

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:

Step 1: Log in to the [NSPIRE System](#).

 Contact REAC TAC (1-888-245-4860) if experiencing access issues.

Step 2: Select the app launcher (waffle menu) in the left corner of the screen.

Step 3: Search for and click **Field Office App**.

Locate Inspections:

Step 4: Locate an Inspection by selecting the **ExAM Inspections** tab in the navigation bar.

Step 5: Select the arrow next to Recently Viewed to select the **“My Inspections – Field Office Primary”** list view.

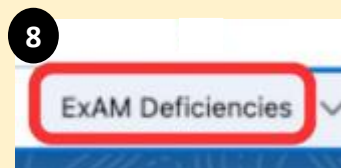
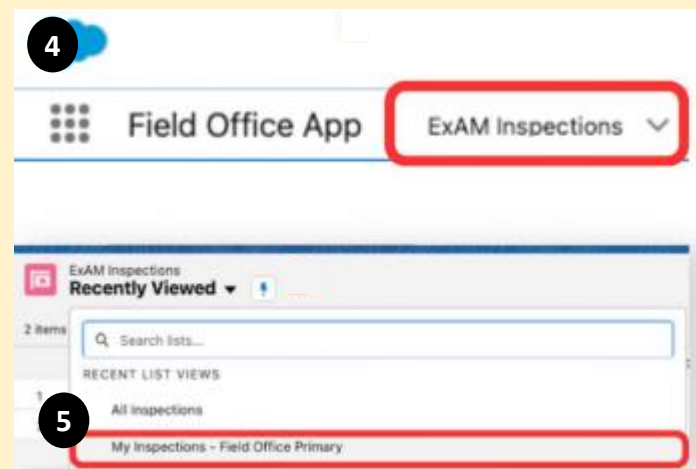
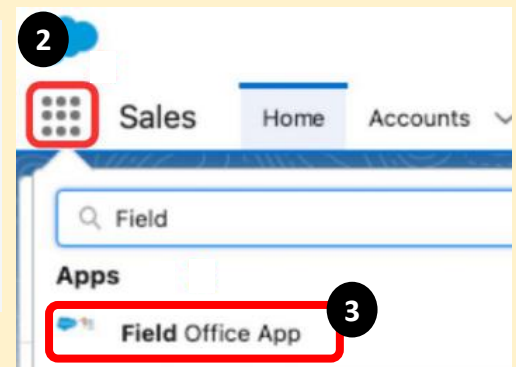
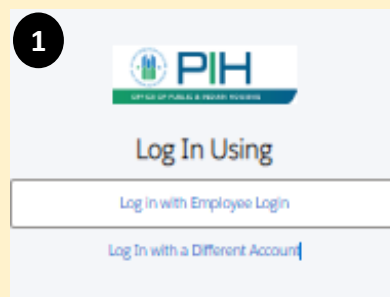
Step 6: Select a column heading to sort the list.

Step 7: Select an **Inspection Name** to access the inspection record.

Review Mitigation Evidence:

Step 8: To locate a deficiency, select **ExAM Deficiencies** in the navigation bar.

Step 9: Select the arrow next to Recently Viewed to select the **“My Deficiencies – Field Office Primary”** list view.



How to Review and Approve Health & Safety Deficiencies cont.

Review Mitigation Evidence (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.

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

