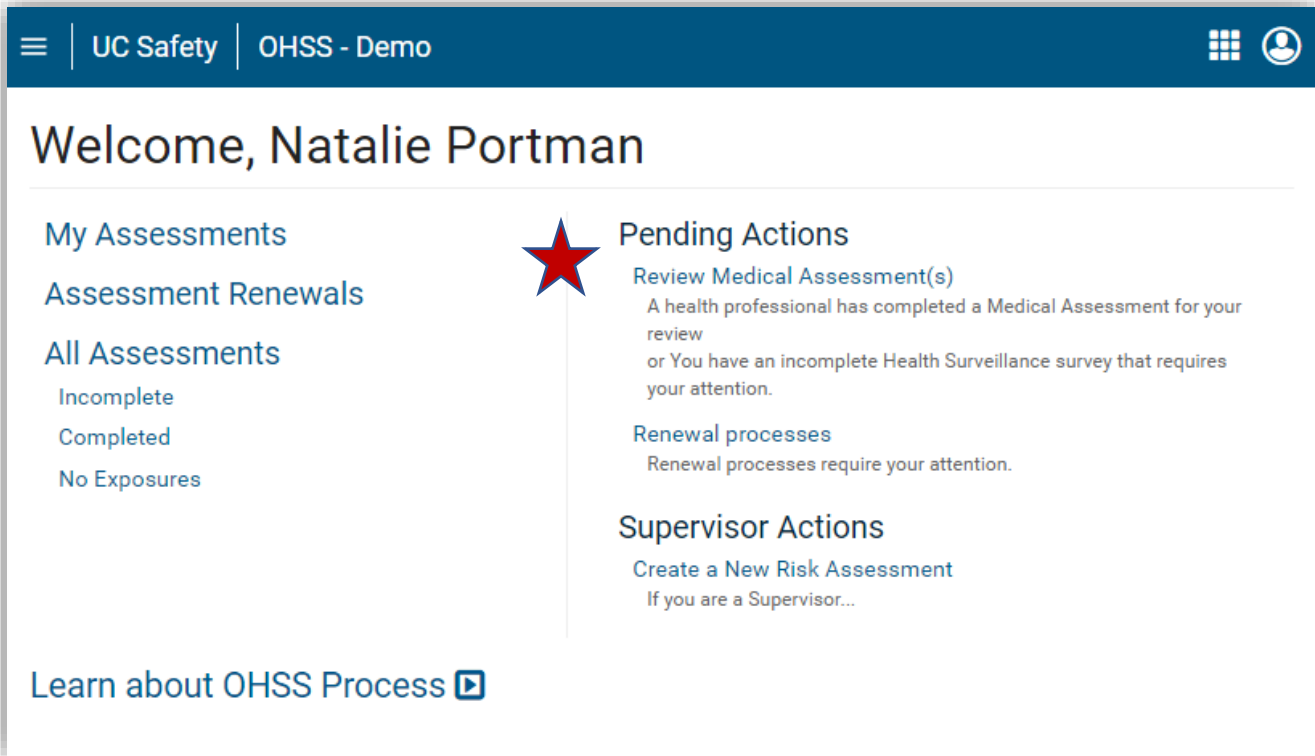


# PI = Supervisor's Home Page



The screenshot shows a web interface for the UC Safety OHSS - Demo system. The header includes a menu icon, 'UC Safety | OHSS - Demo', and user icons. The main content area is titled 'Welcome, Natalie Portman'. It features a sidebar on the left with links for 'My Assessments', 'Assessment Renewals', and 'All Assessments' (with sub-links for 'Incomplete', 'Completed', and 'No Exposures'). The main area is divided into three sections: 'Pending Actions' (marked with a red star icon) containing 'Review Medical Assessment(s)' and 'Renewal processes'; 'Supervisor Actions' containing 'Create a New Risk Assessment'; and a 'Learn about OHSS Process' link at the bottom.

UC Safety | OHSS - Demo

## Welcome, Natalie Portman

**My Assessments**

**Assessment Renewals**

**All Assessments**

- Incomplete
- Completed
- No Exposures

**Pending Actions**

**Review Medical Assessment(s)**  
A health professional has completed a Medical Assessment for your review  
or You have an incomplete Health Surveillance survey that requires your attention.

**Renewal processes**  
Renewal processes require your attention.

**Supervisor Actions**

**Create a New Risk Assessment**  
If you are a Supervisor...

[Learn about OHSS Process](#)

All actions and information available to a PI can be accessed directly from their homepage.

## Sections

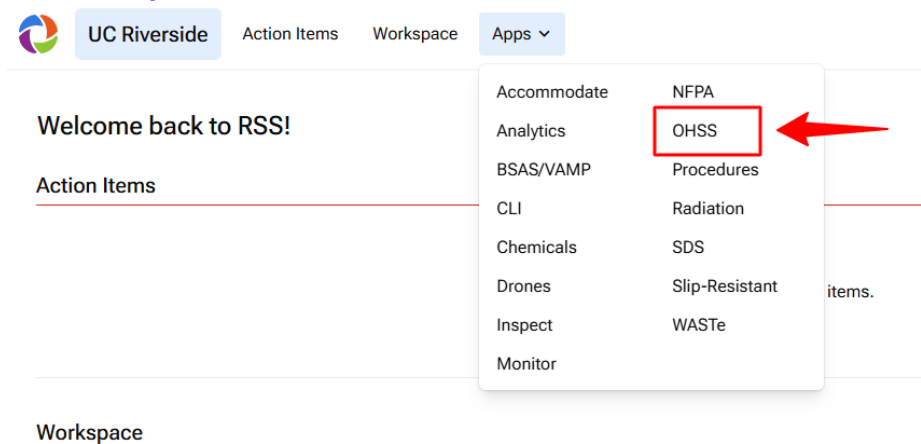
The PI or Supervisor Home Page is organized into six key sections:

- **My Assessments:** Displays the Risk Assessments (RA), Health Questionnaires (HQ), and Medical Assessments (MA) where the logged-in user is the participant.
- **Assessment Renewals:** Lists participants whose Risk Assessments require review or updates.
- **All Assessments:** Provides an overview of all assessments and their statuses, including those created by the user or assigned to them.
- **Pending Actions:** Highlights items that need immediate attention.
- **PI or Supervisor Actions:** Enables the creation of new Risk Assessments from scratch.
- **Learn About the OHSS Process:** Features an expandable graphic outlining the process in five steps.

# OHSS Quick Tips for PI's

## Access the system

Visit: <https://ehs.ucop.edu/ohss>



The search feature in OHSS pulls names from the PPS feed, which may include multiple individuals with similar names. Follow these guidelines for accurate results:

- **Search Format:** Use "Last Name, First Name" format. Other combinations are not recognized.
- **Input:** Enter the full name or as many characters as possible for better accuracy.
- **Missing Participants:** Approximately 2-5% of users may not appear in searches. If this occurs, have the participant log in to <https://ehs.ucop.edu/ucsafety>. This action captures their information in the system, enabling the PI to locate them.
- **Further Assistance:** If issues persist, contact the Service Desk at [service@riskandsafety.com](mailto:service@riskandsafety.com)

## Copying a Risk Assessment

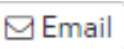
If you have multiple participants performing similar tasks, you can **copy an existing Risk Assessment** to save time:

- From the **home screen**, select **All Assessments**.
- Locate the Risk Assessment for the participant you wish to copy.
- In the **RA** column, click the drop-down arrow and select **Copy**.
- Search for the participant to whom you want to apply the copied assessment.
- Make any necessary edits to the copied Risk Assessment before saving.

# OHSS Quick Tips for PI's

Participant ▾	Supervisor ▾	Department ▾	RA ▾ ⓘ
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	09/21/2016 - A ▾

## Checking the Status of an Assessment

1. From the home screen, navigate to **All Assessments**.
2. Sort assessments by selecting the column header you want to organize by.
3. Locate the **participant** and **hover over the date in the row to view the status code** explanation.
4. For PI Actions:
  - Resend reminder emails by clicking the Email button on the far right. 
  - Archive inactive participants assessments to remove them from the list (data will remain in the system).

## All Assessments

Participant ▾	Supervisor ▾	Department ▾	RA ▾ ⓘ	HQ ▾ ⓘ	MA ▾ ⓘ	Send Email ▾
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	11/19/2024 - A	11/19/2024 - P	--	
<input type="checkbox"/> [REDACTED]	[REDACTED]	--	08/07/2024 - A	08/29/2024 - MP	--	
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	02/21/2024 - A 	04/18/2024 - CN	--	08/29/2024
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	02/29/2024 - A 	04/18/2024 - CN	--	08/29/2024
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]	11/19/2024 - P	--	--	 11/19/2024