account information fields and click next.
Narration: On the Step 5 page, complete optional user account information and click Next.

Concept 15
Title: FSIS Enrollment Request Wizard (Step 6)

Animation: Hover over comment field and click next.
Narration: On the Step 6 page, add optional comments and click Next.

Concept 16
Title: FSIS Enrollment Request Wizard (Step 7)

USDA United States Department of Agriculture
Food Safety and Inspection Service

Home   Help   Contact Us   Logout eAuth

The FSIS Enrollment Request Wizard (Step 7 of 7)

This wizard helps you prepare and submit your enrollment request.

Enrollment Request Summary

Review the Enrollment Request. Click **Finish** to submit the request to your FSIS User administrator. Click on the left side menu to review or modify specific section. Until the request is not approved you can modify and resubmit it or you can withdraw it from FSIS Enrollment Application.

1. User Information

Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click **Update Profile** on the left menu.

Full Name: Jefferson, Thomas
Email: TJefferson@foundingfather.com
Work Phone: (111) 333.555.test

2. Account Information

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).

Account Type: Domestic
Role: Plant Management
⇧ Top of page

3. Establishment Information

You are an employee of the following Establishment:

Establishment:
⇧ Top of page

4. Additional User Information

This section contains your additional contact information and information which could personalize how your name is displayed on FSIS applciation pages, documents, or email notifications.

Job Title: Plant Manager
Display Name: Thomas Jefferson
Mobile Phone: 555-555-5555   **Salutation:** Mr.
Fax: 555-555-5555   **Credentials:** --
⇧ Top of page

5. Requestor's Comments

This section contains your comments which could help an administrator to process your request.

Request for enrollment.

⇧ Top of page

<< Previous   Finish   Cancel

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Sidebar menu:
T. Jefferson
Enrollment
Welcome
Account Type
Primary Role
Dom. Establishment
My Preferences
My Comments
Summary

Animation: Highlight to read page data and click finish.
Narration: On the Step 7 page, verify that all the information is correct and click Finish.

Concept 17
Title: Enrollment Request Summary

Animation: Highlight yellow information box.

Narration: After you submit the request, the enrollment request summary appears. Your establishment administrator must approve your request before you will be able to use PHIS.

Concept 1
Title: Respond to Noncompliance Record (NR)
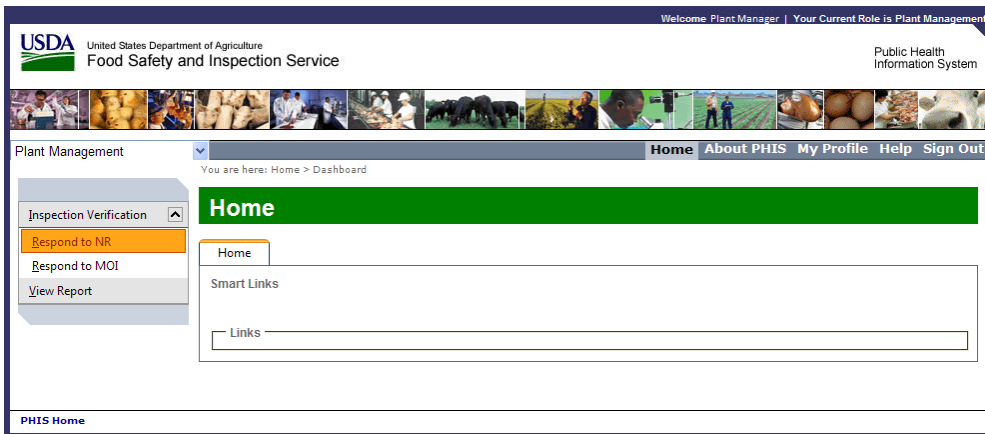
Animation: Highlight Inspection Verification > Respond to NR.
Narration: Log in to PHIS with your Level 2 eAuthentication user ID and password. Once on the Plant Management Homepage, from the left menu, select Inspection Verification > Respond to NR.

Concept 2
Title: Plant Management Respond to NR Page
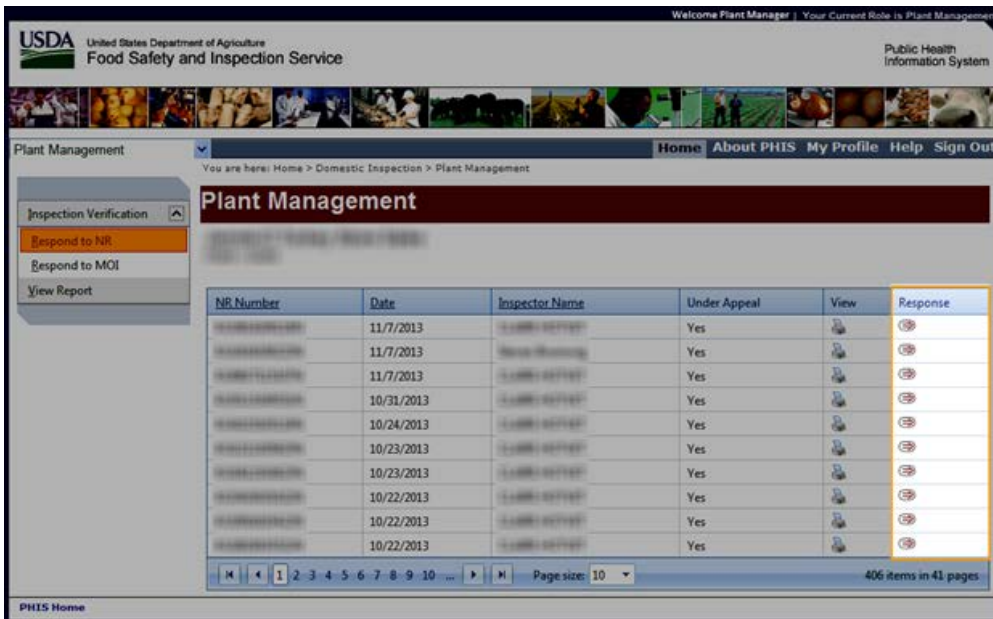
Animation: Highlight grid with red arrows.
Narration: The system displays the list of noncompliance records that have been recorded by the FSIS Inspector for your establishment. Click the red arrow in the grid for any noncompliance record that you want to review.
The Plant Management Response page appears.

Concept 3
Title: Plant Management Response Page

Plant Management Response

My Establishment
M123456 P123456 V123456

Appeal

Plant Management Response
NR Number: ▒▒▒▒▒▒▒▒

NonCompliance 1
Cited Regulations:
☑ 416.13(c): plant monitors implementation of SSOP procedures
☑ 416.15(b): Corrective action, procedures for
☑ 416.16(a): daily records required, responsible individual, initialed and dated
☑ 416.13(a): conduct pre-op procedures

Description of NonCompliance:

○ Accept FSIS's decision ○ Appeal

Design HTML Preview Zoom

History

Action	Establishment Management Response	Reason for Decision	Submitted By	Submitted On
No records to display.				

Attachments
Add Attachment

File Name	Title	Date Added	Delete
No records to display.			

Save Submit Cancel

Animation Part 1: (Focus on comments box and radio buttons in top half). Hover over comments box and the accept and appeal radio buttons.
Narration: On the Plant Management Response page, you have the option to select the Accept FSIS's decision option or the Appeal option.

Animation Part 2: (Focus on bottom half). Hightlight comments box, Hover over Save and then Submit.
Narration: After you have selected the appropriate option and typed your comments, click Save.
A confirmation message appears. When you are ready to submit your response to FSIS, click Submit. On the dialog box, confirm whether you want to submit the record. If you have accepted the decision and submitted your response, the record is now locked and the process is over. If you have appealed the decision and submitted your response, the record is now locked until FSIS personnel respond. PHIS returns you to the NR List page. To go to the Home page, click Home in the menu.

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Section 5 Respond to MOI

Concept 1
Title: Respond to Memorandum of Interview (MOI)
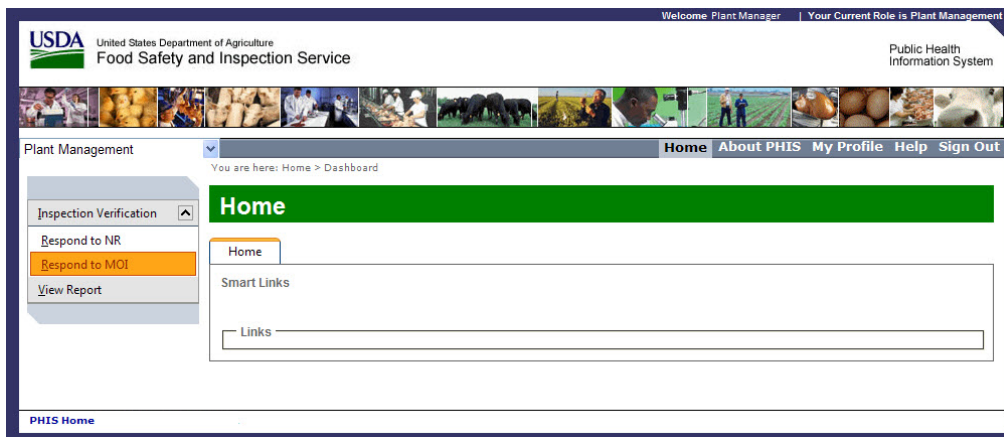
Animation: Highlight Inspection Verification > Respond to MOI.
Narration: To respond to a Memorandum of Interview (MOI) record, complete the following steps: Log in to PHIS with your Level 2 eAuthentication user ID and password. Once on the Plant Management Homepage, from the left menu, select Inspection Verification > Respond to MOI.

Concept 2
Title: Plant Management Respond to MOI
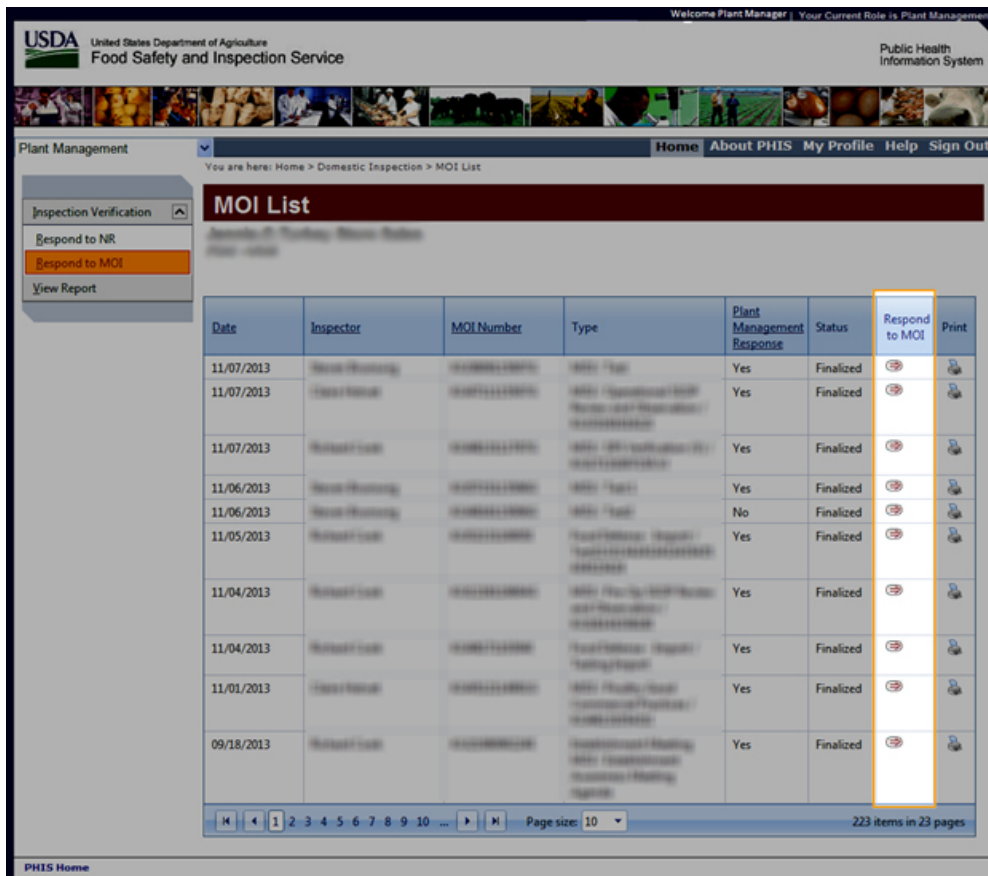
Narration: Click the red arrow in the grid for any MOI record that you want to review.
The Plant Management Response page appears.

Concept 3
Title: Plant Management Response Page

Narration: On the plant management response page, you can type in comments in draft mode before you submit them. After you have typed in your comments, the comments can be saved in a draft status by pressing Save. The record is not submitted and will not be available for the inspectors to view. When you are ready to submit your response to FSIS, click Submit.
On the dialog box, confirm whether you want to submit the response for the inspectors to view. If you would like to submit the response, click OK; otherwise, click Cancel. If you select OK, the record will then be submitted (locked) and available for the inspectors to view. To go to the Home page, click Home in the menu.

Section 6 Reports

Concept 1
Title: Inventory of Standard Reports

Hover over View Report (left menu and then Run (next to Industry Establishment Profile)
Narration: Users with the Plant Management role can view and save standard reports. To view and save reports, complete the following steps: From the left menu, click view report. The Inventory of Standard Reports page appears. Click Run. The report opens in a new window where you can export the report as an Adobe PDF file.

Concept2
Title: Reports User Interface

Animation 1: Hover over top menu bar, and then hover the save icon, the print icon, and the arrow down.
Narration: The Reports User Interface contains the reports menu bar, which includes the document menu where you can save the report as an Adobe PDF document, the Print feature opens the report in Adobe Acrobat Reader so you can print it, and the Pages feature allows you to click the arrows to navigate between pages.

Animation 2: Highlight entire grey left navigation pane.
Narration: The navigation pane includes page thumbnails, bookmarks and search.

Animation 2: Highlight entire report center content
Narration: The report content area shows the report output.

Concept 3-5
Title: Industry Establishment Profile Report

Narration: The following is an example of an industry establishment profile report in detail.

United States Department of Agriculture
Food Safety and Inspection Service

Industry Establishment Profile for P▒▒ +V▒▒, ▒▒▒▒▒▒▒▒▒

▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ USDA Phone: ▒▒▒▒▒▒▒▒ Fax : ▒▒▒▒

District Number	Circuit Number	Establishment ID	Status	HACCP Size	Inspection Area (Sq. ft.)
▒▒	▒▒▒▒	▒▒▒▒	Active	Large	▒▒▒▒▒

Inspection Activities	Exemptions	Establishment Jurisdiction	Food Defense Plan?	Recall Plan?
Poultry Processing;Certification - Export;Poultry Slaughter	▒▒▒▒▒▒	▒▒▒▒▒▒▒▒	Yes	Yes

HACCP Processes

HACCP Category	Volume (lbs/day)
Raw - Intact	▒▒▒▒▒
Raw - Non Intact	▒▒▒▒▒
Slaughter	▒▒▒▒▒

Grants

Grant Type	Grant Status	Last Application Type	GOI Edit Date
Poultry	Granted	Change of Ownership	▒▒▒▒
Poultry	Granted	New	▒▒▒▒
Voluntary	Granted	Change of Ownership	▒▒▒▒
Voluntary	Granted	New	▒▒▒▒

Operating Schedule

Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
Shift 1	Yes	Yes	Yes	Yes	No	No	Yes	▒▒▒▒	▒▒▒▒
Shift 2	Yes	Yes	Yes	Yes	Yes	No	No	▒▒▒▒	▒▒▒▒

Pre-Op Time

PreOp Types	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
Daily	Yes	Yes	Yes	Yes	Yes	No	No	▒▒▒▒	▒▒▒▒
Daily	Yes	Yes	Yes	Yes	No	No	Yes	▒▒▒▒	▒▒▒▒

Addresses

Address Type	Address	City, State	Zip
FSIS Inspection Office Mailing Address	▒▒▒▒▒▒	▒▒▒▒▒▒	▒▒▒▒
Laboratory Sample Supplies Address	▒▒▒▒▒▒	▒▒▒▒▒▒	▒▒▒▒
Venue Mailing Address	▒▒▒▒▒▒	▒▒▒▒▒▒	▒▒▒▒
Venue Physical Location	▒▒▒▒▒▒	▒▒▒▒▒▒	▒▒▒▒

Parent Company

Name	Form of Organization	Phone
▒▒▒▒▒▒	Corporation	▒▒▒▒▒▒

United States Department of Agriculture
Food Safety and Inspection Service

Primary Plant Contacts

Contact Type	Name	Phone	Establishment Contact Primary Email Address	Establishment Contact Comments
HACCP Coordinator				Night Shift QA.
HACCP Coordinator				
Plant Manager				
Plant Manager				
Regulatory Manager				

Shift: 1

Sanitation	HACCP	Economic/ Wholesomeness	Other Requirements	Food Defense
Generic E. coli Verification	Hazard Analysis Verification	Child Nutrition/ Grade Labeling/ Declared Count/ Vignette	Export Certification (V)	Food Defense - Processing/ Manufacturing
Operational SSOP Record Review	Poultry Zero Tolerance Verification	General Labeling	Other Inspection Requirements	Food Defense - Shipping and Receiving
Operational SSOP Review and Observation	Raw Intact HACCP	General Labeling (V)	PHV-Export Certificate Data	Food Defense - Storage Areas
Poultry Sanitary Dressing	Raw Non-Intact HACCP	Labeling - Net Weights	PHV-Export Certificate Data (V)	Food Defense - Water Systems
Pre-Op SSOP Record Review	Review of Establishment Data	Labeling - Product Standards		
Pre-Op SSOP Review and Observation	Slaughter HACCP	MSS; MSP; PDBFT; PDPFT; PDCB; PDCP; AMRS		
SPS Verification		Poultry Finished Product Standards		
SPS Verification (V)		Poultry Good Commercial Practices		
		X Percent (%) Solution		

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Shift: 2

Sanitation	HACCP	Economic/ Wholesomeness	Other Requirements	Food Defense
Generic E. coli Verification	Hazard Analysis Verification	Child Nutrition/ Grade Labeling/ Declared Count/ Vignette	Export Certification	Food Defense - Processing/ Manufacturing
Operational SSOP Record Review	Poultry Zero Tolerance Verification	General Labeling	Export Certification (V)	Food Defense - Shipping and Receiving
Operational SSOP Review and Observation	Raw Intact HACCP	General Labeling (V)	Other Inspection Requirements	Food Defense - Storage Areas
Poultry Sanitary Dressing	Raw Non-Intact HACCP	Labeling - Net Weights	PHV-Export Certificate Data	Food Defense - Water Systems
Pre-Op SSOP Record Review	Review of Establishment Data	Labeling - Product Standards	PHV-Export Certificate Data (V)	
Pre-Op SSOP Review and Observation	Slaughter HACCP	MSS; MSP; PDBFT; PDPFT; PDCB; PDCP; AMRS		
SPS Verification		Percent Yield/ Shrink		
SPS Verification (V)		Poultry Finished Product Standards		
		Poultry Good Commercial Practices		
		X Percent (%) Solution		

Hazard Analysis

HACCP Category	Document Title	Signature Date
Raw - Intact		
Raw - Intact		
Raw - Intact		
Raw - Non Intact		
Slaughter		

Slaughter Lines

Shift	Line Name	Class	Slaughter Systems	Inspection Systems	Max Speed	Staffing
1						2
2						2

<u>Section 7 Closing</u>

<u>Concept 1</u>
Title: PHIS: Industry
<u>Animated Text:</u> **Thank you for watching PHIS: Industry. For more information on PHIS go to**
http://www.fsis.usda.gov/phis

The <u>Establishment Management User Guide</u> provides detailed instructions on how to use PHIS.

Narration: Thank you for watching PHIS: Industry. For more information on PHIS go to <u>http://www.fsis.usda.gov/phis</u>
The <u>Establishment Management User Guide</u> provides detailed instructions on how to use PHIS.