

GETTING STARTED

Click on the **File** drop-down menu and select *CQM Information*. Select the **CQM Setup** button, enter your farm information and load appropriate SOP template.

Note Ontario users: By requirement, your SOP's are already posted on the DFO website.

ENTERING OR EDITING YOUR STANDARD OPERATING PROCEDURES (SOP)

Click on the **Standard Operating Procedures** button, select your herd's SOP record that you want to work with, then create or edit your farms SOP. To exit, click on the X in the top-left corner, click yes to save.

ENTERING IN MEDICINES AND CHEMICALS

Click on the **Logs and Reports** button and select *Add to Medicine Inventory* under Record 9. Choose a medicine from the **Product** drop-down menu and select *Add*. (If the medicine is not on the drop-down menu, select *Add New Medicine*, create your own, and add to inventory). Fill in the expiry date along with any necessary changes, select *Add*.

Note: Always keep a product label of current medicines in inventory.

ENTERING OR EDITING PROTOCOLS

Click on the **Logs and Reports** button and select *Add to Treatment Protocol* under Record 10. Select *Add Protocol* and enter in a **Protocol** name (i.e. Excenel Inter Muscular). From the **Dairy Comp Event** drop-down menu, enter in the event the protocol is used for (i.e. 'Mast'). Fill in the **Days Treated** and the **Amount** administered daily.

DAIRY COMP REMARK

This Dairy Comp *remark* will appear in the cowcard. The recommended entry is to use a 3-letter short form for a drug name, followed by number of days to be on treatment, followed by drug amount per day (i.e. PEN4.40: penicillin for 4 days, 40 cc).

For protocols involving quarters or hooves, include QQ to indicate which quarter or hoof is being treated (i.e. Mastitis treatment: Cefalax, treated for 2 days, 1 tube the remark would be CFL2.1QQ and the QQ filled in at time of treatment with quarter or hoof treated LH=left hind, RF=right front, etc.). Fill in meat and milk withdrawals from the label.

TIP!

Printing and posting your protocol list by your computer may help when entering treatments.

ENTERING TREATMENT INFORMATION IN SCOUT

To be prompted for CQM information when entering a treatment, select **File>Alter>Herd Parameters** and set **Protocol Prompting** to '1'.

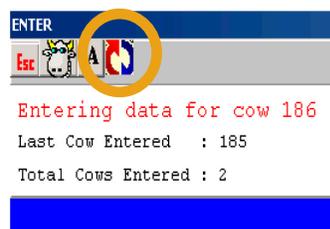
Whenever a treatment is entered that is required, you will be prompted for the following required CQM information:

1. **Event Date:** Date the protocol was initiated
2. **Event Remark:** Use Dairy Comp Remark from the protocol list.
3. **Beef and Milk Withdrawal Date:** To calculate when milk and meat are safe for consumption, take the number of days treated and add the recorded withdrawal days on the label. Enter a '+' symbol before the number of days to calculate a date. (i.e. a 2 day Mastitis protocol with a 4 day meat and milk withdrawal, will have '+6' entered into the withdrawal date field.)
4. **Treatment Time:** Enter in 'A' for AM, or 'P' for PM
5. **Worker:** Initials of the person initiating treatment
6. **Broken Needle:** Enter 'Y' or 'N'
7. **Treatment Mode:** IMM, IM, IV, SQ, etc.
8. **Valid Expiry Date:** Enter 'Y' or 'N'

TIP!

ENTERING MULTIPLE ANIMALS WITH THE SAME TREATMENT "BATCH ENTRY"

Enter in the information for the first animal. When the pick-list appears, type in the next animal number and press the * key. Select the Redo icon on the top left of the screen, or press F6.



Note: You MUST press Enter to travel through the item boxes, and then repeat for the next animal that received the same treatment.

CQM Treatment Report

ID	EVT	EDAY	REM	MKDAT	BFDAT	AMPM	WORKR	BROKE	TMODE	EXPIR	Details
145	MAST	20/05/11	CFL3.1LF	27/5/11	27/5/11	A	MM	N	IMM	Y	
123	MAST	20/05/11	PIE3.1RH	25/5/11	6/6/11	A	MM	N	IMM	Y	
135	DRY	20/05/11	DRYTRT1	21/5/11	25/6/11	A	MM	N		Y	Novodry 1tube/quarter, IMM; vacc 5cc, IM; Orbeseal IMM
107	DRY	20/05/11	DRYTRT1	21/5/11	25/6/11	A	MM	N		Y	Novodry 1tube/quarter, IMM; vacc 5cc, IM; Orbeseal IMM
96	PNEU	20/05/11	BOR4.40	28/5/11	3/6/11	A	MM	N	IM	Y	
53	LAME	20/05/11	PEN4.40	28/5/11	1/6/11	A	MM	N	IM	Y	
93	DRY	20/05/11	NOV01.4	21/5/11	25/6/11	A	MM	N	IMM	Y	
72	DRY	20/05/11	NOV01.4	21/5/11	25/6/11	A	MM	N	IMM	Y	

FIGURE 1

VIEWING CQM TREATMENT HISTORY

This information is automatically filed into a report called CQM report (go to **File>CQM Reports**). This will provide the CQM auditor with the required treatment information history (Figure 1).

When you open the CQM report, you can choose *Run Report* (and select desired date range), or *Add Remark Details* (Figure 2).



FIGURE 2

ADDING DETAILS TO A PROTOCOL

Add Remark Details (Figure 3), allows you to record details about a protocol which will appear on the CQM treatment report. Details added here will stay connected with the protocol and appear in the CQM treatment report every time the protocol is used. This is a suitable location to make notes when combinations of drugs and/or treatment modes are used.

After adding details about a protocol remark, the CQM report will appear. For example, the details added to the DRYTRT1 protocol can be seen under DETAILS heading.

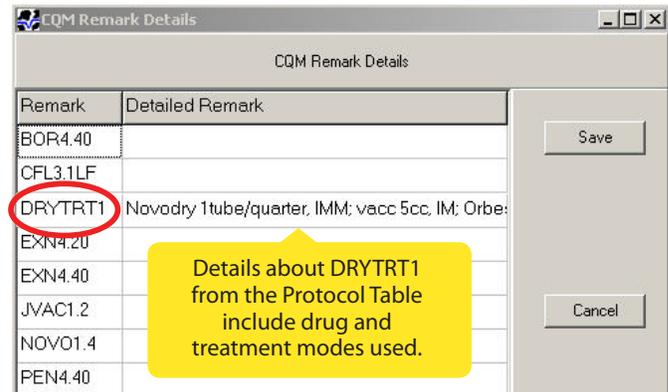


FIGURE 3



Treatment Protocols Involving a Combination of Drugs

When using multiple drugs in a combination, only ONE protocol is needed, but it must indicate all drugs used. In most combination cases, drugs will be used 'off-label' and a vet prescription indicating the withdrawal periods is necessary. It is suggested to name the protocol accordingly (eg. DRYTRT1: dry off treatment combination: Novodry, Orbeseal and vaccination), and indicate the drug and dosages in the *Add Remark Details*.

If the treatment protocol requires more than one mode of treatment (TMODE - as in the example *intra-mammary* and *intramuscular*), leave the TMODE blank and record modes in the *Add Remark Details* section.

For more information on the Dairy Comp CQM module, please contact CanWest DHI Dairy Comp Support at 1-800-549-4373. For further details on the Canadian Quality Milk Program, please contact your Provincial producer organization.