New OSS User Guide – March 2010 – Accredited Assessors

1. Introduction

In April 2010 the new Online Submission System (OSS) for Independent Assessor and Accredited Assessor reports becomes operational. The aim of the system is to make the completion and submission of reports more straightforward for IAs and AAs and also to provide the HTA with more extractable data.

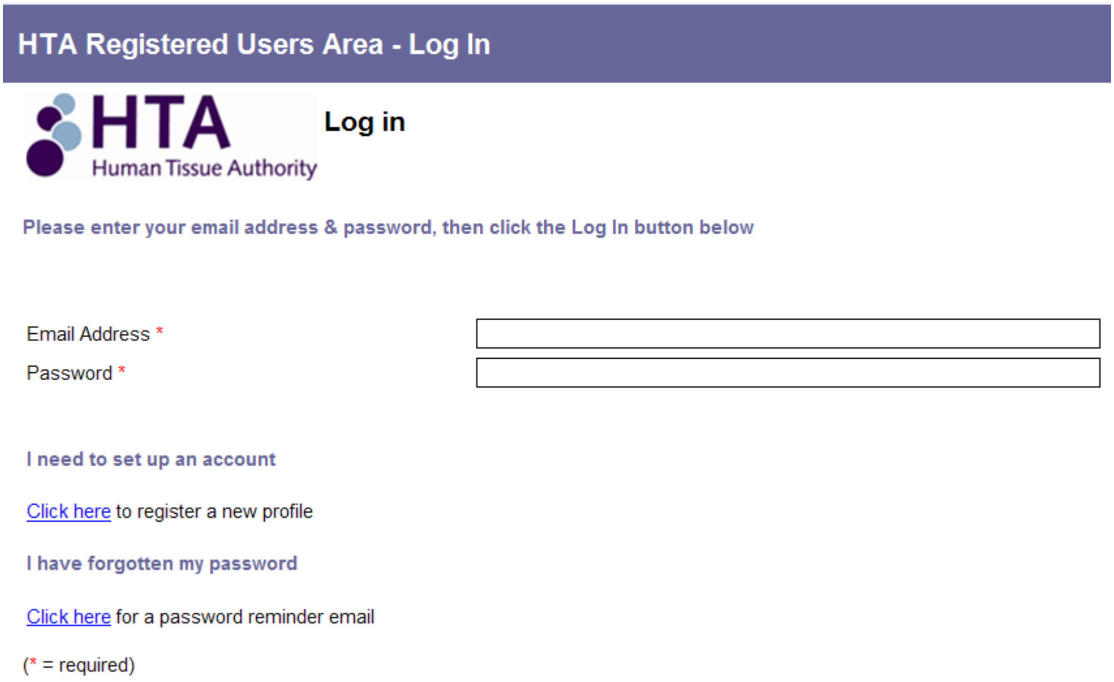
2. Accessing the OSS

The OSS will be accessible via the HTA website, as it is at the moment. We will also be sending out an email with a link to the new system if you prefer to save the link as a favourite and access the site this way.

Please note that the link will be a new URL, and any old links you may be using will no longer work

- **First time**

  The first time you enter the new OSS you will be required to set up an account. The screen you will see will look like this:



You need to put your email address (the one you have registered with the HTA) into the first box and then enter “Password” into the second box.

You will then be logged into the system. For security you need to change your password, you do this by clicking on the “Update your profile” option on the right hand side of the screen and changing the password at the bottom. Please do this the first time you log-in.

- **Subsequently**

Once you have set up you account in the new system you just need to enter your email address and password to get into the OSS.

3. Completing a report

Once you've logged into the OSS you will be taken to the HTA Registered User Area. On the right hand side of the screen you will see an option that looks like this:

Independent Assessors: Submit A Report

- You can create, save and submit up to separate 5 reports:
- Report #1 Edit | Delete *(Last edited on 18 Feb 2010)*
- Report #2 Edit | Delete *(Last edited on 1 Mar 2010)*
- Report #3 Create
- Report #4 Create
- Report #5 Create

Accredited Assessors: Submit A Report

- You can create, save and submit up to separate 5 reports:
- Report #1 Create
- Report #2 Create
- Report #3 Create
- Report #4 Create
- Report #5 Create

Select a report under the heading “Accredited Assessors: Submit A Report”

You can have up to five reports started and saved, but not yet completed, at any one time.

Click the Create option next to the report number you wish to begin.

The next pages ask you to enter the information which will form the report. Work through this as you would the previous OSS forms and when you are ready to move on from a page press the Next > button at the bottom right hand side. You will not be able to press Next> if mandatory information has not been entered and a prompt will come up on the screen if you attempt to do this.

The Next > button also acts as a save button, so each time you press it, the information entered so far will be saved.

When you have filled in all the necessary information you will come to a page titled "Finished", here you will have the option to either submit the form now, or submit it later. If you submit it now – by pressing the submit button at the bottom right hand corner, the form will be sent to the HTA.

HTA Independent Assessment Submission Form

HTA
Human Tissue Authority

Finished

Thank you for completing this form. To review and edit your entries use the Back button. Or, choose one of the following options:

Submit Now

- Submit this form now using the **Submit** button below.

Submit Later

- Save your progress and submit the form later by clicking here.

Here is a summry of the report:

Welcome

I confirm that I have read, understood and applied the guidance issued by the HTA :	Yes
Date of Independent Assessment (DD/MM/YYYY):	01/10/2010

Section A - Category of transplant

Is the transplant:	Directed - Paired
Type of organ or part organ to be transplanted:	Kidney

The screen will then change to display your case reference number – which will be in the same format as before.

HTA Independent Assessment Submission Form

Thank you.

Your case reference number is: T00316

If you press submit later your report will be saved and you will be able to edit and submit it at a later date.

4. After submitting a report

- **Notification emails**

  Once the report is submitted you will receive an email to tell you that it has been submitted. It will then be considered by the HTA. Once a decision has been made you will receive another email containing a link. Click on the link and enter your email address and password. You will then see a list of all your cases and decisions. The most recent decision will be at the top.

- **Further information required**

  If further information is needed before a decision can be made the Executive will send you an email to request this. The email will be sent via the new OSS system and will be automatically linked to the case. Please reply as soon as possible to any requests for further information.

5. Extra functions

- **Autosave**

The Next> button at the bottom right hand corner of the page saves the form every time it is pressed.

- **Copy and paste**

You can now copy and paste from a word document into the form.

- **Mandatory information**

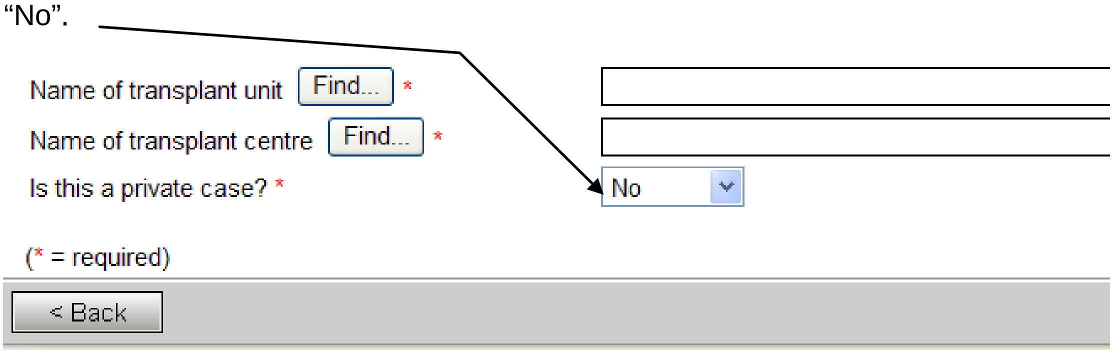
All the sections marked with a red star must be filled in – if you leave them empty the system will not allow you to move on to the next page.

- **Back button**

You can use the <Back button at the bottom left hand corner of the page to scroll pack through the sections of the form. You will not lose any saved information by doing this.

- **Private case**

At the bottom of Section B there is a Private case question – if the transplant is being carried out privately please select “Yes”, otherwise the default if set as “No”.



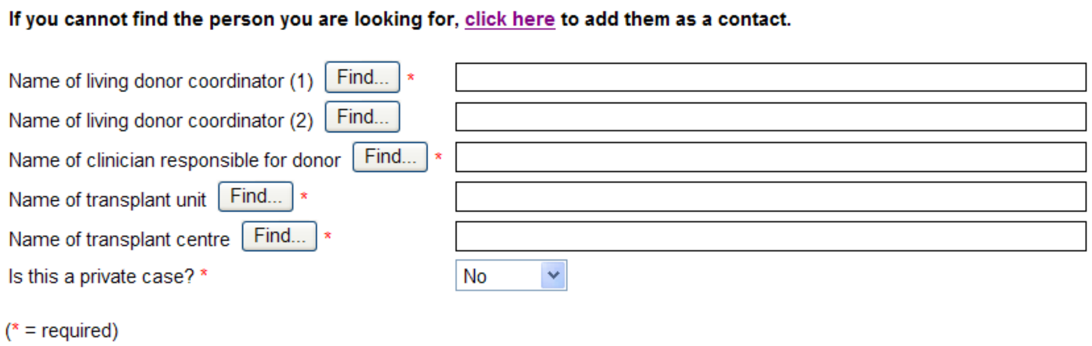
- **Find button**

In the Transplant part of Section B you will see a button marked “Find” next to some of the questions. This is because the person detailed here needs to be a contact in the main system in order for them to receive notification of the decision. When you click on the “Find” button you will see a list of possible contacts, if the person you require is on this list click on their name and it will appear in the box. If they are not on the list you will need to create a new contact – as detailed below.

- **Creating a Contact**

If the contact you require is not in the system it is very simple to set them up.

Select the option to add a contact



If you cannot find the person you are looking for, click here to add them as a contact.

Name of living donor coordinator (1) Find... *

Name of living donor coordinator (2) Find...

Name of clinician responsible for donor Find... *

Name of transplant unit Find... *

Name of transplant centre Find... *

Is this a private case? * No

(* = required)

A box will pop up and ask you for their details. Fill in as many as you can. The most important bit is to correctly allocate a role for the contact – tick the relevant box at the bottom of the box and click the “Create” button.

The will now be in the system and will come up on the list when you press “Find”.