

COI-SMART Limited Edition (LE) Reviewer Guide – Beta Version

February 16, 2016



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* For additional guidance, please check the Document Library, There may be policies and/OR other materials from your Institution Available.

COI-SMART LE Reviewer Guide

1. Overview of the Review Process

The COI-SMART Limited Edition (LE) system was designed to do more than simply manage the collection of COI Disclosures. The system is designed to manage *conflicts* that are uncovered through the disclosure process. The COI-SMART LE Review Process distinguishes this program from other systems on the market.

Within the Reviewer Module, assigned Reviewers can view disclosures, communicate with Respondents and take other review actions in order to move items on a trajectory toward resolution.

Administrators designate specific users as Reviewers with the "Reviewer" security profile and subsequently assigns the super reviewer permission in the user's account. When a Reviewer logs into the system, the system will recognize them as a Reviewer, and the Reviewer menu will be available to them. The *Reviewer menu* includes the sub-menus: *In Review, Message Center, Send Respondent Notification, Reviewer Guide, User Summary Lookup, Add Memo to User, and CMS Open Payments Search.*

COI -SMART	Longed In User Clief Baulawar Daula
Home & Home	HOME HELP LOGOUT
I Reviewer	* Announcements
Send Respondent Notification Reviewer Guide User Summary Lookup	Welcome to the ABC Health's Conflicts of Interest Disclosure questionnaire. All respondents are required to complete the questionnaire by December 31, 2016.
Add Memo to User CMS Open Payments Search	Please follow the instructions below to begin completing the questionnaire. Click on the "My Questionnaires" link located below the announcement.
Message Center (1 unread	 Click on "Start the Questionnaire" to begin answering a new questionnaire. You will be prompted to save each response before moving on to the next question. If you are unable to complete your questionnaire after you have started, click on the SAVE AND CONTINUE button to save your previous responses and then log out. The next time you login to the system, you will have the option to complete your questionnaire. When all questions are answered, you will come to a submission page. Type "submit" and click "Finish".
Support & Help	Please follow the instructions below to revise the questionnaire. Click on the "My Questionnaire" link. Click 'Submitted' of questionnaire that needs to be revised.
CLIENT_COIAdditionalDataSet_In CLIENT_COIDemographicDataSet	Click "Revise" next to each question you want to edit. Make your edit(s) to each question as needed. Click 'CONTINUE TO THE CUESTION REVISION SUBMISSION PAGE". Type "revise" and click "SUBMIT REVISION TO THIS QUESTION".
HCCS_COI-SMART_System_and	If you need any assistance, send an email to Bill Sacks at Bill.Sacks@healthstream.com.
~	CLICK HERE TO ACCESS YOUR QUESTIONNAIRE(S)



2. The Reviewer Queue

The Reviewer can select *In Review*, and will be presented with a queue of all questionnaires that have been submitted. Each line in the queue represents one submitted questionnaire. The reviewer queue shows the questionnaire name, the Respondent name, the number of items to be reviewed (the number of items classified as "disclosures"), the overall status of that questionnaire submission, and the date of each action.

COL-SMART							
LIMITED EDITION						Logged I	n User: Client Reviewer F
Nome > Reviewer	r Queue					ном	IE HELP LOG
I≣ Reviewer	* Reviewer Queue				<u>vii</u>	EW MY ASSIGNMEN	IT SILOOKUP RESPONDE
Send Respondent Notification Reviewer Guide	The Reviewer Queue provides acces column heading.	as to disclosures assigned	d to reviewers. You	may sort the Revi	ewer Queue by questionnaire name, status	or by respondent n	ame by clicking on the
User Summary Lookup Add Memo to User CMS Open Payments Search	To view disclosures or perform a revi additional filters.	iew on one or more respo	ondents' questionna	ire you may searc	h by name or status using "Simple Search".	"Advanced Search	" allows you to search w
U My Questionnaire	VIEW ARCHIVES	view the history of review	activity on that iten	1.			
Message Center (1 unread message)							Advanced Search
Support & Help	Show 10 V entries					Search:	
ocument Library				Reviewers Q)ueue		
CLIENT_COIAdditionalDataSet_Irr	Year - Name	First Name	Last Name 🍦	# of Ques. ≬	Overall Status	My Status	Date Added
CLIENT_COIDemographicDataSet	2016 - Demo Questionnaire - WS	BIII	Sacks	2	Awaiting discussion by COI Committee		2015-12-09 13:32:11
HCCS_COI-SMART_System_and	2016 - Demo Questionnaire - WS	Client Respondent	Sacks	2	In Review		2015-12-09 10:54:29
	2016 - Demo Questionnaire - WS	Jane	Doe	1	In Review		2015-12-14 09:26:02

The Reviewer may download a PDF version of the Respondent's disclosures containing either all responses (a longer list) or a PDF containing the most recent responses (a shorter list). The PDF containing all of the responses will display all of the edits the respondent made to a question. The previous response will be grayed out and the most recent response will be displayed in black font. The PDF containing the most recent responses will only display the latest responses to the question. Both PDFs contain dates and timestamps for each response.



★ Reviewer Queue					VIEW MY ASSIGNMENTS/LOOKUP RESPONDENTS
The Reviewer Queue provides access to disclosures assign	ned to reviewers. You may sort the	Reviewer Queue by question	naire name, status or by res	spondent name by clicking on the column heading.	
To view disclosures or perform a review on one or more re-	spondents' questionnaire you may s	earch by name or status usir	ng "Simple Search". "Advand	ed Search" allows you to search with additional filters.	
Clicking on an item will allow you to view the history of revie	ew activity on that item.				
					Advanced Search
Show 10 v entries					Search:
		Rev	iewers Queue		
Year - Name 🔻	First Name 🍦	Last Name 🍦	# of Ques. 🔶	Overall Status	Date Added 🔶
2016 - Demo Questionnaire - WS	Bill	Sacks	2	Awaiting discussion by COI Committee	2015-12-09 13:32:11
2016 - Demo Questionnaire - WS	Client Respondent	Sacks	2	In Review	2015-12-09 10:54:29
2016 - Demo Questionnaire - WS	Jane	Doe	1	Awaiting further investigation	2015-12-14 09:26:02
2016 - Demo Questionnaire - WS	John	Doe	1	No Conflict Identified	2015-12-14 09:29:42
Showing 1 to 4 of 4 entries					First Previous 1 Next Last
2016 - Demo Questionnaire - WS					
(A View History ■ View User Memos ● Perform Review ● Archive ▲ View With All Responses ▲ View With Most Recent Response					

If the Reviewer wishes to filter the reviewer queue, he/she may select *Advanced Search* and will then be presented with a series of filters to narrow the search. Advanced Search allows the Reviewer to search by Respondent name, questionnaire name, filing year, user status, whether there were or were not disclosures, and other factors. The Reviewer can also search for text that appeared in a response, so, for example, the Reviewer could search for "Pfizer" in the Response Text filter and find any submission that mentions Pfizer.

						Logged II	n User: Client Reviewe
» Home » Reviewer	Queue					ном	NE HELP LO
I≣ Reviewer	* Reviewer Queue				<u>VI</u>	EW MY ASSIGNMEN	IT S/LOOKUP RE SPOND
Send Respondent Notification Reviewer Guide	The Reviewer Queue provides acces column heading.	ss to disclosures assigned	d to reviewers. You	may sort the Revi	ewer Queue by questionnaire name, status	or by respondent n	ame by clicking on the
User Summary Lookup Add Memo to User	To view disclosures or perform a revi additional filters.	iew on one or more respo	ndents' questionna	ire you may searc	h by name or status using "Simple Search".	"Advanced Search	" allows you to search
CMS Open Payments Search	Clicking on an item will allow you to y	view the history of review	activity on that iten	1			
My Questionnaire			,				
Message Center (1 unread message)	VIEW ARCHIVES						Advanced Sear
9 Support & Help	Show 10 🗸 entries					Search:	
ument Library				Reviewers Q	ueue		
CLIENT_COIAdditionalDataSet_Im	Year - Name	🗸 🛛 First Name 🕴	Last Name ≬	# of Ques. 🔅	Overall Status	My Status	Date Added
		5	Sanks	2	Awatting discussion by COL Committee		0045 40 00 40:004
CLIENT_COIDemographicDataSet	2016 - Demo Questionnaire - WS	DIII	Guono	-	remaining anotable of our communes		2010-12-09 13:32:1
CLIENT_COIDemographicDataSet HCCS_COI-SMART_System_and	2016 - Demo Questionnaire - WS 2016 - Demo Questionnaire - WS	Client Respondent	Sacks	2	In Review		2015-12-09 13:32:1



Advanced Search View

SEARCH						
Login ID :		Filing Year :	•			
First Name :		Questions :	With Disclosures			
Last Name :		Questionnaire Name :				
Email :		Question Category :				-
Employee ID :		Has Attachments :				
User Status :	Active •	Location :				
Response Text :		Reviewer Comments :				
Hide Additional Demogra	uphic and Status Filters 🔺					
Roles:			Overall Quest	tionnaire Status:		Departments:
Check All			Check All			Check All
🔲 1. Committee Mem	ber		In Review		*	Department A
2. Conference Spe	aker/Abstract Submitter		E In Review	(Updated)	Е	Department B
🔲 3. Manuscript Subn	nitter		all reviews complete			Department C
Annual Filer			Approval C	Granted through 6/30/13	Department D	
Board Member			Awaiting A	Acceptance of Plan		Region A
Business Develops	ment		🔲 Awaiting A	Acceptance of Updated Plan		Region B
A					*	
Cost Centers:						
Check All						
🔲 Grant A			*			
🔲 Grant B						
🔲 Grant C						
N/A			*			



3. View History

When a Reviewer selects an item for review, they are taken to the *View History* section of the Review page. Initially, the History just shows that the item was automatically assigned to a status of "In Review". The "In Review" status indicates the respondent answered at least one question from the submitted questionnaire as a disclosure.

Q View History	th All Respon	Jser Men ses	nos À View	ⓑ Perfo / With M	orm Re ost Re	eview cent Res	archiv Archiv Archiv	ve
View History								
This section provides an overvie The first column indicates wheth actions on that item.	ew of review actions for the que her review actions are tied to th	estionnaire and/or ne "Questionnaire'	individual que ' or to a specifi	estions. Review A ic "Question". For	ctions are liste any item you	d chronologically, v may click on "View	with the most recent a / Details" to see the fi	activity at the top. Ill history of review
To perform a review, click on "F	erform a New Review".							
In the "Simple Mode" any review escalate items to a higher level	w action applies to the entire qu of review in the "Advanced Mo	uestionnaire. In the de".	e "Advanced N	/lode" you may pe	rform a separa	ate review action o	n each disclosure. Ye	ou may only
From the "Perform Review" screem and to the respondent or othe	een, you may select a Review / r reviewers.	Action Type, enter	Comments, s	elect a Next Actio	n Date (which	will trigger a remir	nder email to the Rev	iewer) or send an
[Hide Summary]								
Questionnaire: 2016 - Demo Respondent: Bill Sacks Overall Status: Awaiting discu	Questionnaire - WS ussion by COI Committee							
Show 100 🗸 entries							Search:	
Review Action For:	Action Date v	Status 🍦	Reviewer	Comments	Review Level	Attachments	Action	
Questionnaire View Details	December 9th, 2015 01:34:16 PM ET	Awaiting discussion by COI Committee	Bill Sacks		1	-	Perform a New Review on this Questionnaire	
Questionnaire View Details	December 9th, 2015 01:32:11 PM ET	In Review	Auto	Assign to review	1	-	Perform a New Review on this Questionnaire	
Showing 1 to 2 of 2 entries							4	Previous Next 🕨

View/Hide Details. The Reviewer selects this link to view/hide the disclosures. For example:

Currently Showing Only Disclosures - Show All Questions	* = Disclosure
Question 1 - Do you or a related party have a greater than 5% ownership interest in a company that does business with (this organization) or competes with (this organization)?	
Indicate if you have an interest - Yes *	
Who has the interest? - Sibling *	
Describe the Interest - My brother owns 10% of Acme Corp. *	



View/Hide Message. The Reviewer selects this link to view the email messages sent or received concerning the questionnaire -level review. For example:

BASICS						
From:	Lowell Luis					
To:	Ben Diamond					
Subject:	RE: Reviewer Correspondence					
Sent:	Thu 11/17/2011 4:20:35 PM					
Questionnaire:	COI Demonstration - BD					
Question:	NA					
Attachments:	Test Document 1.bxt					
MESSAGE BODY						
Hi Ben,						
I have attached a door	ument with information regarding my ownership in Acme Corp.					
Regards,						
Lowell	Lowell					
From: Ben Diamond To: Lowell Luis Subject: Reviewer Con Sent: Thu 11/17/2011 Questionnaire: COI De	respondence 1:18:56 PM PT amonstration - BD					
Dear Lowell:						
Please provide additio	nal information regarding your recent disclosure form.					
Your userid is: hccslow	Your userid is: hccslowell					
If you forget your pass	If you forget your password please use the "forgot password" feature on the Login Page.					
If you experience any	technical issues, please contact at 111 222-3333, or email client@client.com					
Sincerely,						
The Compliance Office						
L	/					

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4. An Example of a Review

4.1 Performing a Review

In the example below, the Respondent disclosed that his brother owns a company that sells office equipment to the hospital. The Reviewer can then elect to "Perform a New Review" by clicking on the link in the far right hand column. This will bring the Reviewer to the *Review Action* section of the page.

() Review Actions apply to the entire questionnaire.

View History								
This section provides an overv The first column indicates whe actions on that item.	This section provides an overview of review actions for the questionnaire and/or individual questions. Review Actions are listed chronologically, with the most recent activity at the top. The first column indicates whether review actions are tied to the "Questionnaire" or to a specific "Question". For any item you may click on "View Details" to see the full history of review actions on that item.							
To perform a review, click on "	Perform a New Review".							
In the "Simple Mode" any revie escalate items to a higher leve	ew action applies to the entire que of review in the "Advanced Mo	uestionnaire. In the de".	e "Advanced M	ode" you may pe	erform a separa	ate review action o	n each disclosure. Ye	ou may only
From the "Perform Review" sc email to the respondent or othe	reen, you may select a Review . er reviewers.	Action Type, enter	Comments, se	elect a Next Actio	n Date (which	will trigger a remir	nder email to the Rev	iewer) or send an
Questionnaire: 2016 - Demo Respondent: Bill Sacks Overall Status: Awaiting disc Show 100 v entries	Questionnaire: 2016 - Demo Questionnaire - WS Respondent: Bill Sacks Overall Status: Awaiting discussion by COI Committee Show 100 V entries Search:							
Review Action For:	Action Date V	Status 🍦	Reviewer 🖕	Comments	Review Level	Attachments	Action	
Questionnaire View Details	December 9th, 2015 01:34:16 PM ET	Awaiting discussion by COI Committee	Bill Sacks		1	-	Perform a New Review on this Questionnaire	
Questionnaire View Details	December 9th, 2015 01:32:11 PM ET	In Review	Auto	Assign to review	1	-	Perform a New Review on this Questionnaire	
Showing 1 to 2 of 2 entries								

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4.2 Review Actions

LE provides several "Review Actions" that constitute the Review Process. These actions are available in a drop-down list in the *Review Action* section.

Question 1 - Do you or a related party	Question 1 - Do you or a related party have a greater than 5% ownership interest in a company that does business with (this organization)?				
INITIAL RESPONSE:					
Indicate if you have an interest					
Yes *					
Who has the interest?					
Siblilng *					
Describe the interest					
My brother owns Acme Office Supply	/, which does business with our organization. *				
What is the value of the interest?					
more than \$5000 *					
Respondent Name :	Bill Sacks				
Filing Year :	2016				
Review Action Date :	01/07/2016				
Review Action Type : Comments :	Add to COI Meeting Agenda All Conflicts Managed All Reviews Complet Conflict Identified Further investigation required Internal Communication No Conflict Identified				

The Reviewer can select a Review Action, according to the policies and procedures of the institution to move the item toward resolution.

4.3 Messaging

The COI-SMART LE review process enables and tracks detailed communication between Reviewers and Respondents. Correspondence may include attachments, which can be uploaded by Reviewer or Respondent.

COI-SMART LE uses a "Facebook" style message system. When a Reviewer sends a message to a Respondent, and the Respondent wants to reply, he/she does not click on "Reply" to the email. Instead, the Reviewer's email will contain a link which will return the Respondent to the COI-SMART LE system to reply to the message. The respondent may also log into COI-SMART LE and access the message directly from their inbox located in their *Message Center*.

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When the message is sent via the Perform Review action, the OUTGOING messages and INCOMING responses are automatically captured and displayed in the *View History* section of the Reviewer's Queue.

As an example, a Reviewer could select the Review Action "Further Investigation Required" which would record that action in the history. The Reviewer could then click on "Send Email" which will open an outgoing message to the Respondent. The email will populate the sender and recipient fields, and will allow copies or attachments to be added as well. This is useful for requesting additional information from a respondent.

Indicate if you have an interest	
Who has the interest?	
Sibiling t	
Sibiling *	
Describe the interest	
My brother owns Acme Office Suppl	y, which does business with our organization. *
What is the value of the interest?	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
more than \$5000 *	
Respondent Name :	Bill Sacks
Filing Year :	2016
Review Action Date :	01/07/2016
Review Action Type :	Further investigation required V
Comments :	^
	~
Next Action Date :	
Upload one or more files as	s attachments to this review action
Send Email :	
	CANCEL SAVE

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Messages sent directly from the *Message Center*, are captured and displayed in the INBOX under the *Message Center*. Here, Reviewers also have the option to view messages and also close and cleanup old messages either individually or in bulk by utilizing the *Clean Up* Mode.

	. I	🗊 INBOX 📘	CLOSED	🕌 SENT MAIL		IEW MESSAGE	
INBOX						SWITCH TO	CLEANUP MODE
P							
	From			Subject		Received	÷
'aula Lane		Revie	wer Correspo	ondence		Thu 1/7/2016 3:04:33 PM ET	
		Ð	e Page 1	of 1 👞 🖬 10	\checkmark		Viewing 1 - 1 of 1

4.4 Email Templates

Finally, the Reviewer can select an email template that could populate the text of the outgoing email. Refer to the "LE Implementation Guide" for more information about the Email Templates.

rempiacer	Reviewer						
Subject:	Reviewer Correspondence						
Body:			📗 Quick Te				
B I U }∃ ⊟	🛍 🎄 🔈 🖹 🖹 🗐 Normal 💌 Size 👻 🗛 🔹						
Dear (%FIRST_NA							
Please provide add							
T lease provide aut	riease provide additional information regarding your recent discussive form.						
Your userid is: [%U	ur userid is: [%USER_ID%]						
If you forget your pa	ssword please use the "forgot password" feature on the Login Page.						
hade a							



4.5 Reminders

While performing a review action, the Reviewer can set a reminder by clicking on the "Next Action Date" and add a comment in the comment section. The reminder is automatically added to the *View History* list under the Action Date column.

If the "Next Action Date" is populated, by default, COI-SMART LE will send the reviewer a Review Action Reminder email if no action is taken by the "Next Action Date".

Question 1 - Do you or a related party I	have a greater than 5% ownership interest in a company that does business with (this organization)?
INITIAL RESPONSE:	
ENTITY RESPONSE 1	
Indicate if you have an interest	
Yes *	
Who has the interest?	
Self *	
Describe the interest	
Own shares *	
What is the value of the interest?	
Respondent Name :	Jane Doe
Filing Year :	2016
Review Action Date :	01/07/2016
Review Action Type :	Further investigation required V
Comments :	
Commonitor	^
	· ·
Next Action Date :	01/29/2016
Upload one or more files as	attachments to this review action
Send Email :	
	CANCEL SAVE
	CANCEL SAVE



USER DETAILS	Reviewers Queue										
Respondent : Jane Doe	Year - Name	🔻 🛛 🔻 First Na	ame 🔶	Last Name 🕴	# of Ques.	\$	Overall 5	Status 🍦 Date	Added 0		
Job Title :	2016 - Demo Questionnaire - WS	Bill	Sacks		2	Awa	aiting discussion by CO	DI Committee 2015-12-09 13:32	11		
Phone : n/a	2016 - Demo Questionnaire - WS	Client Respondent	Sacks		2	In R	Review	2015-12-09 10:54	29		
Email : jane.doe@coinoemail.com	2016 - Demo Questionnaire - WS	Jane	Doe		1	Awa	aiting further investigat	tion 2015-12-14 09:26	02		
User Status : Active	2016 - Demo Questionnaire - WS	John	Doe		1	In R	Review	2015-12-14 09:29	42		
Primary Department: Department A	Showing 1 to 4 of 4 entries	Showing 1 to 4 of 4 entries 1 Next									
Primary Role: • Employee	2016 - Demo Questionnaire - WS										
			Q View History		mos I 🔊 Perform R	eview	Archive				
Document Library			A Manual Artala		1) Manuel Michie Manuel D	and Dam					
				All Responses		ecent Kesp	Jonse				
CLIENT_COlDemographicDataSet											
HCCS_COI-SMART_System_and	View History										
	This section provides an overview of review actions for the questionnaire and/or individual questions. Review Actions are listed chronologically, with the most recent activity at the top. The first column indicates whether review actions are listed to the "Questionnaire" or to a specific "Question". For any item you may click on "Yew Details" to see the full history of review actions on that item.										
~	To perform a review, click on "Perf	form a New Review".									
< >>	In the "Simple Mode" any review a	ction applies to the entire questi	onnaire. In the "Advanced Mode	" you may perform a sepa	rate review action on each disc	closure. You ma	ay only escalate item	s to a higher level of review in the "Advanc	ed Mode".		
	From the "Perform Review" screen, you may select a Review Action Type, enter Comments, select a Next Action Date (which will trigger a reminder email to the Reviewer) or send an email to the respondent or other reviewers.										
	[Hide Summary]										
	Questionnaire: 2016 - Demo Questionnaire - WS Respondent: Jane Doe Overall Status: In Review										
	Show 100 V entries Search:										
	Review Action For:	Action Date V	Status 🔶	Reviewer 🔶	Comments	Review Level	Attachments	Action			
	Questionnaire View Details	January 7th, 2016 03:14:14 PM ET	Awaiting further investigation	Client Reviewer Paula		1	-	Perform a New Review on this Questionnaire			
	Questionnaire View Message	January 7th, 2016 02:53:51 PM ET	Message Sent		Reviewer Correspondence	1		Perform a New Review on this Questionnaire			
	Questionnaire View Details	December 14th, 2015 09:26:02 AM ET	In Review	Auto	Assign to review	1		Perform a New Review on this Questionnaire			
	Showing 1 to 3 of 3 entries								🚽 Previous Next 🕨		



5. A Discussion about "Questionnaire Status"

★ Reviewer Queue				1	VIEW MY ASSIGNMENTS/LOOKUP RESPONDENTS				
The Reviewer Queue provides access to disclosures assigned to reviewers. You may sort the Reviewer Queue by questionnaire name, status or by respondent name by clicking on the column heading.									
o view disclosures or perform a review on one or more respondents' questionnaire you may search by name or status using "Simple Search". "Advanced Search" allows you to search with additional filters.									
Clicking on an item will allow you to view the history of review activity on that item.									
VIEW ARCHIVES									
					Advanced Search				
Show 10 V entries					Search:				
		Rev	viewers Queue						
Year - Name	🔻 First Name	🔶 🛛 Last Name 🍦	# of Ques. 🔶	Overall Status	Date Added 🔶				
2016 - Demo Questionnaire - WS	Bill	Sacks	2	Awaiting discussion by COI Committee	2015-12-09 13:32:11				
2016 - Demo Questionnaire - WS	Client Respondent	Sacks	2	In Review	2015-12-09 10:54:29				
2016 - Demo Questionnaire - WS	Jane	Doe	1	Awaiting further investigation	2015-12-14 09:26:02				
2016 - Demo Questionnaire - WS	John	Doe	1	No Conflict Identified	2015-12-14 09:29:42				
Showing 1 to 4 of 4 entries					First Previous 1 Next Last				

Questionnaires submitted with at least one question answered as a disclosure are assigned the system-generated status of *In Review*. Questionnaires submitted with zero questions answered as disclosures are assigned the system-generated status of *Complete Without Disclosure*. Overall questionnaire status is determined by the most recent review action. RED items need work, but GREEN items are resolved. This way, a quick glance at the Reviewer Queue gives an indication of how well items are moving through the queue.

(1) Hint: When reviewing respondents that have more than one disclosure in a questionnaire, the Review status of the questionnaire should be based on the LEAST evolved item. So if one item has been resolved, the status may still be "Conflict Identified" until all conflicts have been resolved.



6. Archiving

Once a respondent's questionnaire has completed the review process, you can archive their questionnaire so that it is removed from the 'In Review' queue.

* Reviewer Queue					VIEW MY ASSIGNMENTS/LOOKUP RESPONDENTS		
The Reviewer Queue provides access	to disclosures assigned to reviewers. You may	sort the Reviewer Queue by question	onnaire name, status or by respondent nam	e by clicking on the column heading.			
To view disclosures or perform a revie	w on one or more respondents' questionnaire v	u may search by name or status us	sing "Simple Search" "Advanced Search" a	lows you to search with additional filters			
Clicking on an item will allow you to via	au the history of review activity on that item	a may obtain by name or otatao a	ang ompio coaren : Haranooa coaren a				
Clicking on an item will allow you to vie	ew the history of feview activity on that item.						
VIEW ARCHIVES							
					Advanced Search		
Show 10 Mantrian					Caarabi		
Show 10 V entries					Search:		
		Re	viewers Queue				
Year - Name	🔻 First Name 🔶	Last Name	🔶 🗰 🗰 # of Ques.	Overall Status	Date Added		
2016 - Demo Questionnaire - WS	Bill	Sacks	2	Awaiting discussion by COI Committee	2015-12-09 13:32:11		
2016 - Demo Questionnaire - WS	Client Respondent	Sacks	2	In Review	2015-12-09 10:54:29		
2016 - Demo Questionnaire - WS	Jane	Doe	1	Awaiting further investigation	2015-12-14 09:26:02		
2016 - Demo Questionnaire - WS	John	Doe	1	No Conflict Identified	2015-12-14 09:29:42		
Showing 1 to 4 of 4 entries					First Previous 1 Next Last		
2016 - Demo Questionnaire - WS							
	Q View H	istory I 📑 View User N	Memos I C Perform Review	Archive			
	S VICU II						
	🔄 View With All Responses 🔰 🐸 View With Most Recent Response						

To Archive a review, highlight the questionnaire and then select 'Archive' at the bottom of the review queue section.

★ Reviewer Queue					VIEW MY ASSIGNMENTS/LOOKUP RESPONDENTS			
The Reviewer Queue provides access to disclosures assigned to reviewers. You may sor	t the Reviewer Queue by question	naire name, status or by respor	ndent name by clicking on	the column heading.				
To view disclosures or perform a review on one or more respondents' questionnaire you r	may search by name or status usin	g "Simple Search". "Advanced	Search" allows you to sea	rch with additional filters.				
Clicking on an item will allow you to view the history of review activity on that item.								
VIEW ACTIVE REVIEWS					Advanced Search			
Show 10 v entries					Search:			
Reviewers Queue								
Year - Name 🔻	First Name 👙	Last Name 🍦	# of Ques. 🔶	Overall Status	Date Added			
2015 - Legacy 2015 questionnaire (DO NOT DELETE)	Bill	Sacks	1	In Review	2015-12-09 10:32:10			
2015 - Legacy 2015 questionnaire (DO NOT DELETE)	Client Respondent	Sacks	1	In Review	2015-12-09 10:52:37			
2016 - Demo Questionnaire - WS	John	Doe	1	No Conflict Identified	2015-12-14 09:29:42			
Showing 1 to 3 of 3 entries					First Previous 1 Next Last			
2016 - Demo Questionnaire - WS								
Image: Comparison of the second se								

To unarchive a questionnaire, click on the 'View Archives' button at the top of the reviewer queue, select the respondent's questionnaire, and then click on the 'Un-Archive' link at the bottom of the archived review's list.

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To go back to the list of active reviews, click on the 'View Active Reviews' button at the top of the archived reviews list.

7. Sending Respondent Notifications

The Reviewer can select *Send Respondent Notification* in order to send manual Questionnaire Announcement and Questionnaire Reminder emails to respondents.

Ne » Home » Reviewer	Queue				HOME HELP LO
Reviewer					
In Review	* Users				
Send Respondent Notification	Search	GO			
Reviewer Guide					
Add Memo to User	User Accounts	First Name	Lord Name	E-m-1	Anthur
CMS Open Payments Search	Login ID 🖶	First Name	Last Name	Email	Active
My Questionnaire	alinc	Abe	Lincoln	alinc@usa.con	Yes
ing questionnaire	clientrespondentlowell	Client Respondent	Lowell	clientrespondentlowell@coinoemail.com	Yes
	clientrespondentpaula	Client Respondent	Paula	clientrespondentpaula@coinoemail.com	Yes
viessage Center (1 unread	clientrespondentsacks	Client Respondent	Sacks	billsacks@aol.com	Yes
inconge)	clientreviewerpaula	Client Reviewer	Paula	clientreviewerpaula@coinoemail.com	Yes
Support & Help	deise	Dwight	Eisenhower	deise@usa.com	Yes
	gwash	George	Washington	gwash@usa.con	Yes
iment Library	jadam	John	Adams	jadam@usa.com	Yes
CLIENT COLAdditionalDataSet Im	jane.doe	Jane	Doe	jane.doe@coinoemail.com	Yes
CLIENT COIDemographicDataSer	ikenn	John	Kennedy	ikenn@usa.com	Yes
ICCS COI-SMART System and	Juon	00111		January	
	ф		IN ON Page 1 of 2	► ► 10 ¥	Viewing 1 - 10 of 16

- The Questionnaire Announcement email can be used in lieu of the automated announcement or is useful when respondents cannot locate the automated announcement email. The Reviewer can manually send a specific questionnaire announcement email to a respondent while speaking with the respondent on the phone and can ensure receipt.
- The Questionnaire Reminder email is useful for reminding delinquent respondents to submit their questionnaire.

After searching for and selecting the target respondent, the Reviewer clicks on the 'Send Email' button at the bottom of the users screen.

The Reviewer selects the Questionnaire Name, Email Type and Template. The associated template will be populated in the body of the email. The Reviewer can edit or replace the template as desired and then click on 'Send'.



Send Email To Dwight Eisenhower
User Name: Dwight Eisenhower - deise@usa.com
QUESTIONNAIRE:
If this email is being sent in regards to a specific questionniare then select the questionnaire from the drop down list, otherwise you can leave this blank. If the questionnaire you want does not appear in the drop down list then make sure the user is assigned an appropriate role for that questionnaire.
Questionnaire Demo Questionnaire - WS
EMAIL TYPE:
You can generate the body and subject of this email automatically by selecting an email type and template from the drop down lists below, or you can choose not to use a pre-defined template, leave these fields blank and simply fill in the subjet and body fields yourself in the box below.
Email Type: Questionnaire Reminder
Template: Questionnaire Reminder 1
CONTENT:
IMPORTANT: The email message will be sent exactly as shown below. If you see placeholders for questionnaire related merge fields in the body below then make sure you have chosen a questionnaire above.
Subject: Disclosure Reminder
Body:
B I U I I I I I I I I I I I I I I I I I
Please complete the form no later than June 30, 2016.
You may access the site by logging into the following URL: https://le-demo.coi-smart.com/password_reset.php?a=edXoKxKGZI0D6i2m%2BG5Fdq%3D%3D&b=MIANDcANB73SAI2sIOuCIA%3D%3D
If this is your first time accessing the site, you will be prompted to set your password. If you have previously logged in, please enter your user id and password.
Your username is: deise
If you forget your password please use the "forgot password" feature on the Login Page.
If you experience any technical issues, please contact at 111 222-3333, or email client@client.com
Sincerely,
The Compliance Office