Introduction and Overview

Occupational Health Surveillance System (OHSS) provides an automated mechanism for conducting a risk assessment and corresponding medical evaluation for employees with exposure to animal biohazards and other workplace or laboratory exposures. This system replaces the Animal Exposure Questionnaire (AEQ) as of Dec. 5, 2016.

Accessing the System
The system can be accessed at https://ehs.ucop.edu/ohss.

Browser Recommendations
The system is available for use on all browsers, however it is recommended whenever possible to use Chrome. If using IE or Firefox, you must have the newest version installed on your computer for optimal results.

CalNet ID
- In order to be access OHSS, all personnel must have a valid CalNet ID, an online identity which allows access to many UC Berkeley online services.
- A CalNet ID is generated for employees or students by their sponsoring department's Human Resources (HR) Representative.
- If you are a not a UCB employee or student (e.g., visiting summer students, volunteers), you can still obtain a CalNet ID from your sponsoring department. For more guidance, please contact the Office for Animal Care and Use (OACU) at 642-8855 or acuc@berkeley.edu

Workflow

Roles
Supervisor (PI)
- Creates the Risk Assessment for the participant
- Can check status but cannot view any personal health information
Introduction and Overview

Roles (Continued)

Participant (Other Personnel)
- Reviews Risk Assessment and agrees or disagrees
- Completes Health Questionnaire
- Acknowledges Medical Assessment

Medical/Admin (Occupational Health)
- Creates medical assessments, performs medical consultations, and either approves or disapproves the participant’s ability to work
- Assigns roles to appropriate individuals
- Has access to all records in the campus
- Medical professionals, admins in charge of role assignment

Reviewer (ACUC)
- Sees status of each process and responsible for following up with participants
- Does not see Health Questionnaire and Medical Assessment
- IACUC/Biosafety Officers, individuals who need to know status of a group of people

General Tips
- To get back to the home page, select OHSS from the header bar

All columns on the assessment pages are sortable
- To sort, double click on the column header you wish to sort on
- Hover over the to view informational/help text
- You can determine the status of an assessment by hovering over the letter next to the date
- Items marked with a red flag require your attention

Please contact the Office of Animal Care and Use for more information.
Email: acuc@berkeley.edu Ph: 510-642-8855
Everything a supervisor has access to do and view can be accessed from their homepage.

Sections

On the Supervisor’s Home Page there are six main sections:

- **My Assessments** displays the Risk Assessments (RA), Health Questionnaires (HQ), and Medical Assessments (MA) that the person logged in was the participant on.
- **Assessment Renewals** displays the participants who are due for renewal and need their Risk Assessments reviewed or updated.
- **All Assessments** is a view of all the assessments and their statuses that the person logged in has created for others, as well as any that have been created for them.
- **Pending Actions** displays any items requiring your immediate action.
- **Supervisor Actions** allows you to create a Risk Assessment from scratch.
- **Learn about the OHSS Process** is an expandable graphic that explains the process in 5 steps.
Access the system at https://ehs.ucop.edu/ohss

**Searching for a Person**

The people search is pulling names from the PPS feed and there are a lot of people with the same or similar names. In order to keep the system performing quickly, it is programmed so that only the top matches to your search results will display. For the best results, please follow these guidelines:

- **Search by Last Name, First Name**
  - The system will not recognize any other combination of a person’s name
- **For optimal results, enter the person’s full name or as many characters as you know**
- **About 2-5% of the users will not show up when searched for in OHSS. If you have someone who you cannot find, please ask them to log in to https://ehs.ucop.edu/ucsafety. Completing this step will allow the system to capture the necessary information about the participant and in turn, the supervisor will then be able to search and select the employee for the Risk Assessment.**
- **If you continue to experience problems searching for an individual, you can contact the Service Desk at erm@ucop.edu for additional troubleshooting.**

**Copying a Risk Assessment**

Supervisors with multiple employees performing similar duties can create a single Risk Assessment and then copy it for each of their employees.

- From the home screen go to **All Assessments**
- Find the name of the participant’s Risk Assessment that you wish to copy
- In the column listed RA (for Risk Assessment) select the drop down arrow
- Select **Copy**
- Search for the person you wish to copy the assessment to
- You can edit the Risk Assessment once it has been copied
Checking the Status of an Assessment

- From the home screen, go to **All Assessments**
- Select the column header you wish to sort by
- Find the person in question then hover over the last date in the row to see what the status code means
- If you are the supervisor for an individual, you can resend reminder emails by selecting the **Email** button on the far right
- You can also archive any employees/assessments that are no longer active. *The system will remove them from the list, however the data will not be erased from the system!*

Please contact the Office of Animal Care and Use for more information.
Email: acuc@berkeley.edu Ph: 510-642-8855
Supervisor– Creating a Risk Assessment

Creating and submitting a Risk Assessment

Supervisors initiate Risk Assessments for new employees or researchers. There are two ways to create a Risk Assessment form:

1. From scratch
2. Copy an existing one

• If a supervisor has multiple lab workers performing the same research, they can use the Copy Assessment feature to quickly reproduce multiple risk assessments.

To create a Risk Assessment from scratch:

• From your homepage under Supervisor Action select Create a New Risk Assessment

- Enter the participant’s last name first. You must enter the entire last name.
- As you type, a list of names will appear for you to select. For optimal results, enter the person’s full name as last name, first name.
- Select the participant you wish to create a Risk Assessment for
  • If participant cannot be found in the search feature, please direct the participant to log in to OHSS. The system will capture their identity information and add them to the system. Only after they have logged in using their campus credentials will they be able to access the system.
Supervisor – Creating a Risk Assessment

• Once the person has been selected, you will be instructed to complete the Risk Assessment form.
  ▪ For security purposes, you will only have 30 minutes to complete the Risk Assessment. **If you do not complete it in the given timeframe your data will not be saved.**

• There are nine sections to the Risk Assessment form. All nine sections should be completed before submitting the form. The nine sections are:
  ▪ Participant Status
  ▪ Animal Contact
  ▪ Biological Agents
  ▪ Exposures
  ▪ Physical Agents
  ▪ Chemical Agents
  ▪ Animal Exposures
  ▪ Blood Borne Pathogens Exposure Control
  ▪ General Safety

• Once all sections of the form are completed, as the supervisor, you will need to electronically sign the form by checking the **Supervisor's Signature** box. Doing so confirms that the information provided is accurate.

• Select the Create **Risk Assessment** button
Supervisor– Copying a Risk Assessment

Copying a Risk Assessment from an Existing One

A completed Risk Assessment can be copied to expedite the creation of multiple Risk Assessments with similar hazards and risks. To create a Risk Assessment from a copy:

- Go to All Assessments

- In the RA column, find the name of the person whose Risk Assessment you would like to copy

Please contact the Office of Animal Care and Use for more information.
Email: acuc@berkeley.edu Ph: 510-642-8855
Supervisor – Copying a Risk Assessment

- Select the drop down arrow
- Select the Copy Risk Assessment option
- Search for the person (last name, first name) you wish to apply this Risk Assessment to and select them from the list
- Review the Risk Assessment and make any edits
- When the assessment is completed, select the Create Risk Assessment button

Once the Risk Assessment has been created, it is ready for participant review. The system permits the Supervisor to send a pre-drafted email to the participant detailing what steps they need to take next. There is an open text box in the email as well, which allows the Supervisor to add custom information to the email.
Supervisors have access to view a Participant’s status at any point in the Health Surveillance process. They are not permitted to see any Protected Health Information, therefore they can only see the status of the Health Questionnaire or Medical Assessment.

Review a Participant’s status

- Go to All Assessments

• You will automatically be taken to the Incomplete tab
  - If the person has not completed the process, they will show up here
  - If they have completed it, you will need to search for them in the Completed tab
Supervisors – Checking a Participant’s Status

- Find the person and assessments you wish to check the status of
  - You can sort by selecting the heading of the column you wish to sort on
- Hover over the letter next to the date to view the status of the Risk Assessment (RA), Health Questionnaire (HQ) or the Medical Assessment (MA)
- If there is action to be taken by the Participant, as the Supervisor, you can resend the last email by selecting the Email button on the far right
  - Once you select the email button, another tab will open where you can view and add additional text to the email before sending
  - The Participant will be notified via email to take action
If an employee is no longer part of the Occupational Health Surveillance program, or has switched supervisors, you can archive or deactivate their assessments.

- Archiving is done on incomplete assessments
- Deactivating will deactivate the renewal process on a previously completed assessment. Deactivating will turn off the email reminders to the current supervisor for the corresponding deactivated assessments.

**Archiving Incomplete Assessments**

- Select the **All Assessments** from your homepage
  
  ![Welcome, Natalie Portman](image)

- You will automatically be taken to the **Incomplete** tab
- Check the box next to the name of the participant you wish to Archive
Supervisor – Archiving/Deactivating Assessments

- Select the Archive button
- You will then be prompted to provide a reason for archiving the selected assessments

You can also deactivate the renewals process when it comes up for renewal. Deactivating is similar to archiving.

Deactivating Assessments Up for Renewal
- Go to the Assessment Renewals page
- From the Assessment Renewals page, select Deactivate

- Select the Yes - I’m sure button

Please contact the Office of Animal Care and Use for more information.
Email: acuc@berkeley.edu Ph: 510-642-8855
OHSS Quick Tips for Participants

Access the system at [https://ehs.ucop.edu/ohss](https://ehs.ucop.edu/ohss)

Pending Actions

- On your home page, the Pending actions section to the right will tell you what is required of you to further the process.

**Pending Actions**

*Review Risk Assessment(s)*

Your supervisor has completed a Risk Assessment form for your review.

Checking the Status of Your Assessment

- From the home screen, go to **My Assessments**
- Anything with a red flag requires your attention
- You can also sort by the column headers
- You can hover over the date of the risk assessment, health questionnaire or Medical Assessment in order to see what the status code means
- If you are the supervisor for an individual, you can resend reminder emails by selecting the button on the far right
- You can also archive any employees/assessments that are no longer active. *The system will remove them from the list, however the data will not be erased from the system!*

Acknowledgement of the Medical Assessment

- Participants must acknowledge the Medical Assessment even if no services are required in order to complete the process. To acknowledge your Medical Assessment:
- Log in to [ehs.ucop.edu/ohss](https://ehs.ucop.edu/ohss)
- Select Review Medical Assessment under pending actions
  - This option will only display if your assessment is ready for you to acknowledge
- You will be taken to the **My Assessments** page
  - In the MA column, any Medical Assessment requiring acknowledgment will have the red flag
- Select the date to view the Medical Assessment
- Review the Medical Assessment and select the **I Have Reviewed My Medical Assessment** button
  - You will see a confirmation screen when the process is complete
  - You can double check that it was completed by checking the **My Assessments** page in the Process Completed column
When a Supervisor completes a Risk Assessment for a participant, they will receive an email notifying them that there is a Risk Assessment for their review. If they do not receive the email, they can log in to https://ehs.ucop.edu/ohss to review the assessment.

To Review an Assessment

- From your homepage under pending action, select **Review Risk Assessment(s)**

  ![Image of the My Assessments page](image)

- You will be taken to the My Assessment Page. The **My Assessments** displays the Risk Assessments (RA), Health Questionnaires (HQ), and Medical Assessments (MA) that you are the participant on.

  ![Image of the My Assessments page with a red flag](image)

- Items marked with a red flag require your attention
  - You can select the date to review the assessment
  - To determine the status, hover over the letter next to the date
  - Once you have reviewed the Risk Assessment you will be asked to accept or disagree with it

Please contact the Office of Animal Care and Use for more information.
Email: acuc@berkeley.edu Ph: 510-642-8855
• If you disagree with the assessment, select the I Disagree button
  ▪ The Risk Assessment is sent back to the PI/Supervisor for editing
  ▪ You are presented with the option to send an email indicating why you disagree with the assessment
• If you agree with the Risk Assessment, you will be taken to the Health Questionnaire
Submitting a Health Questionnaire Form

Once a Risk Assessment has been completed, the Participant will be taken to the Health Questionnaire. The Health Questionnaire is filled out by the Participant and routed to a Medical Professional for review. The participant will be notified once their Health Questionnaire is approved or not approved by the Medical Professional.

- The Supervisor never sees the Health Questionnaire
- The participant only needs to complete the Health Questionnaire form one time and it will be reused if they have multiple Risk Assessments
- The Participant only has 30 minutes to complete the form, so it is very important to have access to your medical information while completing the HQ

The Health Questionnaire:
Provides the Medical Professional with Participant’s medical history, including:
- Vaccines
- Tuberculosis Screening
- General History
- Exposures
- Biological Hazards
- Allergies
- Prescription Medications
- Health Status Changes

Completing the Health Questionnaire
Participants should compete the Health Questionnaire to the best of their ability. Any unknowns or unclear answers may slow down the process.

- Participants will be automatically taken to the Health Questionnaire upon agreeing to the Risk Assessment
Participant – Submitting a Health Questionnaire

• If you choose to come back and complete the Health Questionnaire later, you can access it from your home page under Pending Actions
• If a Health Questionnaire is already on file, you can review the form and approve it with no changes, or if there have been changes to your health, you can modify it by selecting the Modify button at the bottom of the page
• Once you have completed the Health Questionnaire, select the Save Health Questionnaire button

The next step will be for the Medical Reviewer to review the Risk Assessments and your Health Questionnaire and perform a Medical Assessment.
Once the Medical Reviewer has reviewed your Risk Assessment and your Heath Questionnaire, they will complete a Medical Assessment determining what, if any, medical services or consultations are needed before you are able to work on a protocol. Participants must acknowledge the Medical Assessment in the system whether services recommended or not to advance in the process.

**Acknowledge the Medical Assessment**

- Go to **Review Medical Assessments** under the **Pending Actions** heading

- Selecting that action will take you directly to the **My Assessments** page
- The red flag will indicate which assessment(s) require your attention

![Screen Shot](image)

- Select the assessment you wish to acknowledge by selecting the date
- Carefully read the Medical Assessment
- Once you have read and understood the Medical Assessment, select the **I Have Reviewed my Medical Assessment** button at the bottom
If a phone consultation or other medical services are recommended, you must get authorization and a recharge number from your department before making an appointment at Occupational Health Services (555) 555-555.

If no services are required, or the services are only recommendations, you will be cleared in the system.

If services are required, you will receive a message to contact the Occupational Health Clinic to complete the process.

You can check the date of completion in the My Assessments page, under the Process Completed column.

Please contact the Office of Animal Care and Use for more information.
Email: acuc@berkeley.edu Ph: 510-642-8855