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To: All Field Offices
From: Director, National Applied Resource Sciences Center
Subject: Compliance Module for the Wild Horse and Burro (HB)
Automated System

The HB Compliance Module is scheduled to be put in production on November 9, 1998. It will be accessible through the Main Menu of the HB System, option No.6.

Attached is a new section of the HB User Guide that explains the Compliance Module. The full User Guide, available on the Internet at <http://sc0231.sc.blm.gov/nirmc/adminserv.html>, has been modified to include this updated section. Because the paging will vary depending on the font size you use to print the document, I encourage you to regenerate the Table of Contents before you print the document locally. The new data element dictionary is included as Appendix D.

To generate the Table of Contents for the user guide, save the file and open it in WP6.1. Page down to **TABLE OF CONTENTS**. Click **View** on the menu bar with the mouse and open **Reveal Codes**. Arrow past the command **Gen Txt** in reveal codes, making sure that your cursor is just past that **Gen Txt** command. Click **Tools** on the menu bar with the mouse and click on **Generate**. After the Table of Contents has been generated, the cursor will be at the end of the Table of Contents.

Records from the existing HB system have been converted to be consistent with the new data element dictionary. Inspection episodes and hold information have been written to the appropriate animal records. You may want to check animals in your area of jurisdiction to ensure that the information is correct as a baseline for use in the updated environment.

The Compliance Module is self-contained; adding, modifying, deleting, and printing information are all done from within the

module itself. It contains numerous edits and machine calculations, some of which are transparent to the user. There will be a learning curve associated with its use, and there may well be bugs that we have not found in our testing. Please be patient and bring them to our attention as they are encountered.

Please direct questions about accessing the User Guide to Kathy Pino at (303) 236-0163. For questions on using the Compliance Module, contact the User Representative, Dick Stark, at (303) 236-0157.

Signed by
Dave Schafersman
Acting Director, National
Applied Resource Sciences Center

Authenticated by
Luron Porter
Staff Assistant

1 Attachment

1 - Compliance User Guide Section (48 pp)

Distribution

WO-200, MB, Rm 5650
WO-260, Pogacnik (Reno, NV)
NI-100, Reading File
RS-150A, BLM Library
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3.2.2.7 COMPLIANCE DATA MENUS

The Compliance section contains all the user-interface screens related to the entry, update, modification, and retrieval of Compliance information.

Compliance includes all efforts made by the BLM to ensure adopters' conformance with the terms of the PMACA, which requires humane care of the adopted animal(s) and notification of BLM whenever there is a change in the location or status of the animal(s).

Compliance information is documented through telephone contact (option 2 in the Compliance Menu) with adopters and physical inspection of adopted animals, either by adopter (option 3) or facility (option 4). Compliance cases, when violations are found, are brought to resolution (option 5) through repossession of the animal, voluntary return of the animal, referral of the case to law enforcement, or correction of the violation by the adopter. Compliance information present in the HB system may also be accessed for review (option 1).

Forms for use in the physical inspection of animals are available through the Compliance Standard Reports menu (option 6 in the Compliance menu). Inspections may be conducted by adopter (option 5 in the Compliance Standard Reports Menu) or facility (option 6).

Also included in the main menu (option 6) is the opportunity to maintain records about people, either non-adopters or former adopters, who have been determined to be either ineligible (unqualified to adopt in the future) or potentially eligible (may be eligible, but need extra screening or assistance before adopting again). All other applicants or adopters are considered to be eligible.

Eligible (E): People with no restrictions on adopting wild horses or burros.

Ineligible (I): People to whom we will not adopt another wild horse or burro. Must have been convicted of inhumane treatment of animals or served a final decision establishing violation of the 4700 Regulations.

Potentially Eligible (P): People, usually previous adopters, we may want to do extra screening or coaching with before allowing them to adopt. Not convicted of inhumane treatment or found to have violated the 4700 Regulations, but have shown an inability to handle adopted animals effectively in the past.

The following screens are described:

- . Compliance Menu
- . Compliance Review 1
- . Compliance Review 2
- . Animal Inspections / Administrative Resolutions
- . Telephone Contact Record
- . Physical Inspection Record by Adopter
- . Physical Inspection Record by Facility
- . Animal Inspection Data
- . Administrative Resolution Record
- . Animal Resolution Data
- . Compliance Standard Reports Menu
- . Inspection Form Selection Criteria
- . Customer Non-Adopter Record

3.2.2.7.1 COMPLIANCE MENU

Description:

The menu for the Compliance Module is presented when the user selects the 'Compliance Menu' option (6) from the WILD HORSE AND BURRO SYSTEM MAIN MENU. This menu presents a selection list of functions to Review Compliance Data, Maintain Telephone Contact Data, Maintain Inspection Data, Maintain Resolution Data, Select Standard Compliance Reports and Maintain Customer Non-Adopter Records. The user types in the number corresponding to his/her selection in the option field and hits return. The menu and/or screen for the selected function will then be presented.

Ring Menu Options: None

Vertical Menu:

1. Review Compliance Data - this option (1) allows the user to enter a Freezemark and retrieve Adopter, Animal and Compliance information.
2. Maintain Telephone Contact Records - this option (2) allows the user to create, read, update and delete Telephone Contact records.
3. Maintain Inspection Records by Adopter - this option (3) allows the user to create, read, update and delete Inspection Records by Adopter.
4. Maintain Inspection Records by Facility - this option (4) allows the user to create, read, update and delete Inspection Records by

Facility.

5. Maintain Resolution Records - this option (5) allows the user to create, read, update and delete Telephone Contact records.

6. Compliance Standard Reports Menu - this option (6) allows the user to produce the Untitled Animals Report, Compliance Activity by Office Report, Multiple Animals/Facility Report, Multiple Animals/Adopter Report, Inspection Form (Adopter), Inspection Form (Facility), and the Adopter Eligibility Report (Long and Short Form).

7. Maintain Customer Non-Adopter Records - this option (7) allows the user to create, read, update and delete Customer Non-Adopter records.

8. Return to Main Menu - this option (8) returns the user to the Wild Horse and Burro System Main Menu.

Data Entry Fields:

The user enters the option number desired. The field is checked for a valid range (1-8).

Other Information:

If the user enters <Ctrl-C>, the user will exit from the Compliance Menu and return to the Wild Horse and Burro System Main Menu.

Format:

The following HB screen appears when the 'Compliance Menu' option (6) is selected from the Wild Horse and Burro System Main Menu:

WILD HORSE AND BURRO COMPLIANCE MENU mm/dd/yyyy

- 1. Review Compliance Data
- 2. Maintain Telephone Contact Records
- 3. Maintain Inspection Records by Adopter
- 4. Maintain Inspection Records by Facility
- 5. Maintain Resolution Records
- 6. Compliance Standard Reports Menu
- 7. Maintain Customer Non-Adopter Records
- 8. Return to Main HB Menu

OPTION: []

3.2.2.7.2 REVIEW COMPLIANCE DATA

Description:

This section allows the user to review information about animals under the care of any individual adopter. Information will be displayed about animals that are adopted, untitled, and alive.

Due to the volume of data, the Review Compliance Data is presented in a series of three screens. The following sub-sections describe these screens.

3.2.2.7.2.1 COMPLIANCE REVIEW 1

Description:

This menu and screen is presented when the user selects the 'Review Compliance Data' option (1) from the WILD HORSE AND BURRO COMPLIANCE MENU. It allows the user to review adopter, animal, and compliance data in the HB database for a specified freezemark.

Ring Menu Options:

Query - This option allows the user to query the HB database by freezemark and display adopter information for that animal and all other animals currently under the care of that adopter. If that freezemark does not exist in the database, is not alive, is not untitled, or is not adopted, then a message is displayed.

Compliance-review-2 - This option allows the user to display the Compliance Review 2 screen (see section 3.2.2.7.2.2).

Select-animal - This option allows the user to select a different freezemark for the adopter than the one selected via the Query.

Return - This option is used to exit the screen and return to the Compliance Menu.

Vertical Menu: None

Data Entry Fields:

The following Data Entry Field applies only to the 'Query' option.

- Freezemark

Freezemark - An 8-digit field that uniquely identifies an animal. The first two digits of this field represent the animal's birth year.

Other Information:

The following keys are available during the Select-Animal ring option for this process:

F3 - scrolls the Animal Data array down one page.

F4 - scrolls the Animal Data array up one page.

F7 - selects the freezemark in which the cursor is positioned to be the new compliance Current Freezemark.

<Ctrl-C> - exits the Animal Data array and returns the user to the ring menu.

Format:

The following user screen appears when the Review Compliance Data option (1) is selected from the COMPLIANCE MENU:

Options: Query Compliance-review-2 Select-animal Return

```

----- Compliance Review 1 -----
Current Freezemark: [      ]
----- Adopter Data -----
Last Name: [      ] First Name: [      ] MI: [ ] Elig: [ ]
Address: [      ]
City: [      ] State: [ ] Zip: [      ]
Drivers Lic:[      ] State: [ ]
Home Phone: [      ] Business Phone: [      ] Adopter ID: [      ]
----- Animal Data -----
Freezemark Signalment Adopt-Date Title-El-Date Fac-Own-Last-Name Hold
1. [      ] [      ] [      ] [      ] [      ] [      ]
2. [      ] [      ] [      ] [      ] [      ] [      ]
3. [      ] [      ] [      ] [      ] [      ] [      ]
4. [      ] [      ] [      ] [      ] [      ] [      ]
5. [      ] [      ] [      ] [      ] [      ] [      ]
6. [      ] [      ] [      ] [      ] [      ] [      ]

<Ctrl-C>=Exit          F3=PgDn F4=PgUp thru          F7=Select FM
                               Untitled animals:
-----
    
```

3.2.2.7.2.2 COMPLIANCE REVIEW 2

Description:

This screen is presented when the user selects the 'Compliance-Review-2' option from the Compliance Review 1 ring menu. It allows the user to review all compliance-related activities on record for the adopter of the selected animal, including telephone contacts, inspections, and resolutions of violations.

Ring Menu Options:

Compliance-review-1 - This option allows the user to return to the Compliance Review 1 screen (see section 3.2.2.7.2.1).

Select-inspection - This option moves the cursor to the Physical Inspections array and allows the user to select an inspection, after which he can view the animal inspection violation and resolution data.

Return - This option is used to exit the screen and return to the Compliance Menu.

Vertical Menu: None

Data Entry Fields: None

Other Information:

The following keys are available during the Select-Inspection ring option for this process:

F3 - scrolls the Inspection Data array down one page.

F4 - scrolls the Inspection Data array up one page.

F7 - selects the inspection in which the cursor is positioned and displays the Animal Inspections / Administrative Resolutions screen.

<Ctrl-C> - exits the Physical Inspections array and returns the user to the ring menu.

Format:

The following user screen appears when the Compliance-Review-2 option is selected from the Compliance Review 1 ring menu:

Options: Compliance-review-1 Select-inspection Return

```

----- Compliance Review 2 -----
  Last Name      First Name    City          State Zip    Eligibility
  [             ] [             ] [             ] [ ] [ ] [ ] [ ]
----- Telephone Contacts -----
  Office      Date      Outcome
First: [ ] [ ] [ ] [ ]
Last:  [ ] [ ] [ ] [ ]      Count: [ ]
----- Physical Inspections -----
  Office      Date      Reason Type      Comments      Flag
  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
-----
<Ctrl-C>=Exit      F3=PgDn  F4=PgUp thru      F7=View Insp
                    Physical Inspect:
-----

```

3.2.2.7.2.3 ANIMAL INSPECTIONS / ADMINISTRATIVE RESOLUTIONS

When the user has selected the "Select Inspection" option from the ring menu of the Compliance Review 2 screen, the cursor moves to the "Office" field of the first inspection. At this point, the user may view additional details about the inspection by depressing the F7 key.

Description:

This screen is presented when the user selects the 'F7=View Insp' option from the Compliance Review 2 Physical Inspections function key menu. It allows the user to review animal-related inspection and resolution data.

Ring Menu Options: None

Vertical Menu: None

Data Entry Fields: None

Other Information:

The following keys are available for this process:

F3 - scrolls the Animal Inspection/Resolution Data array down one page.

F4 - scrolls the Animal Inspection/Resolution Data array up one page.

<Ctrl-C> - Returns the user to the Compliance Review 2 Physical Inspections array.

Format:

The following user screen appears when the 'F7=View Insp' option is selected from the Compliance Review 2 Physical Inspections function key menu:

```
-----  
Animal Inspections / Administrative Resolutions  
-----  
Physical Inspection:      Office      Date      Reason  
                          [      ] [      ] [      ]  
  
<--- Inspection Data ---> <----- Resolution Data ----->  
Freezemark  Violations  Office      Date      Action Refr/Retn Date  Fac1  
[      ] [      ] [      ] [      ] [      ] [      ] [      ] [      ]  
[      ] [      ] [      ] [      ] [      ] [      ] [      ] [      ]  
[      ] [      ] [      ] [      ] [      ] [      ] [      ] [      ]  
[      ] [      ] [      ] [      ] [      ] [      ] [      ] [      ]  
[      ] [      ] [      ] [      ] [      ] [      ] [      ] [      ]  
  
<Ctrl-C>=Exit           F3=PgDn  F4=PgUp           Freezemark:
```

3.2.2.7.3 TELEPHONE CONTACTS

Description:

This menu and screen is presented when the user selects the 'Maintain Telephone Contact Records' option (2) from the WILD HORSE AND BURRO COMPLIANCE MENU, or from the ring menu of the Inspection or Resolution screens. It allows the user to query, create, update, and delete Telephone Contact data in the HB database for an adopter of a selected animal.

Contacting each new adopter by telephone is encouraged, both as a way to offer encouragement and assistance, and as a way to minimize future problems between the adopter and the animal.

Ring Menu Options:

Query - This option allows the user to query the HB database by freemark and display the animal's adopter information and telephone contacts to the screen. If that freemark does not exist in the database, is not alive, is not untitled, or is not adopted, then a message is displayed.

Update - This option allows the user to position the cursor in the Telephone Contacts area of the screen and create, update or delete telephone contact data.

insp-by-Adopt - This option allows the user to display the Physical Inspection by Adopter screen (see section 3.2.2.7.4).

insp-by-Facil - This option allows the user to display the Physical Inspection by Facility screen (see section 3.2.2.7.5).

rEsolution - This option allows the user to display the Administrative Resolution Record screen (see section 3.2.2.7.6).

Return - This option is used to exit the screen and return to the Compliance Menu.

Vertical Menu: None

Data Entry Fields:

The following Data Entry Field applies only to the 'Query' option:

- Freezemark

Freezemark - An 8-digit field that uniquely identifies an animal. The first two digits of this field represent the animal's birth year.

The following Data Entry Fields applies only to the 'Update' option:

- Telephone Contact Office
- Telephone Contact Date
- Telephone Contact Outcome

Telephone Contact Office - A required 4-character coded field that indicates what BLM office is responsible for making the telephone call to the adopter. A picklist is available for this field.

Telephone Contact Date - This field represents the date of the telephone call to the adopter. The format for entering data in this field is mmddy, mmddy, mm/dd/yy, or mm/dd/yyyy.

Telephone Contact Outcome - A 2-character coded field that indicates the outcome of the telephone call to the adopter. A picklist is available for this field.

The outcome of each phone call must be documented; there are three possibilities:

- UC: Unable to Contact
- CF: Contacted, Followup Required
- OK: Contacted, Everything Okay

If either of the first two results is entered, two machine calculations occur:

1. Holds are placed on every animal in the care of the adopter; and
2. The eligibility of the adopter is set to "P" (potentially eligible).

If the "OK" result is entered, on the other hand:

1. Holds are removed; and
2. The eligibility of the adopter is set to "E" (eligible).

Phone call information is adopter-specific; that is, it is entered only by adopter (not by facility) and affects the records of all animals in the care of that adopter. Information for up to two phone calls may be stored for an adopter, a First and a Last (most recent). The total number of calls entered for any adopter is stored as an integer in the Count element.

Phone call information may be added or modified in this screen. To add a new phone contact, move the cursor (use arrow keys if necessary) to the "Office" element of the first vacant line and enter the information. If both lines are populated and you are entering a third (or higher number) call, enter it on the second line; it will overwrite information already there, subject to the conditions outlined below.

To modify an existing phone contact record, move the cursor to the element in that line that is to be changed, and enter the new information, overwriting the old data.

Before new phone call information (either a new call or a modification of an existing call) is saved, one of the following messages may be displayed:

1. In the case that the code entered ("UC" or "CF") has the effect of placing holds on the adopted animals and changing the adopter eligibility from "E" (eligible) to "P" (potentially eligible), the machine sends the message:

"Adopter potentially eligible/holds on adopted animals"

2. In the case that the code entered ("OK") has the effect of changing the adopter eligibility from "P" (potentially eligible) to "E" (eligible), and removing holds on the affected animals, the following message is presented:

"Animal holds on adopter animals will be released & adopter eligibility set to "eligible", OK? (Y/N) []

<Ctrl-C> to exit

F10 to accept"

If the user answers "Y" for yes and depresses F10, the machine does the calculation as described. If "N" is entered, the previous hold and eligibility information is maintained.

3. If you are entering telephone contact information in a record

where both first and last phone calls are already populated with previous phone calls, the machine is not sure whether the current information is a modification of that call or a new phone call episode; in this case, a message is displayed as follows:

"Do you want to increment the telephone contact counter (Y/N)?"

If you answer "Y", the machine accepts the line as a new phone call, and increments the counter by one.

If you answer "N", the machine concludes that you have been modifying an existing phone call record, and keeps the counter static; but the effects of the outcome code are implemented as explained in (1) and (2) above.

Other Information:

The following keys are available during the Update ring option for this process:

F2 - opens a pop-up window for the field in which the cursor is positioned and displays valid values for the user to choose. Applies to Telephone Contact Office and Outcome.

F6 - clears all fields in the row in which the cursor is positioned.

F8 - clears the field in which the cursor is positioned.

F10 - saves the updates to the database from the screen and returns the user to the ring menu.

<Ctrl-C> - Aborts the update and returns the user to the ring menu.

Format:

The following user screen appears when the Maintain Telephone Contact Records option (2) is selected from the COMPLIANCE MENU:

```
Options:  Query  Update  insp-by-Adopt  insp-by-Facil  rEsolution  Return
----- Telephone Contacts -----
----- Adopter Data -----
Last Name: [          ]  First Name: [          ]  MI: [ ]  Elig: [ ]
Address:   [          ]
City:     [          ]  State: [ ]  Zip: [    ]
Drivers Lic:[          ]  State: [ ]
Home Phone:[          ]  Business Phone:[          ]  Adopter ID: [          ]
----- Telephone Contacts -----
Office      Date      Outcome
First: [    ] [        ] [    ]
Last:  [    ] [        ] [    ]
Count: [    ]
<Ctrl-C>=Abort  F2=Picklist  F8=Clear  F6=Delete  F10=Save data entry
-----
```

3.2.2.7.3.1 ENTERING A TELEPHONE CONTACT RECORD

Phone contacts are adopter-specific records. To enter information about a telephone contact, proceed as follows:

1. From the Compliance menu, select "2", Maintain Telephone Contact Record.
2. The Telephone Contact form will be displayed, either blank or with adopter information in place from a previous query.

3. If the screen is blank, or if the adopter information there is for an adopter different from the one you have data for, highlight the "Query" option on the ring menu and hit the "Enter" key.
4. A freezemark selection window will appear; type in a freezemark; hit the "F10" key to accept the entry.
5. The Telephone Contact form will now be populated with information about the adopter of the animal whose freezemark you entered in #4, above. At the top, adopter identification information is displayed. At the bottom information about previous phone calls is displayed.
6. Move the highlight box on the ring menu from "Query" to "Update" and hit the "Enter" key.
7. The cursor is now in the "Office" field of the first vacant phone call line, or the last phone call line if both are populated. You can now enter the Office, Date, and Outcome of the phone call. Picklists are available for the "Office" and "Outcome" elements. Depress the "F10" key to save the record.
8. If you want to modify information about previous phone calls displayed on the screen, move the cursor (using directional arrows) to the element to be modified, and correct it. "F10" saves the record as modified.
9. The "Count" box keeps a tally of the phone calls to this adopter. Even if more than 2 total calls are entered, only the first and last will be displayed, although the count will be advanced according to the total number of calls.
10. If you are saving modifications to an existing phone call, a prompt will appear:

"Do you want to increment the telephone contact counter (Y/N)

If you answer "Y" for yes, the count will be advanced by one. If you were merely correcting data about a phone call, you should answer "N" for no, so the count will remain correct.

3.2.2.7.4 PHYSICAL INSPECTION RECORDS

Information about the physical inspection of wild horses or burros may be entered either by adopter or facility. In the case that animals are maintained at the adopter's home address, and are inspected there using the adopter-specific inspection form (option 5 from the Compliance Standard Reports Menu), inspection information should be entered through the Physical Inspection by Adopter screen (see 3.2.2.7.4.1, below).

If, on the other hand, animals are inspected at a facility other than the adopter's address, the facility-specific inspection form should be used (option 6 from the Compliance Standard Reports menu). This will list all animals maintained at that facility, regardless of the adopter. Information should be entered through the Physical Inspection by Facility screen, and will be written to the appropriate animal or adopter's record.

See Section 3.2.2.7.4.5 for an explanation of the process.

Description:

The Inspection Records are used to enter, update, modify, and delete inspection information. Due to the volume of data, the Inspection Records are presented in two screens. The following sub-sections describe these screens.

3.2.2.7.4.1 PHYSICAL INSPECTION RECORD BY ADOPTER

Description:

This menu and screen is presented when the user selects the 'Maintain Inspection Records by Adopter' option (3) from the WILD HORSE AND BURRO COMPLIANCE MENU. It allows the user to query, create, update, and delete inspection information for untitled animals in the care of an adopter. Selection is made by freezemark.

Ring Menu Options:

Query - This option allows the user to query the HB database by freemark and display the animal's adopter information and physical inspections to the screen. If that freemark does not exist in the database, is not alive, is not untitled, or is not adopted, then a message is displayed.

Update - This option allows the user to position the cursor in the Inspection Office Data array and create, update or delete inspection data.

Tele-Cont - This option allows the user to display the Telephone Contacts screen (see section 3.2.2.7.3).

Insp-by-Facil - This option allows the user to display the Physical Inspection by Facility screen (see section 3.2.2.7.5).

rEsolution - This option allows the user to display the Administrative Resolution Record screen (see section 3.2.2.7.6).

Return - This option is used to exit the screen and return to the Compliance Menu.

Vertical Menu: None

Data Entry Fields:

The following Data Entry Field applies only to the 'Query' option:

- Freezemark

Freezemark - An 8-digit field that uniquely identifies an animal. The first two digits of this field represent the animal's birth year.

The following Data Entry Field applies only to the 'Update' option:

- Inspection Office
- Inspection Date
- Inspection Reason
- Inspector Type
- Inspection Comments

Inspection Office - A required 4-character coded field that indicates what BLM office is responsible for processing an inspection against animals under a PMACA. A picklist is available for this field.

Inspection Date - This field represents the date of the inspection. The format for entering data in this field is mmddy, mmddy, mm/dd/yy, or mm/dd/yyyy.

Inspection Reason - A 4-character coded field that indicates the reason why an inspection was conducted. A picklist is available for this field.

Inspector Type - A 1-character coded field that indicates the type of person conducting the inspection. A picklist is available for this field.

Inspection Comments - An 80-character text field to record inspector comments regarding an inspection.

Other Information:

The field labeled "F-Flag" (Freezemark Flag) is used to identify those Inspections which include the Current Freezemark entered during Query. An asterisk (*) will flag the Inspection as containing the freezemark.

The following keys are available during the Update ring option for this process:

F2 - opens a pop-up window for the field in which the cursor is positioned and displays valid values for the user to choose. Applies to Inspection Office and Reason and Inspector Type.

F3 - scrolls the Inspection Office Data array down one page.

F4 - scrolls the Inspection Office Data array up one page.

F6 - deletes the inspection record in which the cursor is positioned.

F7 - selects the inspection in which the cursor is positioned and displays the Animal Inspection Data screen.

F8 - clears the field in which the cursor is positioned.

F10 - saves the inspection data updates to the database from the screen and returns the user to the ring menu.

<Ctrl-C> - Aborts the update and returns the user to the ring menu.

Format:

The following user screen appears when the Maintain Inspection Records by Adopter option (3) is selected from the COMPLIANCE MENU:

Options: Query Update Tele-Cont Insp-by-Facil rEsolution Return

```

----- PHYSICAL INSPECTION RECORD BY ADOPTER -----
----- Adopter Data -----
Last Name: [          ] First Name: [          ] MI: [ ] Eligibility: [ ]
Address:   [          ]
City:     [          ] State: [  ] Zip: [      ]
Driver Lic: [          ] Lic State: [  ]
Home Phone: [          ] Business Phone: [          ] Adopter ID: [          ]
----- Inspection Office Data -----
Office   Date      Reason Type  Comments                                     F-Flag
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]

```

Function Keys: F2=Picklist F3=Insp PgDn F4=Insp PgUp F6=Delete Inspection
F7=Select Animal Data F8=Clear Field F10=Save <Ctrl C>

3.2.2.7.4.2 ANIMAL INSPECTION DATA

Description:

This screen is presented when the user selects the 'Select Animal Data' option (F7) from the Function Keys of the Physical Inspection Record by Adopter screen. It allows the user to create, update, and delete Animal Inspection data in the HB database for a selected inspection.

Ring Menu Options: None.

Vertical Menu: None

Data Entry Fields:

- Freezemark
- Inspection Violations
- Animal Hold

Freezemark - An 8-digit field that uniquely identifies an animal. The first two digits of this field represent the animal's birth year. A picklist, displaying only freezemarks of untitled animals in the care of the adopter listed, is available for this field.

Inspection Violations - A required 2-character coded field that indicates the kind of violation or no violation associated with the inspection of an animal. Up to three violations may be entered. A picklist is available for this field.

Animal Hold - A 1-character field (Y or N) that indicates whether an animal is placed in hold status or not. A Hold prevents the entry of title data, readoption of the animal, and generation of title eligibility letters.

Other Information:

The following keys are available for this process:

F2 - opens a pop-up window for the field in which the cursor is positioned and displays valid values for the user to choose. Applies to Freezemark and Violations.

F3 - scrolls the Animal Inspection Data array down one page.

F4 - scrolls the Animal Inspection Data array up one page.

F6 - deletes the animal in which the cursor is positioned from the

inspection record.

F8 - clears the field in which the cursor is positioned.

F10 - saves the inspection data and animal data updates to the database from the screen and returns the user to the ring menu of the Physical Inspection Record by Adopter screen.

<Ctrl-C> - Aborts the screen and returns the user to the Inspection Data array of the Physical Inspection Record by Adopter screen.

Format:

The following user screen appears when the 'Select Animal Data' option (F7) from the Function Keys of the Physical Inspection Record by Adopter screen is pressed:

```

----- ANIMAL INSPECTION DATA -----
      Office      Date      Reason
INSPECTION [    ] [          ] [    ]

      Freezemark  <-Violations->  Animal-Hold
[          ] [ ] [ ] [ ] [ ] [ ]
[          ] [ ] [ ] [ ] [ ] [ ]
[          ] [ ] [ ] [ ] [ ] [ ]
[          ] [ ] [ ] [ ] [ ] [ ]
[          ] [ ] [ ] [ ] [ ] [ ]
[          ] [ ] [ ] [ ] [ ] [ ]
[          ] [ ] [ ] [ ] [ ] [ ]
[          ] [ ] [ ] [ ] [ ] [ ]

Function  F2=Picklist      F3=Animal PgDn
Keys:     F4=Animal PgUp   F6=Delete Freezemark
          F8=Clear Field  F10=Save <Ctrl-C>=Abort
    
```

To populate the Freezemark field, depress the "F2" key to produce a list of freezemarks representing untitled animals in the care of the adopter. Select a freezemark by depressing the "F10" key while the desired freezemark is underscored by the cursor.

3.2.2.7.4.3 PHYSICAL INSPECTION RECORD BY FACILITY

Description:

This screen is presented when the user selects the 'Maintain Inspection Records by Facility' option (4) from the WILD HORSE AND BURRO COMPLIANCE MENU. It allows the user to query, create, update, and delete Inspection by Facility data in the HB database for a Facility Owner of a selected freemark.

Ring Menu Options:

Query - This option allows the user to query the HB database by freemark and display the animal's facility owner information and physical inspections to the screen. If that freemark does not exist in the database, is not alive, is not untitled, or is not adopted, then a message is displayed.

Update - This option allows the user to position the cursor in the Inspection Office Data array and create, update or delete inspection data.

Tele-Cont - This option allows the user to display the Telephone Contacts screen (see section 3.2.2.7.3).

Insp-by-Adopt - This option allows the user to display the Physical Inspection by Adopter screen (see section 3.2.2.7.4).

rEsolution - This option allows the user to display the Administrative Resolution Record screen (see section 3.2.2.7.6).

Return - This option is used to exit the screen and return to the Compliance Menu.

Vertical Menu: None

Data Entry Fields:

The following Data Entry Field applies only to the 'Query' option:

- Freezemark

Freezemark - An 8-digit field that uniquely identifies an animal. The first two digits of this field represent the animal's birth year.

The following Data Entry Field applies only to the 'Update' option:

- Inspection Office
- Inspection Date
- Inspection Reason
- Inspector Type
- Inspection Comments

Inspection Office - A required 4-character coded field that indicates what BLM office is responsible for processing an inspection against animals under a PMACA. A picklist is available for this field.

Inspection Date - This field represents the date of the inspection. The format for entering data in this field is mmddyy, mmddyyyy, mm/dd/yy, or mm/dd/yyyy.

Inspection Reason - A 4-character coded field that indicates the reason why an inspection was conducted. A picklist is available for this field.

Inspector Type - A 1-character coded field that indicates the type of person conducting the inspection. A picklist is available for this field.

Inspection Comments - An 80-character text field to record inspector comments regarding an inspection.

Other Information:

The field labeled "F-Flag" (Freezemark Flag) is used to identify those Inspections which include the Current Freezemark entered during Query. An asterisk (*) will flag the Inspection as containing the freezemark.

The following keys are available during the Update ring option for this process:

F2 - opens a pop-up window for the field in which the cursor is positioned and displays valid values for the user to choose. Applies to Inspection Office and Reason and Inspector Type.

F3 - scrolls the Inspection Office Data array down one page.

F4 - scrolls the Inspection Office Data array up one page.

F6 - deletes the inspection record in which the cursor is positioned.

F7 - selects the inspection in which the cursor is positioned and displays the Animal Inspection Data screen.

F8 - clears the field in which the cursor is positioned.

F10 - saves the inspection updates to the database from the screen and returns the user to the ring menu.

<Ctrl-C> - Aborts the update and returns the user to the ring menu.

Format:

The following user screen appears when the Maintain Inspection Records by Facility option (4) is selected from the COMPLIANCE MENU:

Options: Query Update Tele-Cont Insp-by-Adopt rEsolution Return

```

----- PHYSICAL INSPECTION RECORD BY FACILITY -----
----- Facility Owner Data -----
Last Name: [          ]
Address:   [          ]
City:     [          ] State: [  ] Zip: [          ]
Telephone: [          ] Owner ID: [          ]
----- Inspection Office Data -----
Office      Date      Reason Type  Comments      F-Flag
[  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ]

```

Function Keys: F2=Picklist F3=Insp PgDn F4=Insp PgUp F6=Delete Inspection
 F7=Select Animal Data F8=Clear Field F10=Save <Ctrl-C>=Abort

3.2.2.7.4.4 ANIMAL INSPECTION DATA

Description:

This screen is exactly the same as the Animal Inspection Data screen described in the Inspection by Adopter section (see section 3.2.2.7.4.2) except that it displays untitled animals located at the facility, regardless of their adopter.

3.2.2.7.4.5 ENTERING AN INSPECTION

Entering inspection information is essentially the same, whether by Adopter or Facility. See 3.2.2.7.4 for instruction on which form to use. Proceed as follows:

1. From the Compliance menu, select "3" to enter data by Adopter, or "4" to enter data by facility.

2. When the Adopter or Facility form is displayed, the "Query" option in the ring menu will be highlighted. Hit "Enter" to bring up the Freezemark selection window.
3. Type in a freezemark; hit the "F10" key to accept the entry.
4. The Inspection form will now be populated with Adopter or Facility Owner information at the top, and existing Inspections listed at the bottom.
5. Move the highlight box on the ring menu from "Query" to "Update" and hit "Enter."
6. The cursor is now on the "Office" field of the first inspection line. If that line is populated, you can now modify data on that line. When correct, hit "F10" to save.
7. To enter a new inspection, move the cursor (Down Arrow) to the "Office" field of the first blank inspection line.
8. Enter Office, Date, Reason, and Type of the Inspection. These fields are required; picklists are available at "F2" for all except the date field. Comments are optional.
9. At any point after you have moved the cursor beyond the "Type" field, depress the "F7" key to display the animal entry screen.
10. With the cursor in the Freezemark field, hit "F2" for a picklist of freezemarks. The list will include all live, untitled animals in the care of the adopter (Adopter Form) or at the listed facility (Facility form). With the cursor on a freezemark to be included in the inspection, hit the "F10" key. The freezemark will be written to the Animal Inspection Data screen.
11. Move the cursor ("Enter") to the "Violations" field; enter up to three violations (Picklist available at "F2").
12. With the cursor in the "Animal Hold" field, enter "Y" for a "Hold" ("Yes", hold in place) or "N" for "No Hold."
13. Repeat the selection of freezemarks from the picklist and entry of violation and hold information (steps 10 - 12) until all the animals included in the inspection are on the Animal Inspection Data form; then hit "F10" to save the inspection.

3.2.2.7.5 MAINTAIN RESOLUTION RECORDS

Description:

Due to the volume of data, the Resolutions Data is presented in two screens. The following sub-sections describe these screens.

3.2.2.7.5.1 ADMINISTRATIVE RESOLUTION RECORD

Description:

This menu and screen are presented when the user selects the 'Maintain Resolution Records' option (5) from the WILD HORSE AND BURRO COMPLIANCE MENU. It allows the user to query, create, update, and delete Resolution data in the HB database for the adopter of a selected freemark. Resolution data may not be entered by facility.

In order for a resolution record to be entered, there must be an unresolved inspection in the system for that animal, whether or not a violation was found. For example, if an animal is returned to the custody of BLM, voluntarily or not, an inspection must be entered to accommodate the resolution.

Resolution may take one of the following four forms:

Repossessed (REPO):

Because of a violation, BLM administratively cancels the PMACA and takes custody of the animal from the adopter.

Returned Voluntarily (RETN):

Adopter requests that the PMACA be cancelled and returns the animal to BLM jurisdiction.

Referred to Law Enforcement (REFR):

The adopter comes under investigation by BLM law enforcement personnel through referral or citation.

Violation Corrected (CORR):

Violations brought to the attention of the adopter are corrected to the satisfaction of the BLM, and the animals

are left in the adopter's care.

These are administrative resolutions based on compliance actions. Another avenue exists for terminating the PMACA between an adopter and an animal:

Reassignment:

An animal is voluntarily moved from the care of one adopter to the care of another, without going through a BLM facility, and without violation or resolution action; but with the approval of the BLM. This is accommodated through the PMACA module in the Input Disposal Data section of the main HB system.

Ring Menu Options:

Query - This option allows the user to query the HB database by freemark and display the animal's adopter information, physical inspections and resolutions to the screen. If that freemark does not exist in the database, is not alive, is not untitled, or is not adopted, then an error message is displayed.

update-rEso - This option allows the user to position the cursor in the Inspection Office Data array and select a specific inspection for Resolution update.

update-eLig - This option allows the user to position the cursor in the Adopter Eligibility Data and update the Eligibility Code and/or Eligibility Comments.

insp-by-Adopt - This option allows the user to display the Physical Inspection by Adopter screen (see section 3.2.2.7.4).

insp-by-Facil - This option allows the user to display the Physical Inspection by Facility screen (see section 3.2.2.7.5).

Phone-contact - This option allows the user to display the Telephone Contacts screen (see section 3.2.2.7.3).

Return - This option is used to exit the screen and return to the Compliance Menu.

Vertical Menu: None

Data Entry Fields:

The following Data Entry Field applies only to the 'Query' option:

- Freezemark

Freezemark - An 8-digit field that uniquely identifies an animal. The first two digits of this field represent the animal's birth year.

The following Data Entry Field applies only to the 'Update-Elig' option:

- Eligibility
- Eligibility Comments

Eligibility - a 1-character code to identify an adopter's eligibility to adopt an animal. A picklist is available for this field.

Eligibility Comments - an 80-character text field to record comments concerning an adopter's eligibility.

Other Information:

The following keys are available during the Update-Elig ring option for this process:

F2 - opens a pop-up window for the field in which the cursor is positioned and displays valid values for the user to choose. Applies to Eligibility.

F8 - clears the field in which the cursor is positioned.

F10 - saves the eligibility updates to the database from the screen and returns the user to the ring menu.

<Ctrl-C> - Aborts the Update Eligibility and returns the user to the ring menu.

The following keys are available during the Update-Reso ring option for this process:

F3 - scrolls the Inspection Office Data array down one page.

F4 - scrolls the Inspection Office Data array up one page.

3.2.2.7.5.2 ANIMAL RESOLUTIONS DATA

Description:

This screen is presented when the user selects the 'View Insp' option (F7) from the Function Keys of the Administrative Resolution Record screen. It allows the user to create, update, and delete Animal Resolution data in the HB database for a selected inspection.

Ring Menu Options: None.

Vertical Menu: None

Data Entry Fields:

- Resolution Office
- Resolution Date
- Resolution Action
- Refer-to-Law/Return Date
- Return Facility

Resolution Office - A required 4-character coded field that indicates what BLM office is responsible for processing a resolution for an animal inspection. A picklist is available for this field.

Resolution Date - This field represents the date of the resolution. The format for entering data in this field is mmddy, mmddy, mm/dd/yy, or mm/dd/yyyy.

Resolution Action - A 4-character coded field that indicates the resolution of compliance violations against an animal under a PMACA. A picklist is available for this field.

Refer to Law Date or Return Date - This field represents the date compliance violations were referred to law enforcement or the date an animal was returned or repossessed to BLM. The format for entering data in this field is mmddy, mmddy, mm/dd/yy, or mm/dd/yyyy.

Return Facility - A 4-character coded field that indicates what BLM facility to which an animal is returned following a compliance resolution of voluntarily return or repossession. A picklist is available for this field.

Other Information:

The following keys are available for this process:

F2 - opens a pop-up window for the field in which the cursor is positioned and displays valid values for the user to choose. Applies to Freezemark and Violations.

F3 - scrolls the Animal Resolution Data array down one page.

F4 - scrolls the Animal Resolution Data array up one page.

F8 - clears the field in which the cursor is positioned.

F10 - saves the updates to the database from the screen and returns the user to the Administrative Resolution Record screen.

<Ctrl-C> - Aborts the screen and returns the user to the Administrative Resolution Record screen.

Format:

To enter Resolution information about an inspection, select the "Update Resolution" option from the ring menu of the Administrative Resolution Record screen. The cursor moves to the first line in the "Inspection Office Data" section of the screen. Each line in this section constitutes a separate inspection of animal(s) under the care of the adopter whose name and address are displayed at the top of the form.

```

-----
                        Animal Resolutions Data
-----
Physical Inspection:      Office      Date      Reason
                        [  ] [  ] [  ] [  ]

<--- Inspection Data ---> <----- Resolution Data ----->
Freezemark <-Violations-> Office      Res Date      Action      Refr/Retn      Ret-fac      Hld
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
[  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]

<Ctrl-C>=Abort  F2=Pick F8=Clear F3=PgDn F4=PgUp F10=Save          Recs:
-----
    
```

The Freezemark and Violation elements will be populated for each

animal involved in the inspection, and the cursor will be situated under the "Office" element of the "Resolution Data" section.

To enter resolution information, enter the appropriate Office (picklist available), Res Date, and Action (picklist available) information. These fields are all required. If the Action code is REFR, RETN, or REPO, a date is required in the date field labelled:

Refr/Retn
[]

Today's date is written automatically; if a date previous to today is desired, change it accordingly. Future dates are not allowed. Enter the date that the action was effective; in the case of REPO or RETN, this will be the date the animal was actually returned to the facility; enter the facility code in the field called:

Ret-fac
[]

The inspecting office code is written to the field automatically; if another facility code is appropriate, change it. This will cause the animal's present location to be updated to the facility entered, start the Time in Present Location calculation for the animal, and sever ties between the animal and its adopter.

If a resolution code of REFR (refer to law enforcement) is entered, the hold is maintained and the adopter eligibility is maintained at "P" (potentially eligible).

If a resolution code of CORR (violation corrected) is entered, the hold for that animal is released; however, adopter eligibility is not changed, since the adopter may still have other animals with unresolved violations. Eligibility may be changed in the Adopter Eligibility portion of the form.

3.2.2.7.5.3 ENTERING A RESOLUTION RECORD

To resolve an unresolved inspection, proceed as follows:

1. Select option 5, Maintain Resolution Records, from the Compliance Menu.
2. The Administrative Resolution Record screen will be displayed, with adopter information at the top and information about inspections at the bottom, each inspection on a separate line.
3. Select the update-rEso option from the ring menu, either by moving the highlight box to that option and hitting the enter

key, or by depressing the "e" key.

4. The cursor moves to the "Office" field of the first inspection.
5. Depress the "F7" function key to View the Inspection.
6. The "Animal Resolutions" screen appears, showing the freemark and violation codes for each animal in the inspection. The cursor is on the "Office" field of the Resolution Data portion of the first line.
7. You may enter resolution data for any or all of the animals shown. Office code, Res Date, and Action are required in all cases. Refr/Retn dates are required for repossession, return voluntarily, and refer to law enforcement. Return Facility codes are required for return and repossession actions. The animal hold field is not accessible for data entry, but is updated based on the action code as follows:

CORR:	Hold Removed ("N")
REPO:	Field nulled (animal is no longer adopted)
RETN:	Field nulled (animal is no longer adopted)
REFR:	Hold maintained ("Y")

8. Press the F10 key to save the record.

Modifying a resolution record is done in much the same way. Pull up the Animal Resolution Data screen in the Administrative Resolution Record for an inspection that has been resolved. the cursor will be in the "Office" field of the first line. You may move the cursor to whatever field needs to be modified, enter the correct information, and save the record with the "F10" key.

3.2.2.7.6 COMPLIANCE STANDARD REPORTS MENU

Description:

The menu for the Compliance Standard Reports process is presented when the user selects the 'Compliance Standard Reports Menu' option (6) from the WILD HORSE AND BURRO COMPLIANCE MENU. This menu presents a selection list of standard reports. The user types in the number corresponding to his/her selection in the option field and hits return. The menu and/or screen for the selected report will then be presented.

Ring Menu Options: None

Vertical Menu:

In the initial release, only options 5 and 6 are available.

1. Untitled Animals Report - Lists adopter and animal information for animals subject to compliance action. Not yet available.
2. Compliance Activity by Office Report - Summarizes compliance actions (inspections, phone contacts, resolutions) by office by a specified period of time. Not yet available.
3. Multiple Animals/Facility Report - Gives animal and adopter information for animals maintained in facilities. Not yet available.
4. Multiple Animals/Adopter Report - Gives animal and adopter information for situations where several animals are in the care of one adopter. Not yet available.
5. Adopter Inspection Form - Allows the user to select adopters by various selection criteria and produce the Adopter Inspection Form. This form is used by inspectors to identify animals at an adopter's address for purposes of inspection.
6. Facility Inspection Form - Displays all animals maintained at a single facility, which can be selected by several criteria. This form is used by inspectors to identify animals at a facility owner's address for purposes of inspection.
7. Eligibility Listing Long Report - Based on several selection criteria, lists compliance-related information about adopters and nonadopters who are ineligible or potentially eligible to adopt. Not yet available.

8. Eligibility Listing Short Report - Based on several selection criteria, lists names and addresses of people who are ineligible or potentially eligible to adopt. Not yet available.

9. Return to Compliance Menu - this option (9) returns the user to the Wild Horse and Burro Compliance Menu.

Data Entry Fields:

The user enters the option number desired. The field is checked for a valid range (1-9).

Format:

The following HB screen appears when the 'Compliance Standard Reports Menu' option (6) is selected from the Wild Horse and Burro Compliance Menu:

COMPLIANCE STANDARD REPORTS MENU

1. Untitled Animals Report*
2. Compliance Activity by Office Report*
3. Multiple Animals/Facility Report*
4. Multiple Animals/Adopter Report*
5. Adopter Inspection Form
6. Facility Inspection Form
7. Adopter Ineligible Long Report*
8. Adopter Ineligible Short Report*
9. Return to Compliance Menu

OPTION: []

* - Identifies future reports.

3.2.2.7.6.1 INSPECTION FORM SELECTION CRITERIA

This screen is presented when the user selects the 'Adopter Inspection Form' option (5) or the 'Facility Inspection Form' option (6) from the 'Compliance Standard Reports Menu'. After entering selection criteria the Inspection Form can be displayed, printed or transmitted to another location. The forms contain information pertaining to selected adopters or facility owners and their associated animals and provides a place for recording inspection results.

Ring Menu Options: None.

Vertical Menu: None.

Data Entry Fields:

Freezemark - An 8-digit field that uniquely identifies an animal. The first two digits of this field represent the animal's birth year. Selection by freezemark returns the adopter or facility owner caring for the freezemark and all other adopted/untitled animals under their care.

City - A 15-character field for the adopter's or facility owner's city address. Selection by City and State returns all adopters or facility owners matching the City and State selection criteria.

State - A 2-character field for the adopter's or facility owner's state address. Selection by City and State returns all adopters or facility owners matching the City and State selection criteria.

From Zip Code - A 5-digit field for the adopter's or facility owner's beginning zip code address of a zip code range requested. Selection by zip code range returns all adopter's or facility owner's whose zip code falls within the From and To Zip Code selection criteria.

To Zip Code - A 5-digit field for the adopter's or facility owner's Ending zip code address of a zip code range requested. Selection by zip code range returns all adopter's or facility owner's whose zip code falls within the From and To Zip Code selection criteria.

From Title Eligibility Date - This field represents the beginning title eligibility date of a date range requested. The format for entering data in this field is mmddyy, mmddyxxx, mm/dd/yy, or mm/dd/yyyy. Filtering by Title Eligibility Date Range reduces the selected adopters or facility owners by requiring they have at least one animal with a Title Eligibility Date within the From and TO Title Eligibility Date Range specified.

To Title Eligibility Date - This field represents the ending title eligibility date of a date range requested. The format for entering data in this field is mmddyy, mmddyxxx, mm/dd/yy, or mm/dd/yyyy. Filtering by Title Eligibility Date Range reduces the selected adopters or facility owners by requiring they have at least one animal with a Title Eligibility Date within the From and TO Title Eligibility Date Range specified.

Previous Inspections - An entry of "Y" will filter or reduce selected adopters or facility owners by requiring they have at least one animal that has been previously inspected.

Unresolved Violations - An entry of "Y" will filter or reduce selected adopters or facility owners by requiring they have at

least one animal that has an inspection with unresolved violations.

Hold Actions - An entry of "Y" will filter or reduce selected adopters or facility owners by requiring they have at least one animal with a Hold Action or Status applied to it.

Other Information:

The following function keys are available during data entry for this process:

F8 - clears the field in which the cursor is positioned.

F10 - Accept the entered values, generate the Inspection Forms and display the Routing Options for an Admin Systems Report screen.

<Ctrl-C> - will abort the Inspection Form Selection Criteria screen and return to the Compliance Standard Report Menu.

Following generation of the Inspection Forms, the Routing Options for an Admin Systems Report screen is displayed and allows the user to select one or more options for viewing, routing and/or printing the Inspection Forms. See section 3.2.2.7.7.2 Report Routing Options for a detail description of this screen.

Format:

Inspection forms can be generated to accommodate inspection by Adopter (Option 5 from Compliance Standard Reports Menu) or by Facility Owner (Option 6 from the menu). If selection is by adopter, then the elements used in selection (freezemark, address, zipcode range) pertain to animals maintained at the adopter's home address. If selection is by facility, then these selection criteria pertain to the address elements or animals maintained at facilities within the described area or housing the freezemarked animal. If option 5 is selected, the following form appears to facilitate selection. The address fields, inspection data, eligibility data, and violation data are specific to animals in the care of the adopter (s)selected:

```

-----ADOPTER INSPECTION FORM SELECTION CRITERIA -----
----- SELECT BY -----

Create a blank Inspection Form [ ]
----- OR -----

Freezemark [      ]
----- OR -----
Address:
  City [          ]
  State [    ]
----- OR -----
Address Zip Code Range:
  From [    ]
  To   [    ]
----- FILTER BY (Optional)-----
Adopter having at least one animal with:

Title Eligibility Date Range:
  From [    ]
  To   [    ]
Previous Inspections [ ]
Unresolved Violations [ ]
Hold Actions         [ ]

F8=Clear Field  F10=Accept  <Ctrl-C>=Abort

```

If option 6 is selected, the same form appears to facilitate selection. The address fields, inspection data, eligibility data, and violation data, however, are specific to animals located at the selected facility:

```
-----FACILITY INSPECTION FORM SELECTION CRITERIA -----
----- SELECT BY -----

Create a blank Inspection Form [ ]
----- OR -----

Freezemark [ ]
----- OR -----

Address:
  City [ ]
  State [ ]
----- OR -----

Address Zip Code Range:
  From [ ]
  To [ ]
----- FILTER BY (Optional)-----
Facility Owner having at least one animal with:

Title Eligibility Date Range:
  From [ ]
  To [ ]
Previous Inspections [ ]
Unresolved Violations [ ]
Hold Actions [ ]

F8=Clear Field F10=Accept <Ctrl-C>=Abort
```

3.2.2.7.6.2 INSPECTION FORMS

The forms produced through the above selection process are formatted as follows (Adopter Inspection Form shown):

ADOPTER INSPECTION FORM

----- Adopter -----
 Last Name [DOE] First Name [JOHN] MI [P]
 Address [123 MAIN ST]
 City [GOLDEN] State [CO] Zip [80403]
 Driver Lic [D0123456] State [CO]
 Home Phone [303-278-1234] Business Phone [] Eligibility [P]
 ----- Animals at Above Address -----

No.	Freezemark	Signalment	Adoption-Date	Last-Insp-Date	<-Violations->
1.	[95222444]	[BM1AAAAAD]	[01/25/1998]	[07/15/1998]	[FP] [] []
2.	[]	[]	[]	[]	[] [] []
3.	[]	[]	[]	[]	[] [] []
4.	[]	[]	[]	[]	[] [] []
5.	[]	[]	[]	[]	[] [] []
6.	[]	[]	[]	[]	[] [] []
7.	[]	[]	[]	[]	[] [] []
8.	[]	[]	[]	[]	[] [] []
9.	[]	[]	[]	[]	[] [] []
10.	[]	[]	[]	[]	[] [] []
11.	[]	[]	[]	[]	[] [] []
12.	[]	[]	[]	[]	[] [] []

----- Inspection Results -----

Office _____ Date _____ Reason _____ Codes:
 COMP - Complaint
 FLUP - Followup
 RAND - Random
 POLY - Policy
 OTHR - Other

Inspector Type: ___BLM ___Volunteer ___Other

No.	Freezemark	<-Violations->	No.	Freezemark	<-Violations->
1.	[95222444]	___;___;___	7.	[]	___;___;___
2.	[]	___;___;___	8.	[]	___;___;___
3.	[]	___;___;___	9.	[]	___;___;___
4.	[]	___;___;___	10.	[]	___;___;___
5.	[]	___;___;___	11.	[]	___;___;___
6.	[]	___;___;___	12.	[]	___;___;___

- Inspection Violation Codes:
- | | |
|-----------------------------------|---------------------------------|
| FN - Failure to Notify BLM | NV - No Violations |
| FP - Failure to Produce Animal | FC - Failure to Provide Care |
| AF - Altering Freezemark/Branding | EX - Commercial Exploitation |
| IT - Inhumane Treatment | ID - Improper Disposal |
| IF - Inadequate Facility | UD - Unauthorized Destruction |
| | UT - Unauthorized Transfer/Sale |

Comments: _____

Inspector Signature: _____ Date: _____

3.2.2.7.6.3 REPORT ROUTING OPTIONS

This screen is presented when the user selects the 'Accept' option (F10) from the 'Inspection Form Selection Criteria' screen. This screen allows the user to select one or more options for viewing, routing or printing the Compliance Reports and Forms.

Ring Menu Options: None.

Vertical Menu: None.

Data Entry Fields:

View Report - A "Y" (Yes) response allows the user to display the generated Reports or Forms on-line.

Ftp Report - A "Y" (Yes) response allows the user to transmit the generated Reports or Forms file to the following destination:

Destination Host Name - The Domain Name Service identifier for the host where the specified destination print queue resides. Defaults to value defined for user.

System User ID - A valid logon ID on the destination system

System Password - A valid password for the destination user id.

Print Report Field Office - A "Y" (Yes) response allows the user to print the generated Reports or Forms to the following destination:

Organization Code - The BLM office code assigned to the user's Logon ID. Others are available from the picklist.

Print Queue ID - a unique identifier assigned specific printer within the user's (or another's) office.

Print Report NIRMC - A "Y" (Yes) response allows the user to print the generated Reports or Forms file to NIRMC in Denver.

Number of Copies - a 2-character field to set the number of printed copies for the Report or Forms. Default is "1".

Lines/Page - a 2-character field to set the number of print lines per page for the Report or Forms. Default is "66".

Font Size - a 2-character field to set the print font size for the Report or Forms. Default is "10".

Orientation - a 1-character field to set the print orientation (Portrait or Landscape) for the Report or Forms. Default is "P" (Portrait).

Other Information:

The following function keys are available during data entry for this process:

<Ctrl-C> - will exit the Routing Options for an Admin Systems Report screen and return to the Inspection Form Selection Criteria screen.

Format:

The following user screen appears when the 'Accept' option (F10) is selected from the 'Inspection Form Selection Criteria' Function Keys:

```
-----  
                                Routing Options for an Admin Systems Report:  
View Report?   [ ]  
Ftp Report?   [ ] Destination Host Name: [           ]  
                System User ID:   [           ]  
                System Password:  [           ]  
Print Report:  
Field Office? [ ] Organization Code:   [           ]  
                Print Queue ID:      [           ]  
NIRMC?        [ ] Print Queue ID:     [           ]  
  
                Number of Copies: [   ]  
                Lines/Page:       [   ]  
                Font Size:        [   ]  
                Orientation:      [   ]  
  
Y = Yes, N = No, Ctrl-C to Exit  
-----
```

3.2.2.7.7 CUSTOMER NON-ADOPTER RECORD

Description:

This record is available to allow the maintenance of information about non-adopters who are either ineligible to adopt in the future or who are potentially eligible. The form is presented when the user selects the 'Maintain Customer Non-Adopter Records' option (7) from the WILD HORSE AND BURRO COMPLIANCE MENU. It allows the user to query, add, update and delete Customer Non-Adopter data in the HB database.

Ring Menu Options:

Query - This option allows the user to read the HB database by Last Name, First Name, Middle Initial, Address, City and/or State and display the Customer Non-Adopter information to the screen. The screen is cleared and the cursor is positioned in the Last Name field for entry of query data.

Add - This option allows the user to create a Customer Non-Adopter record to the Hb database. The screen is cleared and the cursor is positioned in the Last Name field for entry of add data.

Update - This option allows the user to modify currently displayed fields to the HB database. The cursor is positioned in the Last Name for entry of change data.

Delete - This option allows the user to delete the currently displayed Customer Non-Adopter record from the HB database.

Next - This option displays the next Customer Non-Adopter record when multiple records are returned as the result of a query.

Previous - This option displays the previous Customer Non-Adopter record when multiple records are returned as the result of a query.

Return - This option is used to exit the screen and return to the Compliance Menu.

Vertical Menu: None

Data Entry Fields:

- Non-Adopter Last Name
- Non-Adopter First Name
- Non-Adopter Middle Initial
- Non-Adopter Address

- Non-Adopter City
- Non-Adopter State
- Non-Adopter Zip Code
- Non-Adopter Driver License Number
- Non-Adopter Driver License State
- Non-Adopter Home Phone
- Non-Adopter Business Phone
- Eligibility
- Eligibility Comments

Non-Adopter Last Name - A required 15-character field for the last name of a non-adopter.

Non-Adopter First Name - A optional 10-character field for the first name of a non-adopter.

Non-Adopter Middle Initial - An optional 1-character field for a non-adopter's middle name initial.

Non-Adopter Address - An optional 20-character field for the non-adopter's street address.

Non-Adopter City - A required 15-character field for the non-adopter's city.

Non-Adopter State - A required 2-character field for the non-adopter's state. A picklist is available for this field.

Non-Adopter Zip - A required 5-digit field for the non-adopter's zip code.

Non-Adopter Driv Lic - An optional 20-character field for the non-adopter's driver's license number.

Non-Adopter Driv Lic State - A 2-character field for the non-adopter's driver's license state. This field is required if the non-adopter's driver's license number was entered. A picklist is available for this field.

Non-Adopter Home Phone - An optional 10-digit field for the non-adopter's home phone number with the area code first.

Non-Adopter Business Phone - An optional 10-digit field for the non-adopter's business phone number with the area code first.

Eligibility - a 1-character code to identify a non-adopter's eligibility to adopt an animal. A picklist is available for this field.

Eligibility Comments - an 80-character text field to record comments concerning a non-adopter's eligibility.

Other Information:

The following keys are available during the Add and Update ring options for this process:

F2 - opens a pop-up window for the field in which the cursor is positioned and displays valid values for the user to choose. Applies to State and Eligibility.

F8 - clears the field in which the cursor is positioned.

F10 - Accepts the data currently on the screen and updates the HB database.

<Ctrl-C> - Aborts the current function and returns the user to the ring menu.

Format:

The following user screen appears when the Maintain Customer Non-Adopter Records (7) is selected from the COMPLIANCE MENU:

Options: Query Add Update Delete Next Previous Return

```

----- CUSTOMER NON-ADOPTER RECORD -----
----- Non-Adopter Data -----
Last Name [          ] First Name [          ] MI [  ]
Address [          ]
City [          ] State [  ] Zip [          ]
Driver Lic [          ] State [  ]
Home Phone [          ] Bus Phone [          ] N-Adopter ID [          ]
----- Eligibility Data -----
Eligibility [  ] Eligibility Comments [          ]
[          ]

```

F2=Picklist F8=Clear Field F10=Accept <Ctrl-C>=Abort

Appendix D: DATA ELEMENT DICTIONARY

E1. RECORD TYPE	E48. SHIPPING DATE
E2. CAPTURE AGE	E49. SHIPPING DATE FY
E3. CAPTURE DATE	E50. ADOPTION AGE
E4. CAPTURE DATE FY	E51. ADOPT FEE CD
E5. CAPTURE LOCATION	E52. ADOPTION LOCATION
E6. CAPTURE STATE	E53. ADOPTION DATE
E7. CAPTURE DISTRICT	E54. ADOPTION DATE FY
E8. CAPTURE RA	E55. ADOPTION SITE
E9. CAPTURE METHOD	E56. ADOPTION FEE
E10. CAPTURE REASON	E57. ADOPTER NUM
E11. RELEASE DATE	E58. ADPTR LAST NAME
E12. RELEASE DATE FY	E59. ADPTR FIRST NAME
E13. RELEASE LOCATION	E60. ADPTR INITIAL
E14. RELEASE STATE	E61. ADPTR DRIVRS LIC #
E15. RELEASE DISTRICT	E62. ADPTR ST ISSUED
E16. RELEASE RA	E63. ADPTR ADDRESS
E17. DEATH DATE	E64. ADPTR CITY
E18. DEATH DATE FY	E65. ADPTR STATE
E19. DEATH LOCATION	E66. ADPTR ZIPCODE
E20. DEATH SITE	E67. ADPTR HOME PHONE
E21. DEATH CAUSE	E68. ADPTR BUS PHONE
E22. PREPRTN LOCATION	E69. FACLTY OWNR'S L NAME
E23. PREPRTN DATE	E70. FACLTY OWNR'S ADDRESS
E24. PREPRTN DATE FY	E71. FACLTY OWNR'S CITY
E25. FREEZEMARK	E72. FACLTY OWNR'S STATE
E26. MARE FRZMK	E73. FACLTY OWNR'S ZIPCDE
E27. UNUSED27	E74. FACLTY OWNR'S PHONE
E28. PRESENT AGE	E75. FACLTY OWNR'S NUM
E29. SIGNALMENT KEY	E76. PREV ADOPTN DATE
E30. SPECIES	E77. PREV ADPTR'S L NAME
E31. SEX	E78. PREV ADPTR'S F NAME
E32. FACE WHORLS	E79. PREV ADPTR'S M I
E33. RIGHT FORE LEG	E80. PREV ADPTR'S DRIVR'S LIC
E34. RIGHT HIND LEG	E81. PWR ATTY NAME
E35. LEFT FORE LEG	E82. ADOPTER SSN
E36. LEFT HIND LEG	E83. ADOPTER ELIGIBILITY CODE
E37. FACE MRKNG	E84. FIRST PHONE CONTACT DATE
E38. COLOR	E85. LAST PHONE CONTACT DATE
E39. OTHER FEATURES	E86. LAST PHONE CONTACT OFFICE
E40. PRESENT LOCATION	E87. LAST PHONE CALL OUTCOME
E41. TIME-PRSNT LOCATION	E88. PHONE CONTACT COUNT
E42. TOTAL BLM HOLDING TIME	E89. TITLE ELIGBLTY DATE
E43. SHIPPING COUNT	E90. TITLE ELIG DATE FY
E44. RECEIVING STATE	E91. TITLE ELIG LETR SENT DT
E45. RECEIVING CITY	E92. TITLE ELIG LETR RETN DT
E46. SHIPPING LOCATION	E93. TITLE DATE
E47. RECEIVING LOCATION	E94. TITLE DATE FY

E95. CAPTURE LOCATION NAME
E96. RELEASE LOCATION NAME
E97. ADMINISTRATIVE STATE
E98. UNUSED98
E99. ELIG LETTER COUNT
E100. COUNT
E101. INSPECTING OFFICE
E102. INSPECTION DATE
E103. INSPECTION REASON CODE
E104. INSPECTOR TYPE
E105. INPSECTION TEXT
E106. INSPECITON FY
E107. INSPECTION COUNT-ANIMAL
E108. RESOLUTION DATE
E109. RESOLUTION ACTION CODE
E110. INSPECTION COUNT-ADOPTER
E111. RESOLUTION ANIMAL RETURN DATE
E112. RESOLUTION FACILITY CODE
E113. RESOLUTION FY
E114. FIRST VIOLATION CODE
E115. SECOND VIOLATION CODE
E116. THIRD VIOLATION CODE
E117. UNUSED117
E118. HOLD DATE
E119. HOLD DATE FY
E120. ADOPT DE DT
E121. ADOPT DE LOC
E122. DEATH DE DT
E123. DEATH DE LOC
E124. PREP DE DT
E125. PREP DE LOC
E126. REL DE DT
E127. REL DE LOC
E128. TTL DE DT
E129. TTL DE LOC