How to access the Physical Support Risk Assessment Tool (via Citrix)

IMPORTANT! You must log into DHS Workspace each time to access EMSOnline within Citrix .

1. Click on "Workspace Portal" under DHS KnowledgeNet screen under "Resources and Tools", "Popoular Links and System" on the right hand side of the screen.

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2. The Workspace Portal should now appear. Click on the "Applications and Tools" tab and select "Windows Explorer" from the My Citrix Applications.

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3. A new window should appear. In the new window select the F: drive, select the "Rostercoster" directory and find the file called "EMSOnline". Double click on the EMSOnline file. EMS Online should now open.



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4. Select "OHS Assessment Tools"



5. Choose OK. If you do not select this option it will take a long time for the data to upload. Not all users will be asked this question. Some will skip to step7

Microsoft Excel	×
Your access level gives you permission to vie Would you like to select specific houses only to Yes	v details from a number of houses. This may take some time. o save time? <u>No</u>

6. Select the appropriate house and choose "Go"

EMSOnline
House List Select any number of Houses then press Go!
 Ex Respite General - GRA, Z9905 Ex Respite General - HUM, Z9907 Ex Respite General - LOD, Z9903 Ex Respite General - SMR, Z9906 Ex Rhoda, C4331 Ex Rhoden, C4356 Ex River 4, C3614 Ex River 69, Z9980 Ex Rupert, C2206 Ex Springfield 1, C3376 Ex Staff Replace, C3177 Ex Stewart 2, Z9982 Ex Stores, C0128 Ex Sydenham, C1124 Ex Test house for project mgrs, C9991 Ex Toorak, C4337 Ex Training, C0191
Close File Show All Clear All Go!

7. Select "Physical Support Assessments".

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1. 2. 3. 4. 5.	Physical Support Assessments Occupational Violence Assessment (OVRAMT) Household and General Activities Assessment Post Incident Assessment Management Console

8. Select the client from the drop down box and click on "Complete / Update Physical Support Risk Assessment". Follow the prompts.

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FEDAS Main Menu	I need access to a House or Individual not listed
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- Assessments	Reports
Physical Support	Profiles
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Complete / Review Common Areas As	ssessment Profile - Individual
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Work Procedures Work Procedures Write / Review On Bed Work Procedur Write / Review Off Bed Work Procedur	ures Profile - Individual Profile - Personal Care Profile - In Bed Ures
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