

Local Authority Enforcement Monitoring System (LAEMS)

GUIDANCE ON HOW TO SIGN-OFF DATA

Version History.

Version No.	Date	Synopsis
1.0	16/01/2009	First distribution
2.0	29/03/2012	Amendments to weblinks

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Overview

This guidance document will explain how to 'Sign off data'.

1) The 'sign-off' process

Check business rules (see guidance:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsbusinessrules.pdf>

Mark data as checked (no further changes can be made to data unless it is unchecked – see page 9).

HoS user signs off (no further changes can be made to the data)

2) Signing-off data

If you are happy with the data as shown in the data summary screens, you are now ready for this to be signed-off by the Head of Service (HoS) user.

You first need to 'check the business rules' by clicking on 'Check business rules' under the Check/Sign-off menu:

The screenshot displays the LAEMS web application interface. At the top, the browser title is "FSA - LAEMS - Home - Microsoft Internet Explorer provided by The Food Standards Agency". The address bar shows the URL "https://laemstest.foodapps.co.uk/home.aspx". The page content includes the FSA logo, "LAEMS" title, version "1.0.3019.24313", and date "Tuesday 22 July 2008". A navigation menu has "Check/Sign-off" selected, showing sub-items "Check business rules" and "Check data". A control box on the right shows "Current status: Adjustments can be made", "Authority: Wandsworth", "Responsibility: Food Hygiene", and "Financial Year: 2007". The main content area says "Welcome to the FSA's Local Authority Enforcement Monitoring System." and includes an "Instructions" section: "Use the control box to switch between responsibilities and financial years. Note that for previous financial years, only options to view data and reports will be available." The Windows taskbar at the bottom shows the start button, MOTD, and several open applications including "LAEMS - Inbox - IBM ...", "FSA - LAEMS - Home ...", and "LAEMS - Guidance on ...".

And then click the 'OK' button to run the checks:

FOOD STANDARDS AGENCY **LAEMS**
Version: 1.0.3019.24313
Page: Data Validation

Current status Adjustments can be made
Authority Wandsworth
Responsibility Food Hygiene
Financial Year Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Validate Data

Please click OK to validate your data. This runs a series of checks to ensure that the returns you are preparing for the FSA are consistent and valid according to a number of business rules. The return cannot be signed off until these integrity checks have been completed successfully and all FATAL errors have been corrected.

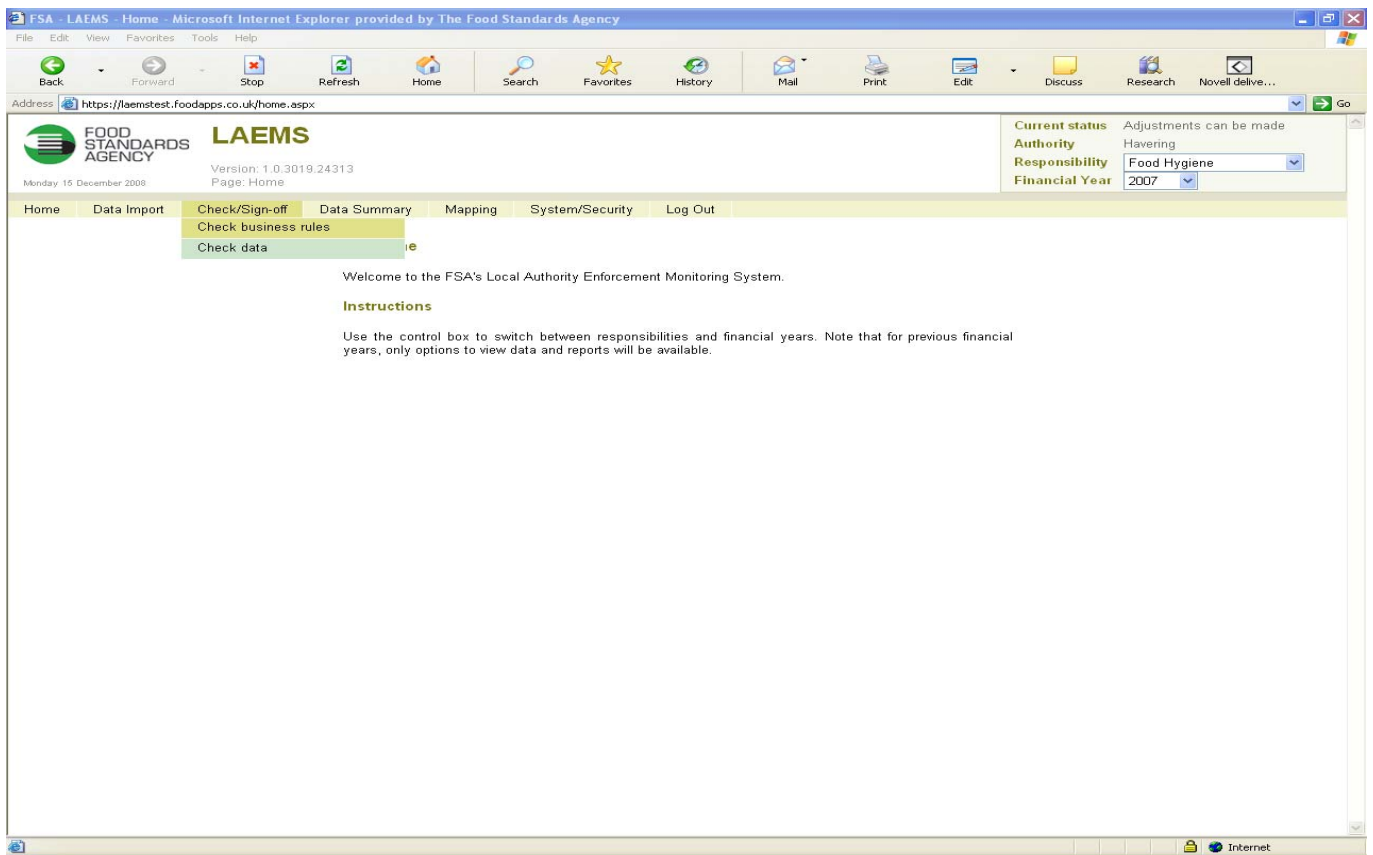
These checks can be run as often as required.

OK

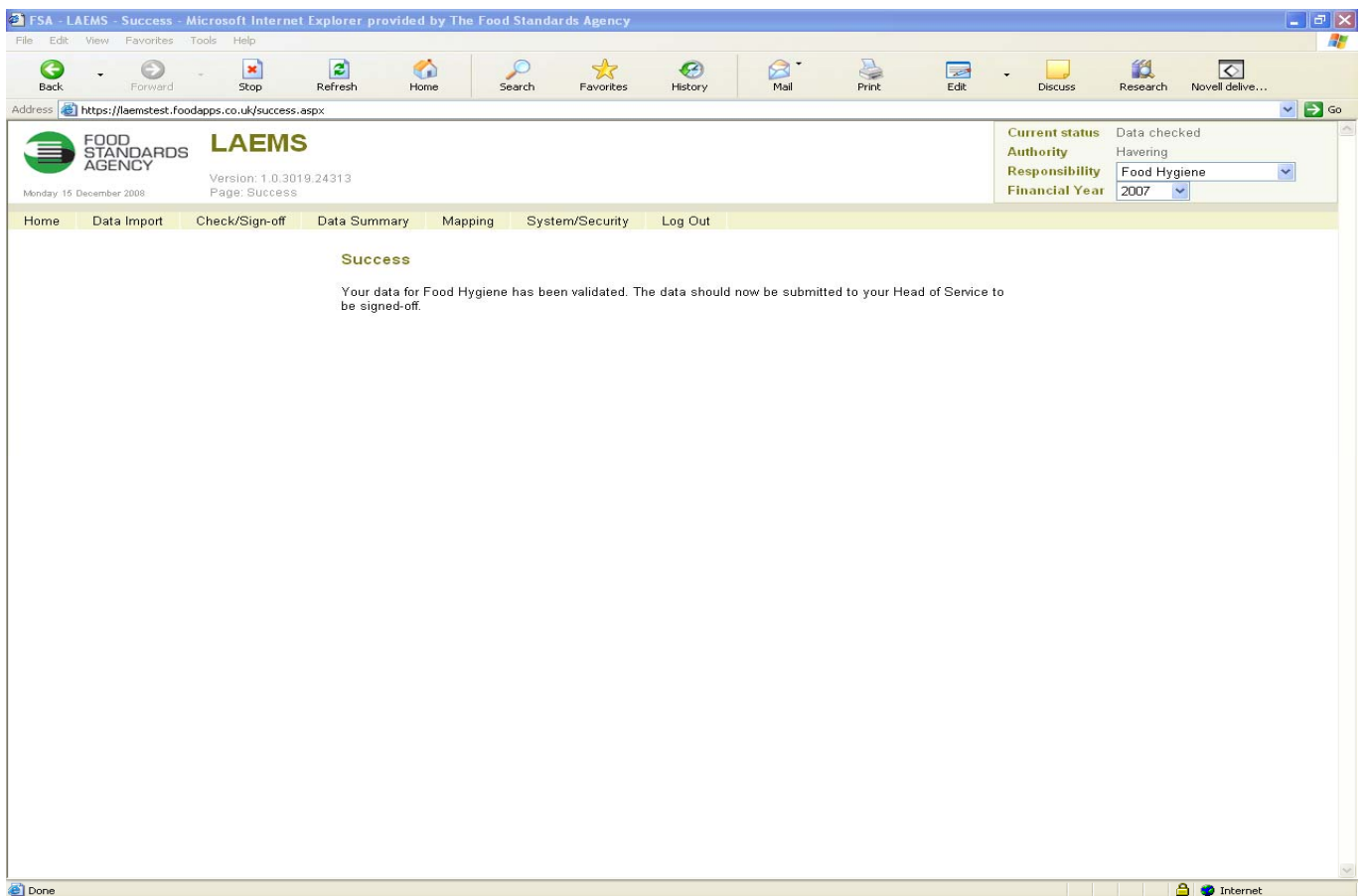
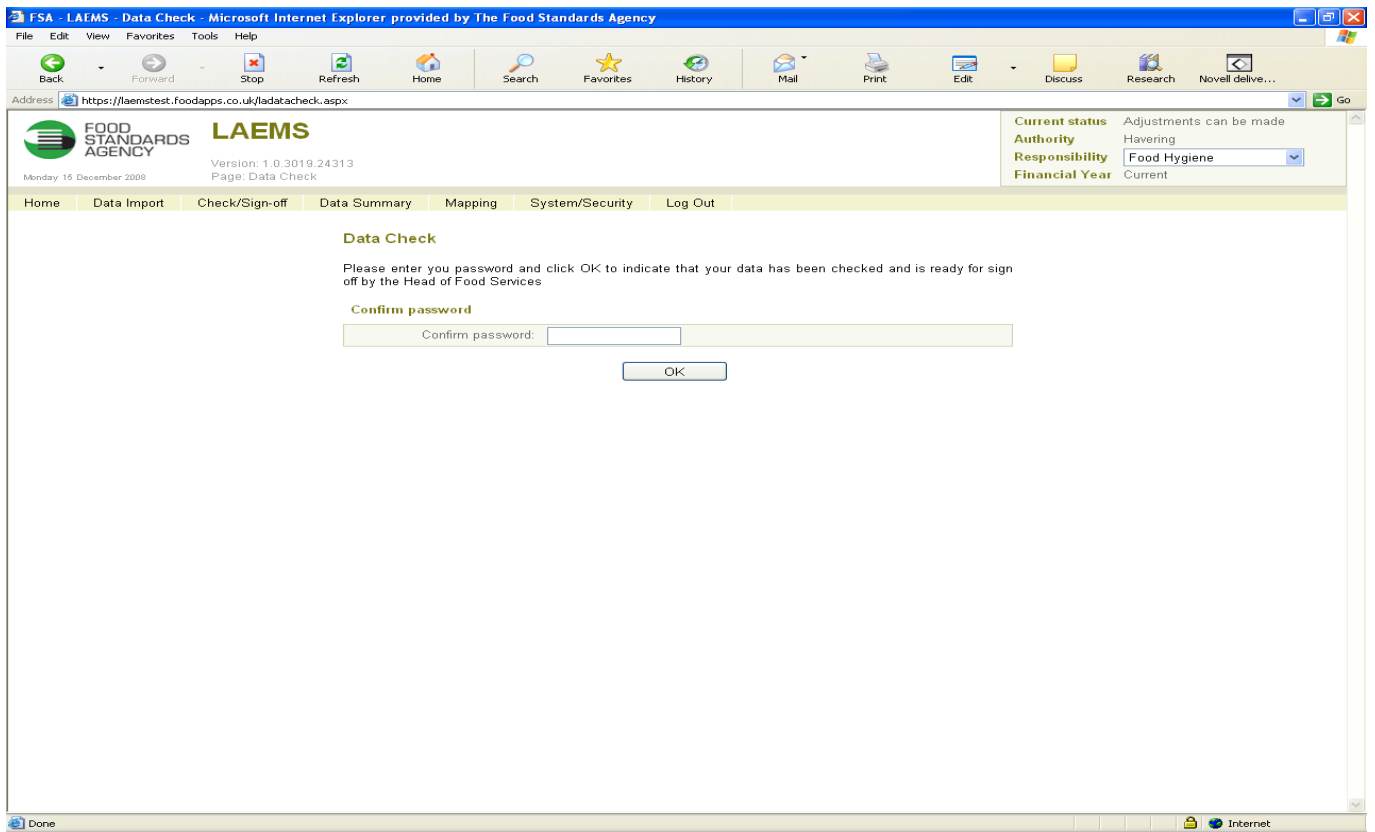
If the checks fail, you will need to address the errors before you can proceed (see the guidance on business rules: <http://www.food.gov.uk/enforcement/ocddata/laems/generalinfo/>)

If the checks are successful, you can mark the data as checked and ready for Head of Service sign-off.

To do this, under the 'Check/Sign-off' menu, select 'Check data'.



You will now have to enter your password to confirm that you have checked the data and that it is ready for sign off by the Head of Service:



You will notice that the 'Current status' in the top right hand corner of the screen has changed to 'Data Checked'.

You must now log out, by clicking on the 'log off' button, and inform your HoS that the data is ready for them to check and sign-off.

3) HoS Sign Off

i) Review data

The HoS must now check the data. First they should log on to their LAEMS account.

They will then be able to review the data summary screens.

Additionally, they will wish to review the performance indicator, which can be accessed via the Check/Sign-off menu:

Address: <https://laemstest.foodapps.co.uk/home.aspx>

FOOD STANDARDS AGENCY **LAEMS**
Version: 1.0.3271.17603
Page: Home

Tuesday 18 December 2006

Home Data Import **Check/Sign-off** Data Summary Mapping System/Security Log Out

Performance indicator
Sign-off

Current status: Data checked
Authority: Havering
Responsibility: Food Hygiene
Financial Year: 2007

Welcome to the FSA's Local Authority Enforcement Monitoring System.

Instructions

Use the control box to switch between responsibilities and financial years. Note that for previous financial years, only options to view data and reports will be available.

<https://laemstest.foodapps.co.uk/performanceindicator.aspx>

Clicking on the performance indicator tab will show the performance indicator for your authority and also show how the Food Standards Agency has calculated the figures.

The screenshot shows the LAEMS Performance Indicator page. The browser title is "FSA - LAEMS - Performance Indicator - Microsoft Internet Explorer provided by The Food Standards Agency". The address bar shows the URL: https://laemstest.foodapps.co.uk/performanceindicator.aspx. The page header includes the Food Standards Agency logo, the text "LAEMS", and version information: "Version: 1.0.3271.17603" and "Page: Performance Indicator". The date is "Tuesday 16 December 2008". The sidebar contains filters: "Current status: Data checked", "Authority: Havering", "Responsibility: Food Hygiene", and "Financial Year: Current". The main navigation tabs are: Home, Data Import, Check/Sign-off, Data Summary, Mapping, System/Security, and Log Out. The "Performance Indicator" section contains the following text: "This page displays the performance indicator for your authority and how the FSA has calculated this figure." Below this are three tables:

Interventions

Number of interventions actually achieved	6	(A)
Due interventions outstanding	1	(B)
Number of interventions that should have been achieved	7	(C) = (A) + (B)

Broad compliance

Number of broadly compliant premises	7	(E)
Total number of premises	11	(F)

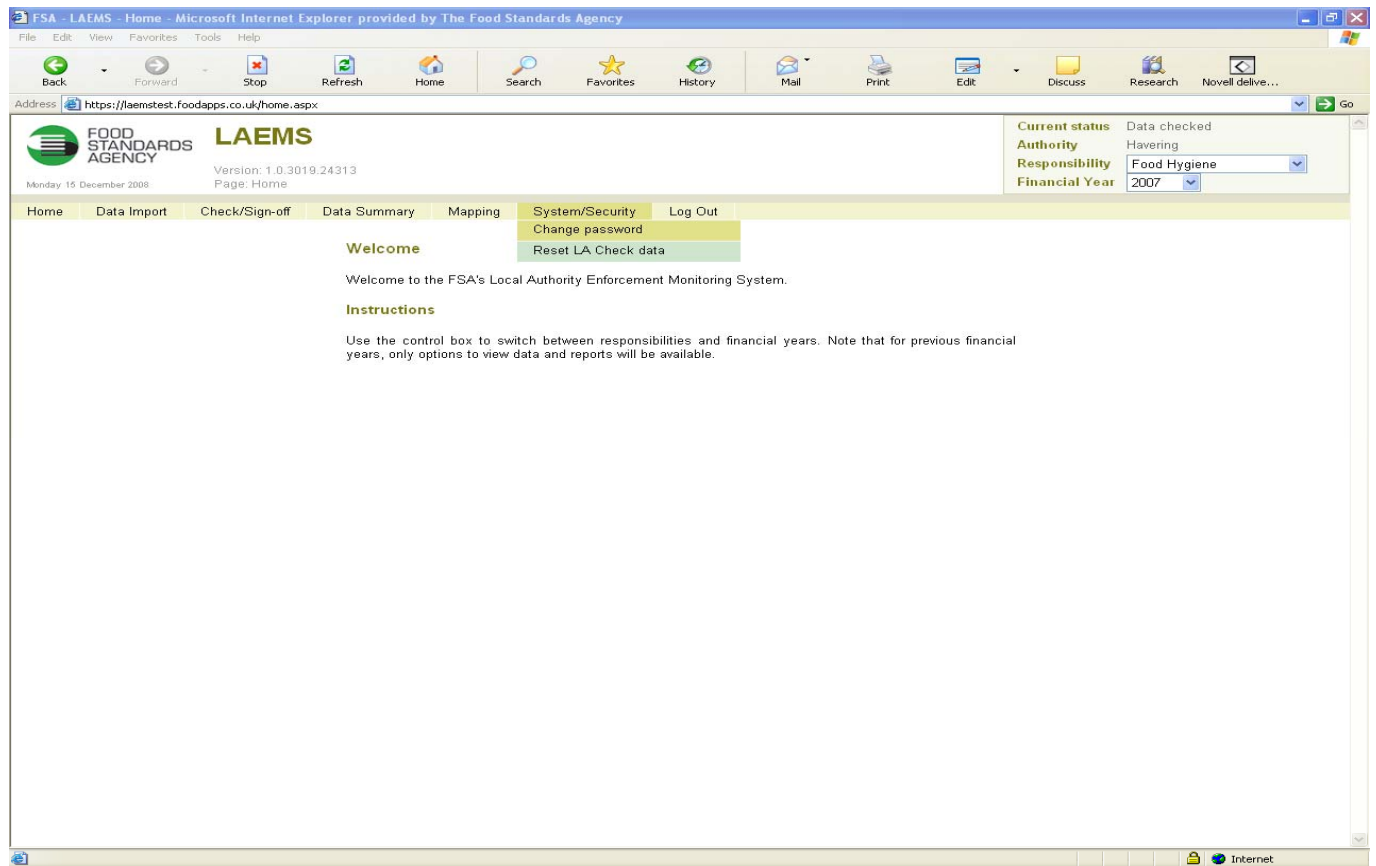
Performance indicator

Interventions performance indicator element	0.26	(D) = 0.3 * (A)/(C)
Broad compliance performance indicator element	0.45	(G) = 0.7 * (E)/(F)
Performance indicator	0.70	(H) = (D) + (G)

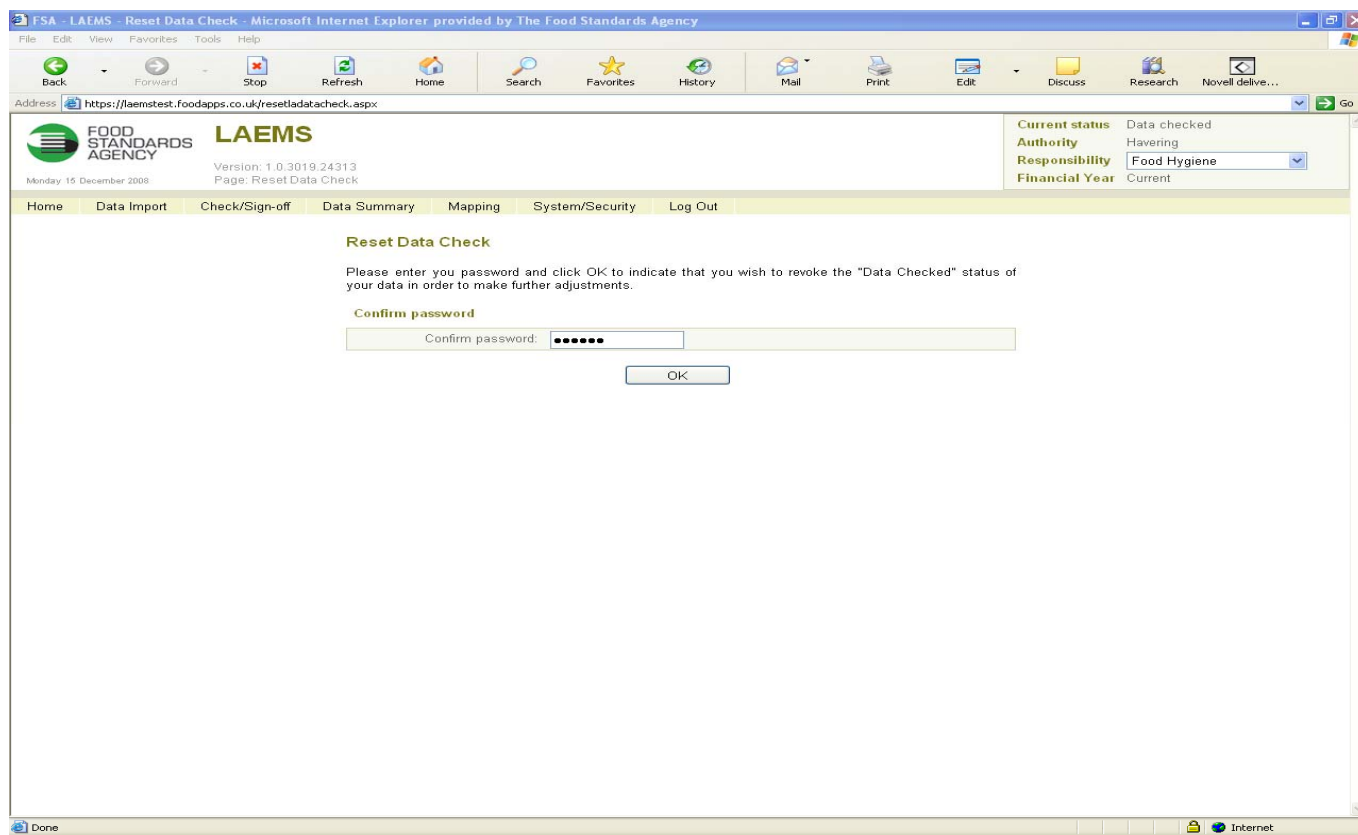
ii) Return data to monitoring officer for further work

If the HoS is **not** happy with the data, they will need to 'uncheck' the data so that further work may be carried out.

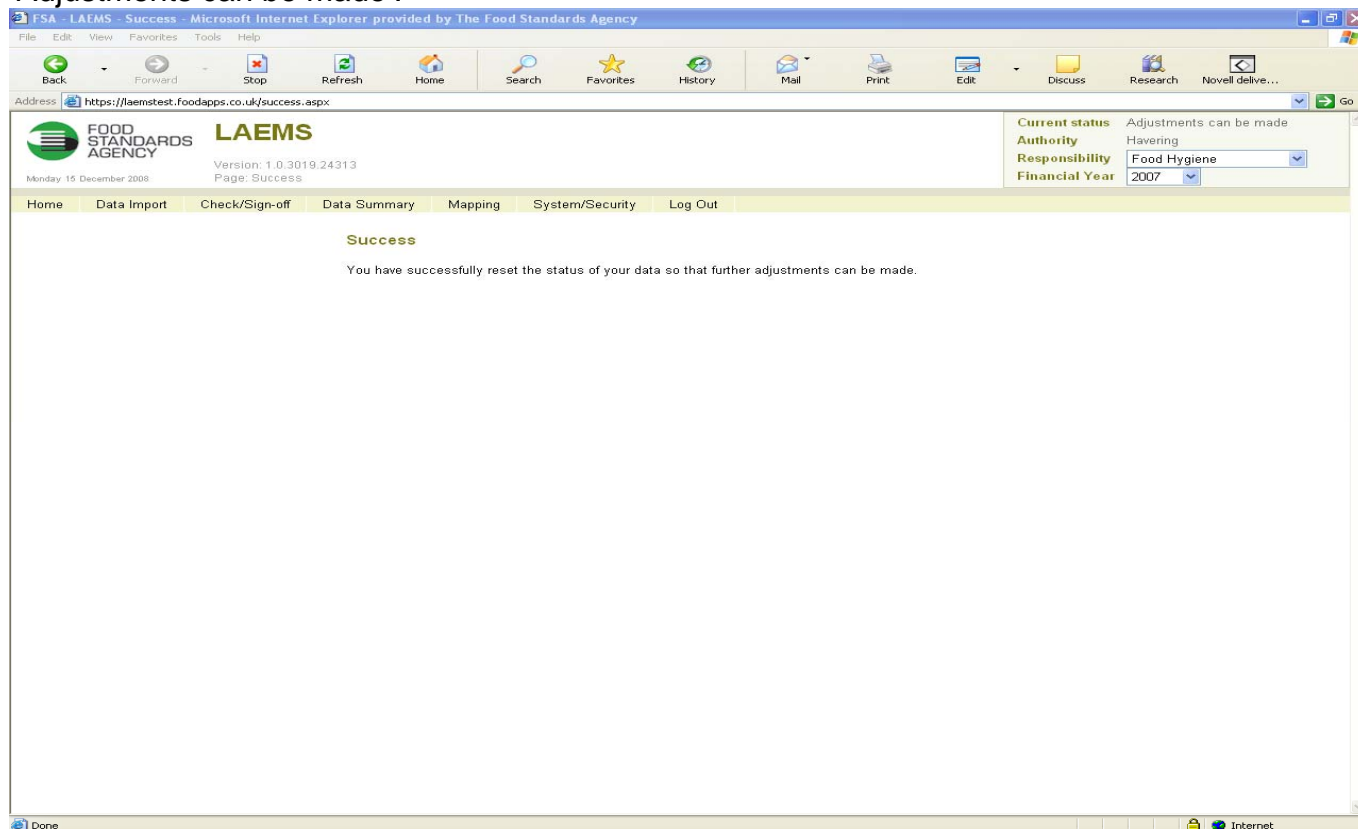
To do this, under the 'System/Security' menu, select 'Reset LA check data':



This will give the following screen and the HoS should enter their password and press the 'OK' button:



You will now notice that the current status in the top right hand corner has changed to 'Adjustments can be made'.

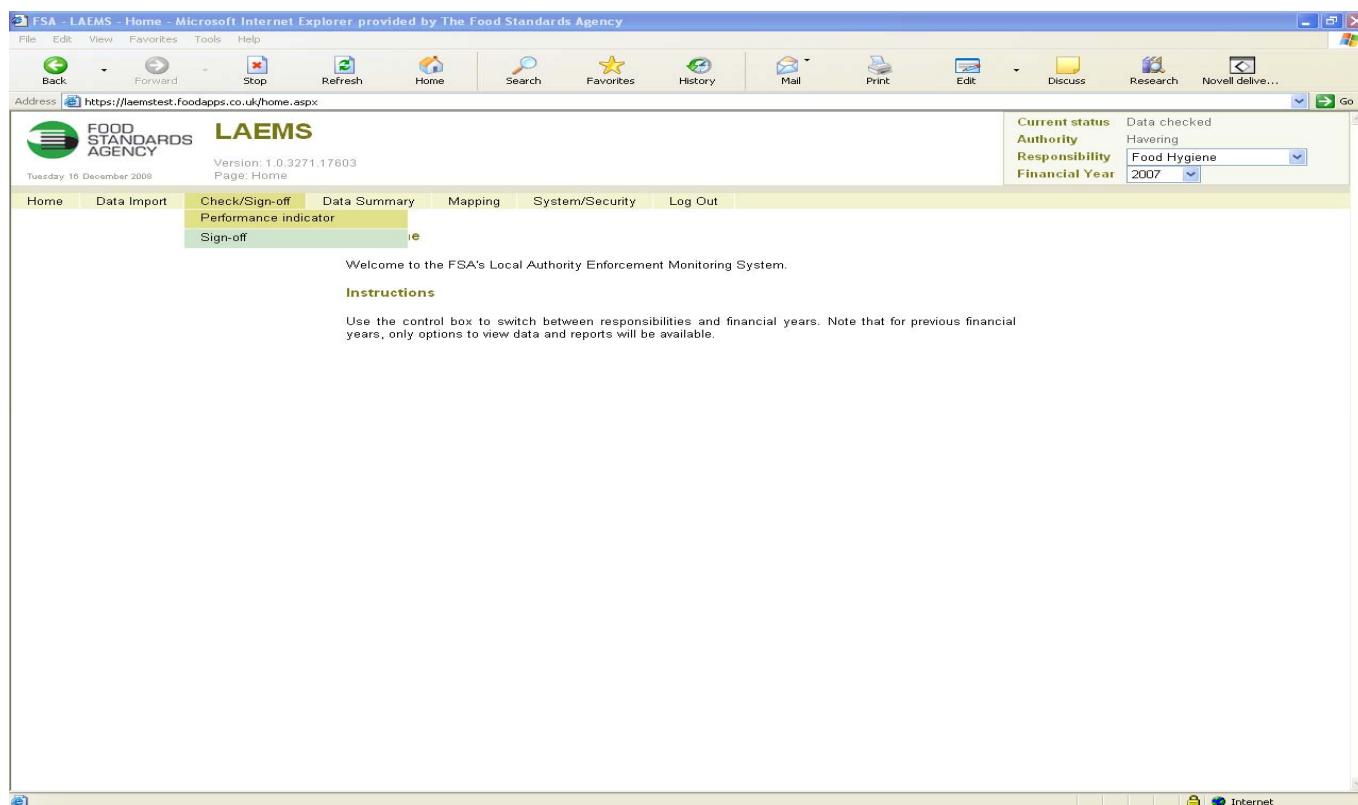


The data is now unchecked and adjustments can be made. The HoS will wish to inform the person responsible for the monitoring return that further work is required and that the data have been 'unchecked', so that this further work may be carried out.

Once further work has been completed, you will need to repeat the sign-off process i.e. check business rules, mark data as checked and sign-off by HoS.

iii) Sign-off data

If the HoS is happy with the data, then they will need to click onto the 'sign off' tab and enter in their password and press OK. This will then finalise the process.



The HoS should enter their password to confirm that the data are accurate and that they are happy to sign-off:

You will notice that the 'Current status' in the top right of the screen has changed to 'Sign-off'. Please note that **no** further adjustments or uploads can now be made. If you wish to change the data after it has been signed off, you will need to contact the FSA to unlock the LAEMS database.

PLEASE NOTE: ALL DATA IN THE SCREENSHOTS ARE USED AS EXAMPLES ONLY.

END OF DOCUMENT