CTS User Manual

Surveillance Program Enrollment Action Request (SPEAR)

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Introduction

Surveillance Program Enrollment Action Request

The surveillance program enrollment action request (SPEAR) module of CTS is designed to help a supervisor manage their worker's medical surveillance qualifications. A secondary, yet very important goal of the SPEAR is to share requests for enrollment change automatically with the Industrial Hygiene and Medical Departments so each request can be processed, tracked and closed in a timely and high-quality manner.

This document seeks to provide examples for how the SPEAR can be used by the Supervisor, the Industrial Hygiene Program Lead, Medical Coordinator and the ESH-HR Enrollment Coordinator.

Roles that play a part in the SPEAR and which are discussed below are:

- Supervisor With Direct Reports
- Industrial Hygiene Program Lead
- Medical Coordinator
- ESH-HR Enrollment Coordinator

Chapter 2: Accessing SPEAR

There are several pathways to access the SPEAR, however in this chapter will discuss using the Portal. Other pathways, such as an Email from your ESH-HR coordinator will be discussed in subsequent chapters.

To access the Portal your administrator will provide a link or web page. Click the link or webpage and authenticate as needed for your system.

In the **Portal** menu, under *Supervisor Portal* submenu, click the **CTS591: Safety and IH Summary For My Direct Reports** button.

You will be presented with a list of workers. The list of workers will be those for whom you are listed as the supervisor in the database. If the names are different than you expect please work with your system administrator to determine the cause. If your worker is currently enrolled in a medical surveillance program or exposure monitoring program, the program will be displayed.
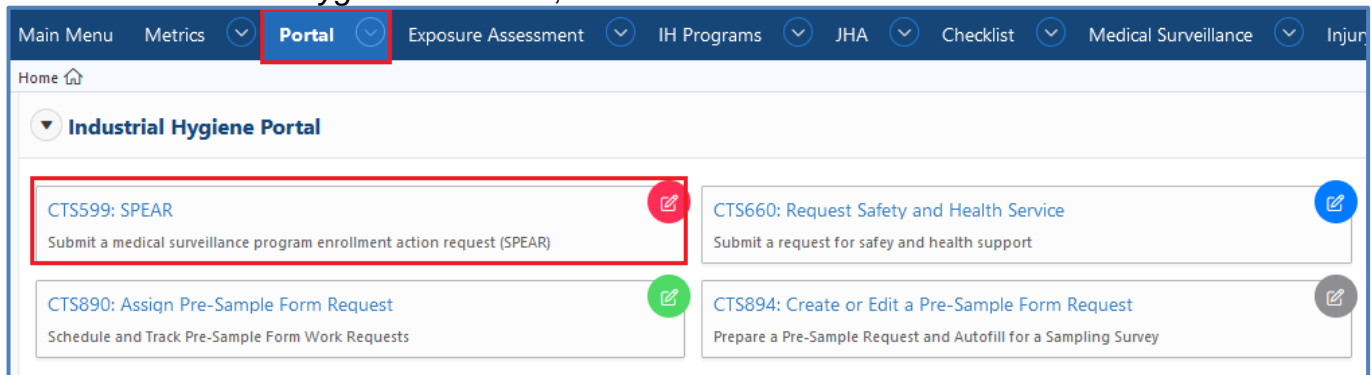
Click the *CTSPORTAL /* breadcrumb to return to the **Portal** menu.

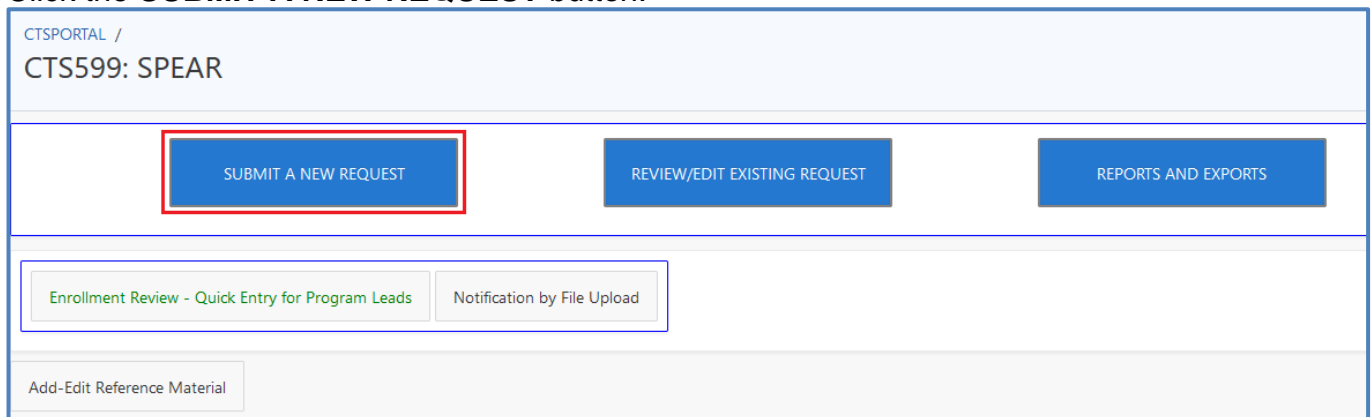CTSPORTAL /
CTS591: Safety and IH Summary For My Direct Reports

Submit A New Request

Under the *Industrial Hygiene* submenu, click the **CTS599: SPEAR** button.

| Main Menu | Metrics ⌄ | **Portal** ⌄ | Exposure Assessment ⌄ | IH Programs ⌄ | JHA ⌄ | Checklist ⌄ | Medical Surveillance ⌄ | Injur |

Home ⌂

▼ **Industrial Hygiene Portal**

CTS599: SPEAR
Submit a medical surveillance program enrollment action request (SPEAR)

CTS660: Request Safety and Health Service
Submit a request for safey and health support

CTS890: Assign Pre-Sample Form Request
Schedule and Track Pre-Sample Form Work Requests

CTS894: Create or Edit a Pre-Sample Form Request
Prepare a Pre-Sample Request and Autofill for a Sampling Survey

Click the **SUBMIT A NEW REQUEST** button.

CTSPORTAL /
CTS599: SPEAR

| SUBMIT A NEW REQUEST | REVIEW/EDIT EXISTING REQUEST | REPORTS AND EXPORTS |

Enrollment Review - Quick Entry for Program Leads   Notification by File Upload

Add-Edit Reference Material

To submit a new enrollment action request, enter the worker identifier in the *Enter Badge ID* field and click **Add Single Worker** button.

Enter job duties, assignment start date, and primary reason for review.

The bottom portion of the SPEAR screen will list site medical surveillance programs in three major categories:

- Chemicals
- Activities
- Certifications

Some programs may fit into two categories but only one can be assigned. The important point is you choose the program you need.

Click checkboxes to select ALL programs that apply to this job assignment even if you know they already have the program. If you do not choose a program the system will assume the hazard no longer applies to the job and if the pre-existing program is not considered lifetime, a change request to disenroll will be issued.

Lifetime programs are identified by the † symbol.

If the current job no longer requires any medical surveillance programs, check the box indicating no programs are needed. Once checked it will turn green and close the other program areas.

Click the **Submit Enrollment Action Request** button.

A success message is displayed on-screen.

Surveillance Program Enrollment Request Submitted

Your Surveillance Program Enrollment Request has been submitted. You may now close this window.

Your job as a supervisor is now completed for requesting surveillance programs. Industrial Hygiene and Medical will be notified and may contact you.

Chapter 3: Industrial Hygiene Program Lead
IH Program Lead Enrollment Change Review

There are a few surveillance programs that are flagged for Industrial Hygiene (IH) concurrence whenever a Supervisor requests a change of enrollment (either ENROLL or DISENROLL).

Whenever there is a change of enrollment and the program requires an IH review, the IH is notified and the request for that program is placed in a review queue. If there is no need for an IH review the request is immediately forwarded to Medical.

In **CTS599: SPEAR**, click the **Enrollment Review – Quick Entry For Program Leads** button.
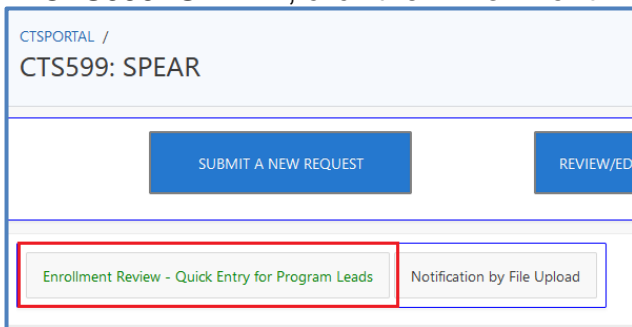
Use pulldown menu to select *PH/IH Decision* for a specific request. Click the **Click To Apply Decisions (Only decisions with a completed reason will be processed)** button.


Once the IH review is completed, the request is moved to Medical along with the IH recommendation on the enrollment change request.
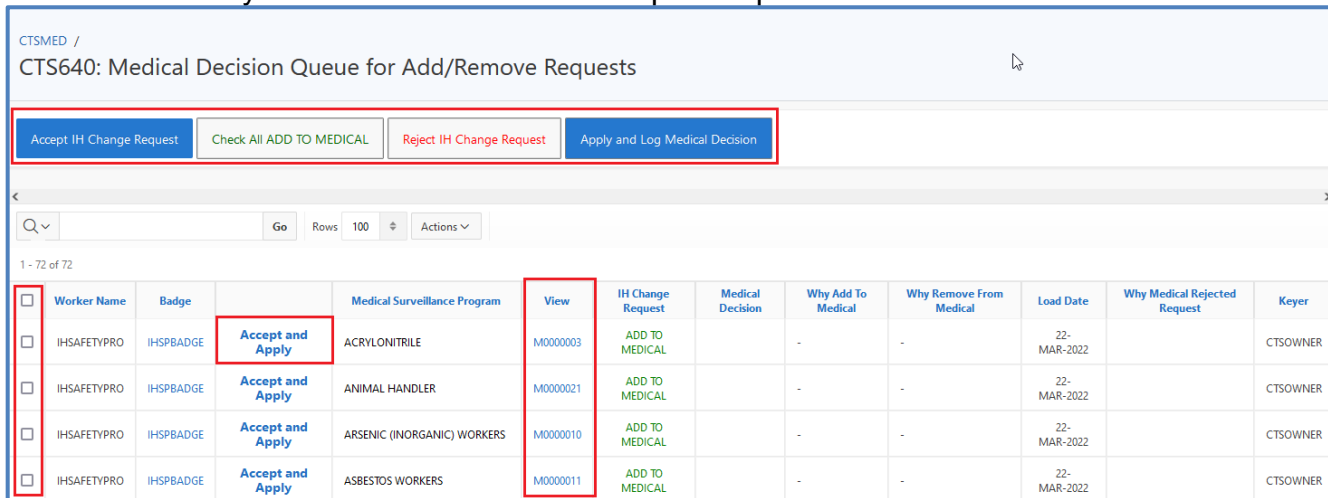
Chapter 4: Medical Coordinator
Medical Queue Review Decisions

All SPEAR entered by the supervisor that create a change request are added to the medical review queue. The SPEAR programs that require an IH review briefly veer off path but are still added to Medical if a change request is identified. The Medical Coordinator role is to review this queue periodically and reconcile it with their actual medical system. This process of reconciliation is manual unless computer processes are implemented to automate actions between the SPEAR system and the Medical system.

To accept/reject enrollment change requests, navigate to **Medical Surveillance** menu, under *Medical Role (Review of IH Request)* submenu. Click the **CTS640: Medical Decision Queue for Add/Remove Requests** button.
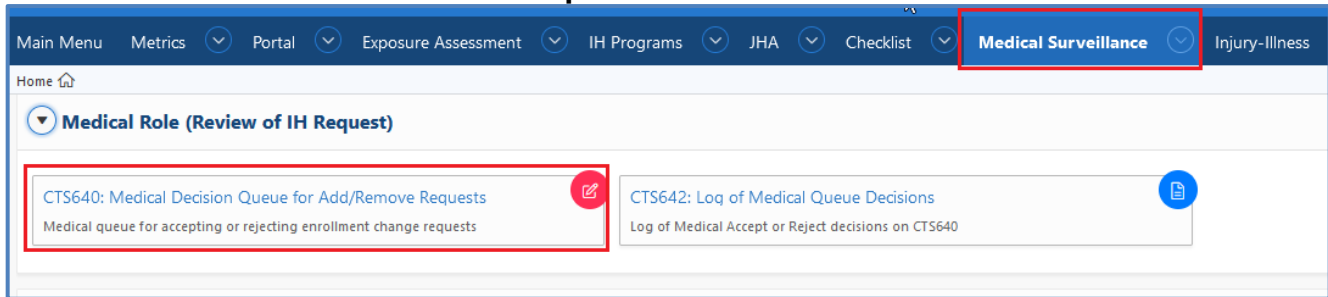
Click checkbox(es) to select request(s). Use buttons to accept, reject, add to medical, or apply and log decision. For one request at a time, click the **Accept and Apply** blue text in the row. Click any **View** hotlink to view the request report.

Qualification Program Detail

Program ID   **M0000003**

Program title   **ACRYLONITRILE**

Program Lead   **IHSAFETYPRO,SANDY (IHSPBADGE)**

Enrollment Criteria

◉ **Chemical or Physical Hazard Program**
○ Hazardous Activity Program
○ Certification Program

[X] **Check to List on CTS599 Surveillance Program Enrollment Request Form**

[X] **Check to Require a Program Lead Concur or NoConcur on CTS599**

[ ] Check to Indicate if once Enrolled, the Enrollment is Lifetime

[ ] Check to show this program on the 178 and 179 reports for AU Roster comparison

[ ] Check to ALWAYS accept Medical as correct - Force IH List to Match Medical when 623 is Imported

DeEnrollment Criteria

Close browser tab when finished viewing report.