Overview

This guide serves as a resource for HUD Field Office employees to accurately review Health & Safety mitigation efforts within the NSPIRE system. By understanding the app's functionality, Field Office employees can effectively assess the steps taken to address deficiencies, ensuring compliance and improving inspection information quality.

Watch the tutorial video here.

How to Review and Approve Health & Safety Deficiencies Access the Field Office App: 1 🖲 PIH Step 1: Log in to the NSPIRE Sales Home Accounts System. Log In Using Log in with Employee Login Q Field i) Contact REAC TAC (1-888-245-Log In with a Different Account 4860) if experiencing access issues. Apps 3 Step 2: Select the app launcher Field Office App (waffle menu) in the left corner of the screen. Step 3: Search for and click Field **Field Office App ExAM Inspections** Office App. Locate Inspections: ExAM Inv Recently Viewed 👻 👎 Step 4: Locate an Inspection by Q Search lists. selecting the ExAM Inspections tab RECENT LIST VIEWS in the navigation bar. All impections ns - Field Office Primary Step 5: Select the arrow next to Recently Viewed to select the "My **ExAM** Inspections Inspections – Field Office Primary" My Inspections - Field Office Primary list view. 17 items · Sorted by Development Name · Filtered by All exam in: Step 6: Select a column heading to 6 Inspection Name Inspection Vendor sort the list. INSP-00254 **REAC QA Internal** 1 Step 7: Select an Inspection Name 7 INSP-00253 **REAC QA Internal** 2 to access the inspection record. INSP-00225 **REAC QA Internal** 3 **Review Mitigation Evidence:** 4 INSP-00223 **REAC QA Internal** INSP-00263 **REAC QA Internal** 5 Step 8: To locate a deficiency, select **ExAM Deficiencies** in the 8 **ExAM Deficiencies** navigation bar. 9 Recently Viewed -**ExAM Deficiencies** 4 items LIST VIEWS Step 9: Select the arrow next to Recently Viewed to select the "My My Deficiencies - Field Office Primary **Deficiencies – Field Office** 2 Recently Viewed (Pinned list) Primary" list view. UR-14705 H-2023002

How to Review and Approve Health & Safety Deficiencies cont.

<u>Review Mitigation Evidence</u> (continued):

Step 10: Use the search bar within the list view to search for a deficiency. Or, select a column heading to sort the deficiency list.

Step 11: Select a Deficiency Name to access the Deficiency record.

Step 12: Navigate the Deficiency Record.

Step 13: Review **Mitigation Evidence** by selecting individual files to open and view, download, and share.

Approve Mitigation:

Step 14: Select **Approve Mitigation** after reviewing all submitted evidence.

Step 15: Provide a Mitigation Reviewer Comment.

Step 16: Select a **Status** from the dropdown list.

Step 17: Select Save.

1 The updated Mitigation Reviewer comment can be viewed in the **Mitigation section** of the deficiency record. The updated Status appears under **Deficiency Information**.

