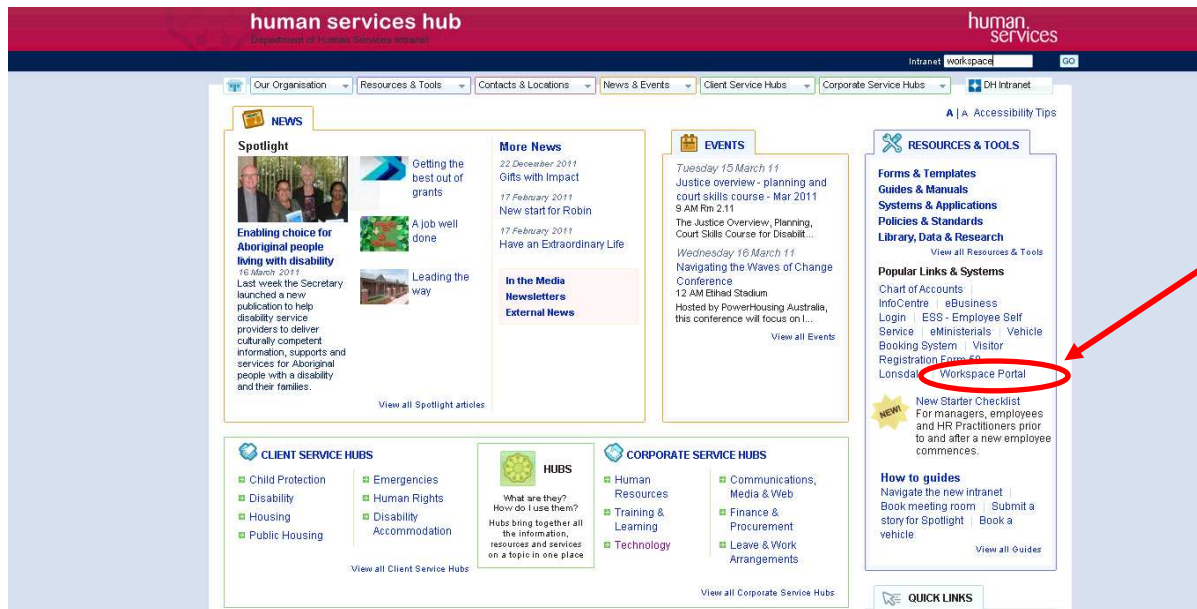


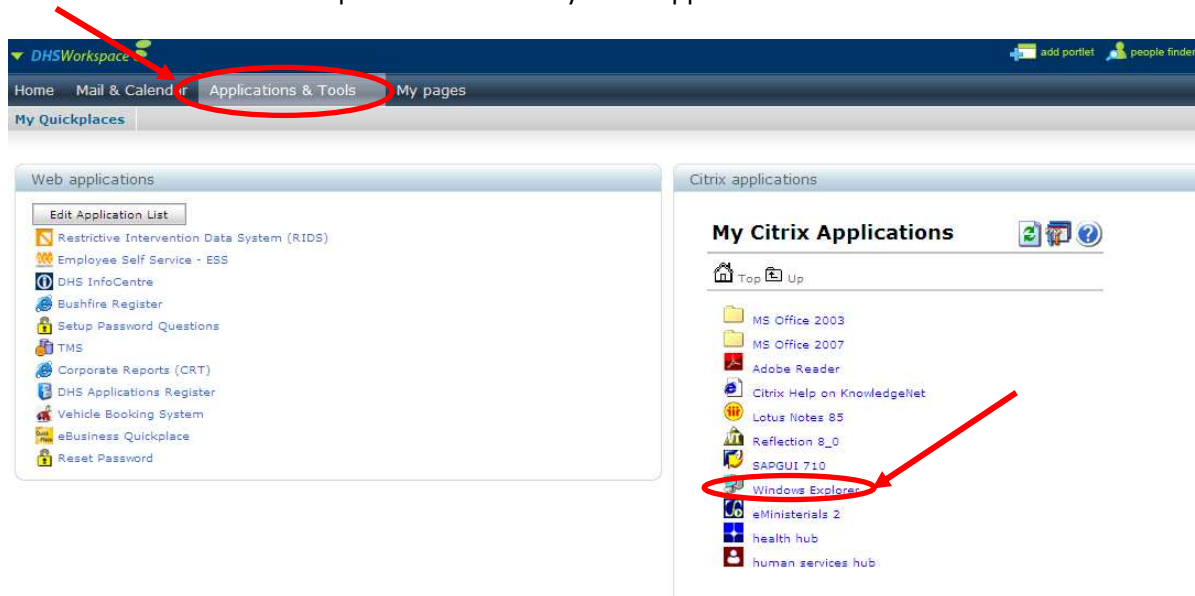
How to access the Physical Support Risk Assessment Tool (via Citrix)

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

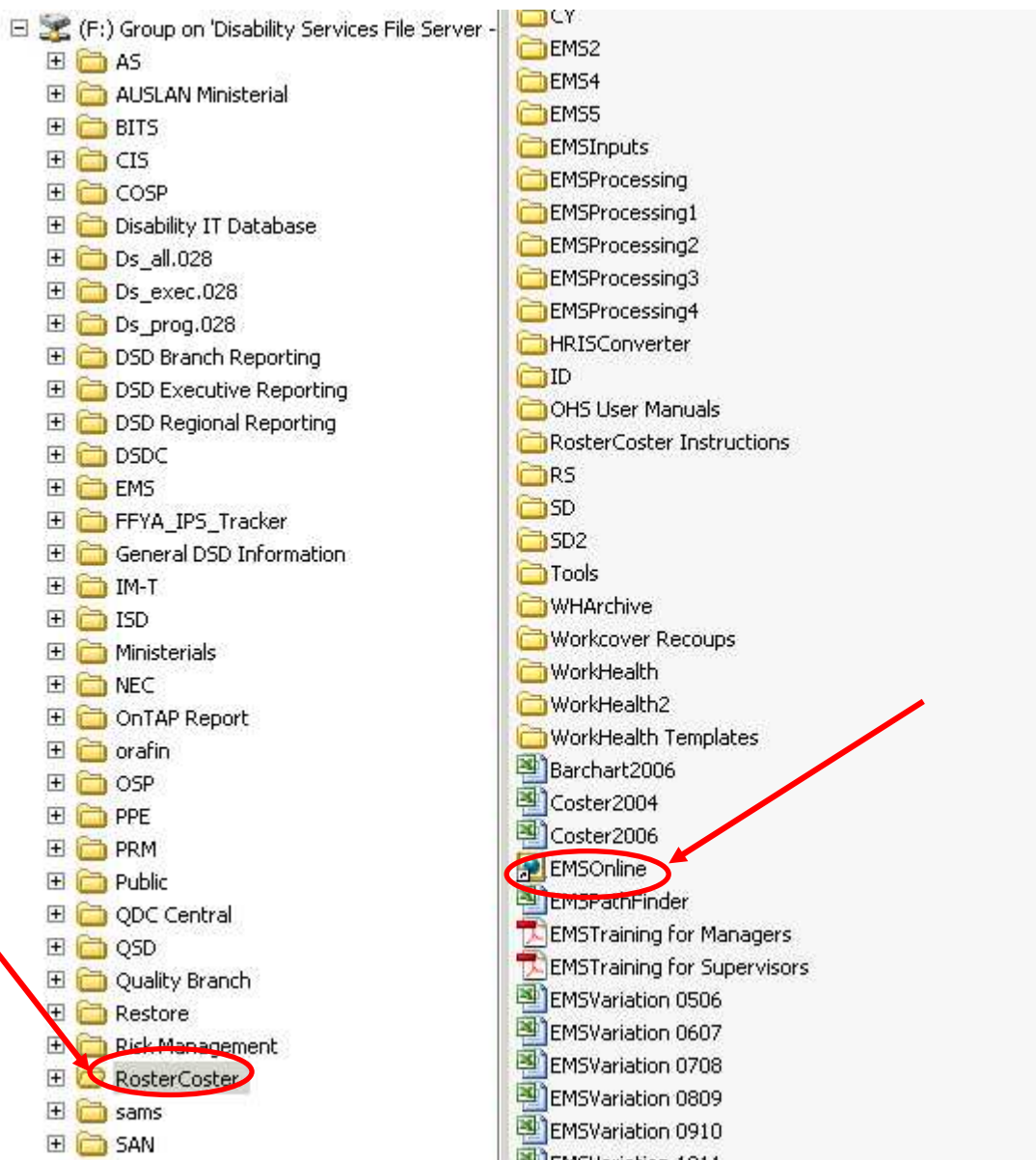
1. Click on “Workspace Portal” under DHS KnowledgeNet screen under “Resources and Tools”, “Popoular Links and System” on the right hand side of the screen.



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

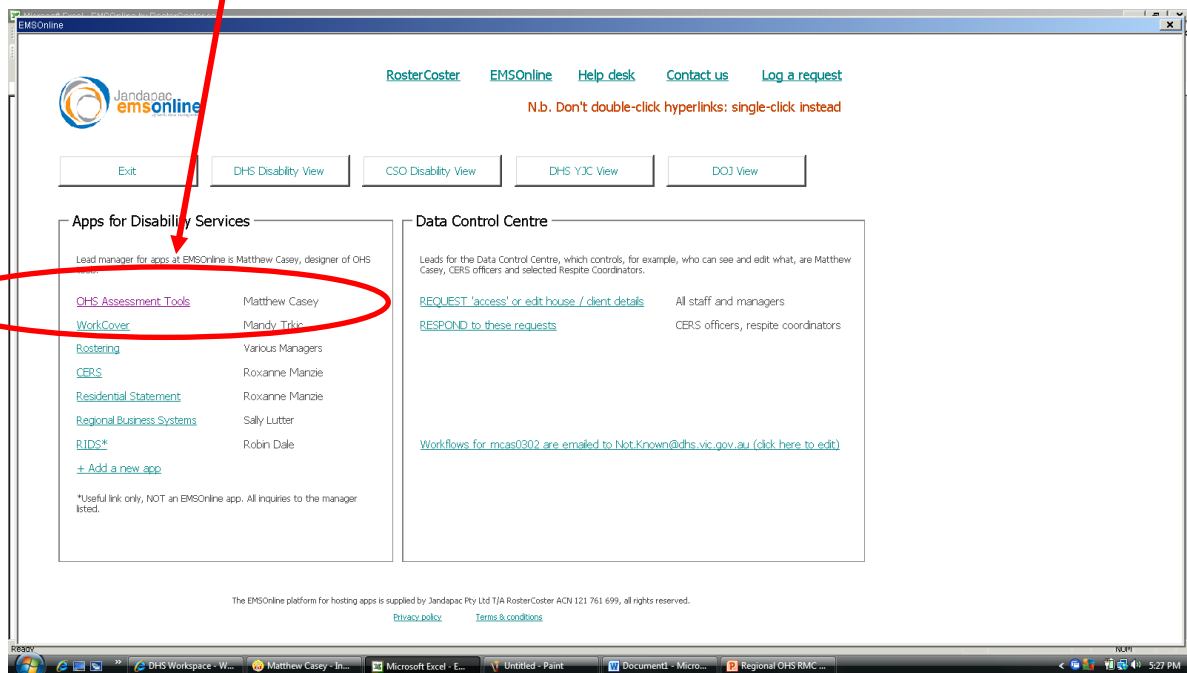


3. A new window should appear. In the new window select the F: drive, select the “Rostercoster” directory and find the file called “EMSONline”. Double click on the EMSONline file. EMS Online should now open.

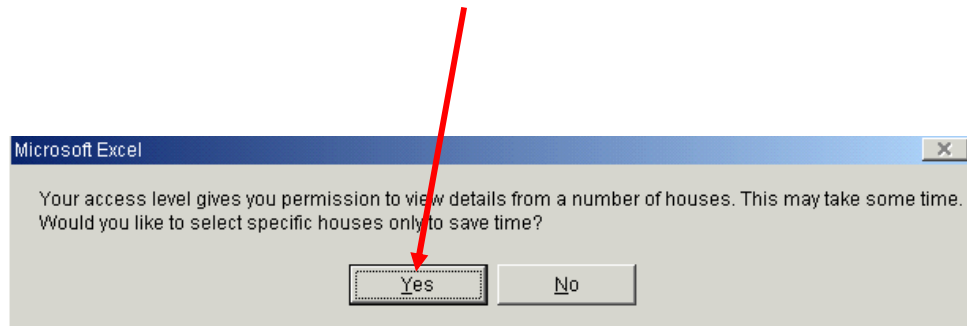


IMPORTANT! - You must log into DHS Workspace each time to access EMSONline within Citrix .

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



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 Test house for staff, C9990
- Ex Toorak, C4337
- Ex Training, C0191

Close File Show All Clear All **Go!**

7. Select "Physical Support Assessments".

EMSOnline

OHS Main Menu

I need access to a House or Individual not listed Close

House Clear

Individual Clear

Click one of these numbered links to continue

1. [Physical Support Assessments](#)
2. [Occupational Violence Assessment \(OVRAMT\)](#)
3. [Household and General Activities Assessment](#)
4. [Post Incident Assessment](#)
5. [Management Console](#)
6. [Update Client Information \(basic information and photo only\)](#)

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

EMSONline

SAFEDAS Main Menu I need access to a House or Individual not listed Close

House [Clear](#)

Individual [Clear](#)

Assessments	Reports
<p>Physical Support</p> <p>Complete / Review an Individual's Assessment</p> <p>Complete / Review Common Areas Assessment</p>	<p>Profiles</p> <p>Profile - House</p> <p>Profile - Individual</p> <p>Profile - Personal Care</p> <p>Profile - In Bed</p>
<p>Work Procedures</p> <p>Write / Review On Bed Work Procedures</p> <p>Write / Review Off Bed Work Procedures</p>	<p>Action Lists</p> <p>Action List - House</p> <p>Action List - Individual's</p> <p>Action List - Common Areas</p>
<p>Client Information</p> <p>Complete / Update Communication Information</p>	