

MyDisclosures Technical User Guide

Instructions for Identifying Mandatory Disclosers by Department

This document will provide you with the basic tools to identify mandatory disclosers in your School or Responsibility Center.

What is the purpose of this activity?

The purpose of this activity is to identify all Pitt personnel who are required to complete an annual conflict disclosure form in MyDisclosures (“mandatory disclosers”).

Who is responsible for this activity?

Each School or Responsibility Center has a designated **Department Administrator**. The Department Administrator can add additional Department Administrators to assist with this activity. The Department Administrator(s) should be someone from the School or Responsibility Center with 1) administrative access to MyDisclosures and 2) knowledge of unit personnel’s Pitt responsibilities, so that they can determine whether an individual needs to complete a disclosure form.

Who Must Complete a Disclosure?

Note that most University employees and trainees are not required to file a disclosure form.

Most mandatory disclosers are added automatically to MyDisclosures shortly after being hired and are already designated as mandatory disclosers in the system.

- Pitt Faculty or Researchers
 - All full-time faculty (≥50% FTE);
 - Part-time or adjunct faculty who are identified by their supervisors as mandatory disclosers; and
 - Any individual (faculty, staff or trainee) who is *independently* responsible for the design, conduct or reporting of Pitt research
- Pitt Administrators
 - Administrators and staff members whose positions are classified at Administrator IV and above;
 - Individuals in a position to make, direct or materially influence University business decisions; and
 - Pitt employees with significant input over the selection of outside vendors or service providers

Who do I contact if I need assistance?

Please contact MyDisclosures_Support@pitt.edu if you need assistance.

Logging in to MyDisclosures and Reaching the Activity

You received an email from MyDisclosures with a link to your list. Click the link in the email to go directly to your list in MyDisclosures.

You can also login to www.mydisclosures.pitt.edu using your Pitt Passport credentials and click on the "Disclosures" tab at the top of the page. In the table provided, click on the tab labeled **Mandatory Discloser Validation**. Click on your school or RC from the list provided.

My Disclosures Reports Help Center

Disclosures

Update Disclosures

All Certifications Administrative Review Under Management Plan Archived **Mandatory Discloser Validation**

- Athletics
- Bradford
- Business and Auxiliary Services
- Chancellor
- College of General Studies
- Dental Medicine
- Education

Assigning Review Privileges to Additional Department Administrators

You may assign additional personnel in your School or RC to assist with this review. Anyone you assign as a Department Administrator should have 1) administrative access to MyDisclosures and 2) knowledge of unit personnel's Pitt responsibilities, so that they can determine whether an individual needs to complete a disclosure form.

To assign an additional Department Administrator, click on the **Manage Department Administrators** button on the left.

My Inbox Supervisor Center Site Administration Disclosures

NEXT STEPS

Manage Department Administrators

Medicine

Category: College Web Page Address: DUNS Number:

Parent: University of Pittsburgh


Created: Tuesday, January 7, 2020 2:49:41 PM

Modified: Thursday, January 13, 2022 8:41:10 AM

Departments Contact Information Properties

Filter by [?] Department ID Enter text to search for **Q** + Add Filter ✕ Clear All

| Department ID | Department Name | Status | Action | Last Reviewed By |
|---------------|---|----------------|-------------------------------|------------------|
| 35117 | Aging Institute | ⚠ Needs Review | Identify Mandatory Disclosers | |
| 35203 | Anesthesiology and Perioperative Medicine | ⚠ Needs Review | Identify Mandatory Disclosers | |
| 35242 | Biomedical Informatics | ⚠ Needs Review | Identify Mandatory Disclosers | |

A new window will open and display a list of all currently identified Department Administrators for the School/RC. To add a new Department Administrator, click on the  button next to the blank text box.


A new window will open with a search bar at the top. Type in the last name of the person you want to add, then click **Go**. Their name will appear in the list.

Click the box to the left of their name to add them as a Department Administrator. Click **OK** to save and finalize these changes.

After you save these changes, the newly identified Department Administrators will receive an email from MyDisclosures with a link to the School/RC's list. They will also have access to this activity for your School/RC in MyDisclosures.


Manage Department Administrators

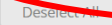
* Department Administrators:

| First Name | Last Name | Department | Last COI Training Date |
|------------|-----------|-------------------------|---|
| | | Med-Dean, Office of the |  |

OK Cancel

Select One or More Persons

Filter by Last  **Go** **Clear** Advanced



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| Last | First | Organization |
|--------------------------|-------|--------------------------------------|
| <input type="checkbox"/> | | Medicine |
| <input type="checkbox"/> | | Pediatrics |
| <input type="checkbox"/> | | 70219 CHP-Facilities Director |
| <input type="checkbox"/> | | Pitt IT Telecom |
| <input type="checkbox"/> | | WPU Building Management |
| <input type="checkbox"/> | | 68529 HPLAN-UM CM Operations |
| <input type="checkbox"/> | | 30121 CHP-Cardiovascular Svcs |
| <input type="checkbox"/> | | 66215 SUHMG-DIGESTIVE DISEASE CENTER |
| <input type="checkbox"/> | | 30602 PUH-EVS Float Pool |
| <input type="checkbox"/> | | 72025 MCK-Environmental Svcs |
| <input type="checkbox"/> | | 38900 PHMEM-Day Surgery |
| <input type="checkbox"/> | | 32320 CHP-Pharmacy |

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OK Cancel

Reviewing and Identifying Mandatory Disclosers by Department

From the **Mandatory Discloser Validation** tab, click on your School or RC in the list provided.

A new window will open with a list of all departments in the School/RC. You can sort the list alphabetically by clicking on the **Department Name** column header.

You will see a **Status** column that indicates whether the review for all personnel in the department is complete.

You will see a **Last Reviewed By** column, which will show the person who most recently made changes to information about that department.

To check the mandatory discloser status of personnel in a department, click the **Identify Mandatory Disclosers** button to the right of the department in the **Action** column.

Disclosures

Update Disclosures

All Certifications Administrative Review Under Management Plan Archived **Mandatory Discloser Validation**

Name

- Athletics
- Bradford
- Business and Auxiliary Services
- Chancellor
- College of General Studies
- Dental Medicine
- Education

My Inbox Supervisor Center Site Administration Disclosures

NEXT STEPS

Manage Department Administrators

Medicine

Category: College

Parent: University of Pittsburgh

Created: Tuesday, January 7, 2020 2:49:41 PM

Modified: Thursday, January 13, 2022 8:41:10 AM

Web Page Address: DUNS Number:

Departments Contact Information Properties

Filter by Department ID Enter text to search for + Add Filter

| Department ID | Department Name | Status | Action | Last Reviewed By |
|---------------|---|--------------|-------------------------------|------------------|
| 35117 | Aging Institute | Needs Review | Identify Mandatory Disclosers | |
| 35203 | Anesthesiology and Perioperative Medicine | Needs Review | Identify Mandatory Disclosers | |
| 35242 | Biomedical Informatics | Needs Review | Identify Mandatory Disclosers | |

Identifying Mandatory Disclosers by Department

A new window will open with an alphabetical list of all personnel in the department. This list includes the individual's name, department, job code/title and their current status as a mandatory discloser in MyDisclosures.

Review the list for each department in your School/RC and confirm the mandatory discloser status is correct for each individual.

If an individual is currently identified as a mandatory discloser, their status will be "Mandatory". If the individual is not currently identified as a mandatory discloser, their status will be "Not Required".

To change an individual's status as a discloser, click on the down arrow in the status column to the right of their name. Select the appropriate mandatory discloser status. The change will save automatically.

Please review the mandatory discloser criteria on the first page of these instructions. Most mandatory disclosers are added automatically to MyDisclosures shortly after being hired and are already designated as mandatory disclosers in the system. Only the individuals who meet the criteria are required to complete a disclosure form. Note that most University employees and trainees are not required to file a disclosure form.

Note for personnel dually employed by UPMC:

You will not be able to change the status of any individual who has been identified by UPMC as a mandatory discloser. If you try to change the status of an individual who is identified as a mandatory discloser for UPMC, you will see an error message at the top of your screen.

Comprehensive list - Identify Mandatory Disclosers

Identify Mandatory Disclosers for Anesthesiology and Perioperative Medicine

You can use this form to adjust which individuals are mandatory disclosers.

[Download as CSV](#)

| Individual | Department | Job Code | Status |
|------------|---|------------------------------|-----------|
| | Anesthesiology and Perioperative Medicine Faculty | Professor.Assistant | Mandatory |
| | Anesthesiology and Perioperative Medicine Faculty | Professor.Assistant | Mandatory |
| | Anesthesiology and Perioperative Medicine Faculty | Professor.Assistant | Mandatory |
| | Anesthesiology and Perioperative Medicine Faculty | Professor.Assistant | Mandatory |
| | Anesthesiology and Perioperative Medicine Faculty | Professor.Assistant | Mandatory |
| | Anesthesiology and Perioperative Medicine Post Doctoral | Post Doctoral.Associate | Mandatory |
| | Anesthesiology and Perioperative Medicine Faculty | Professor Clinical Assistant | Mandatory |

Retrieving a Spreadsheet of the Department List

Some Schools or RCs may wish to create and utilize a spreadsheet of this information. To obtain a spreadsheet of the department personnel list, click on **Download as CSV** at the top of the page. This will download an Excel spreadsheet to your computer that includes all information in the department list.

Please note that, even if you utilize a spreadsheet to collect or review information within your School/RC, you or another Department Administrator will still need to complete this activity in MyDisclosures to identify all mandatory disclosers.

Comprehensive list - Identify Mandatory Disclosers

Identify Mandatory Disclosers for Anesthesiology and Perioperative Medicine
You can use this form to adjust which individuals are mandatory disclosers.

[Download as CSV](#)

| Individual | Department | Job Code | Status |
|------------|---|----------|-------------|
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Assistant | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Assistant | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Assistant | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Assistant | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Assistant | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Post Doctoral.Post Doctoral.Associate | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Clinical Assistant | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Associate | | Mandatory ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Faculty.Professor.Clinical Assistant | | Mandatory ▼ |

Finalizing Mandatory Discloser Identification for a Department

Once you have reviewed and confirmed the status for all personnel in a department, scroll to the bottom of the department list. Change the response to the question provided to **Yes** to indicate all mandatory disclosers have been correctly identified for the next disclosure period. Click **OK** to finalize your review of the department.

| | | |
|------------|--|----------------|
| [REDACTED] | Anesthesiology and Perioperative Medicine Staff.Research.II | Not Required ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Student.Student.Student Worker | Not Required ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Staff.Health Professional.I | Not Required ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine Staff.Financial.III | Not Required ▼ |
| [REDACTED] | Anesthesiology and Perioperative Medicine null | Not Required ▼ |

* Are the mandatory disclosers for this department correct and ready for the 2022 Annual?
 Yes No [Clear](#)

[OK](#) [Cancel](#)

Once you finalize your review, you will return to the main School/RC page that lists all departments. You will see that the Status column has changed to Review Complete.

Once all departments show Review Complete in the status column, the activity is complete and you do not need to take any further action.

| | | | | |
|-------|---|-------------------|-------------------------------|-------------------|
| 35322 | Developmental Biology | ⚠ Needs Review | Identify Mandatory Disclosers | |
| 35256 | Drug Discovery Institute (DDI) | ⚠ Needs Review | Identify Mandatory Disclosers | |
| 35211 | Family Medicine | ✓ Review Complete | Identify Mandatory Disclosers | Casey Holderfield |
| 35210 | Immunology | ⚠ Needs Review | Identify Mandatory Disclosers | |
| 35295 | McGowan Institute for Regenerative Medicine | ⚠ Needs Review | Identify Mandatory Disclosers | |

Making Changes after Review Finalized

If you need to make changes to department information after the department is listed as **Review Complete**, click on **Identify Mandatory Disclosers** next to the department.

The department list will open in a new window. Scroll to the bottom of the department list and change the answer to the question to **No**, then click **OK**.

The department's status will change back to **Needs Review**. Click on **Identify Mandatory Disclosers** to open the department list and make additional changes. Finalize your review of the department by changing the question back to **Yes** and clicking **OK**.

Are the mandatory disclosers for this department correct and ready for the 2022 Annual?
 Yes No [Clear](#)

OK Cancel