

STARS (Safety Tracking and Recording System) is the DH web-based tool used to document safety-related events across the entire organization.

This upgrade has a new focus on documenting the contributing factor(s) and the immediate action(s) taken as the result of the safety event.

Download the [cheat-sheet of each Event Type's list of Subcategories](#). (PDF)

STARS: Implementation Huddle Sheet

Accessing STARS Application ►

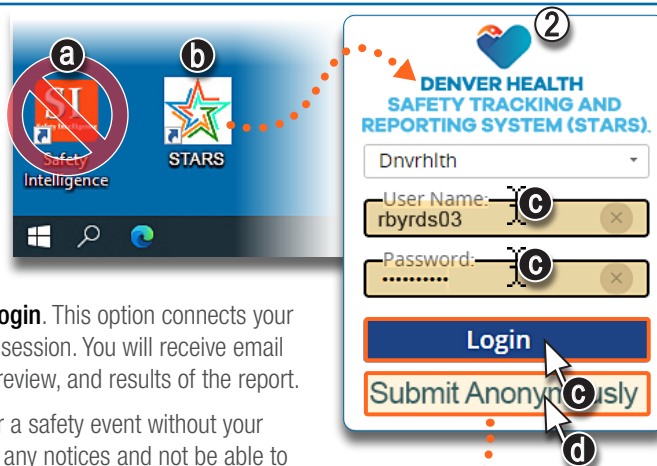
The **SI** (Safety Intelligence) app is being upgraded to **STARS**. The **SI** desktop icon **a** is being replaced with a new **STARS** icon **b**.

1 Double-click the **STARS** icon to launch the app.

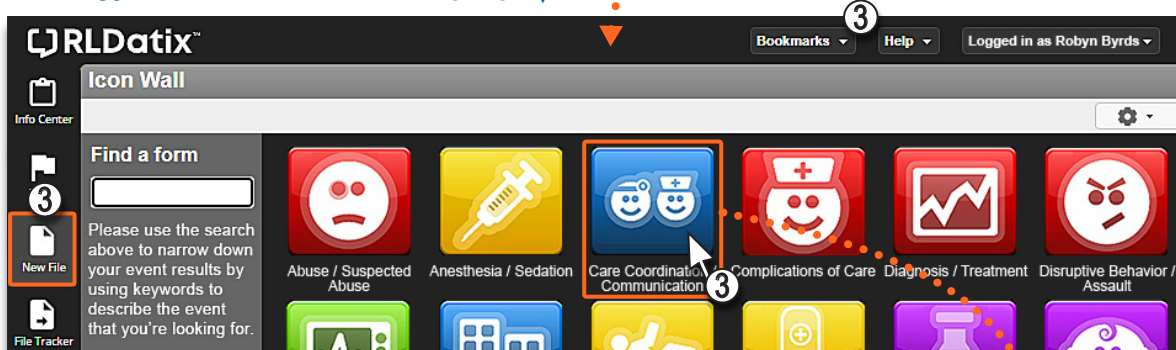
2 You have two **Login** options:

c Use your DH network **User Name** and **Password** (recommended), and then select **Login**. This option connects your ID with any safety event(s) entered during the session. You will receive email notices and be able to check the processing, review, and results of the report.

d Use the **Submit Anonymously** option to enter a safety event without your ID connected. This means you will not receive any notices and not be able to access any follow up information on the report.



Event Type Icon Wall – STARS Landing Page ▼



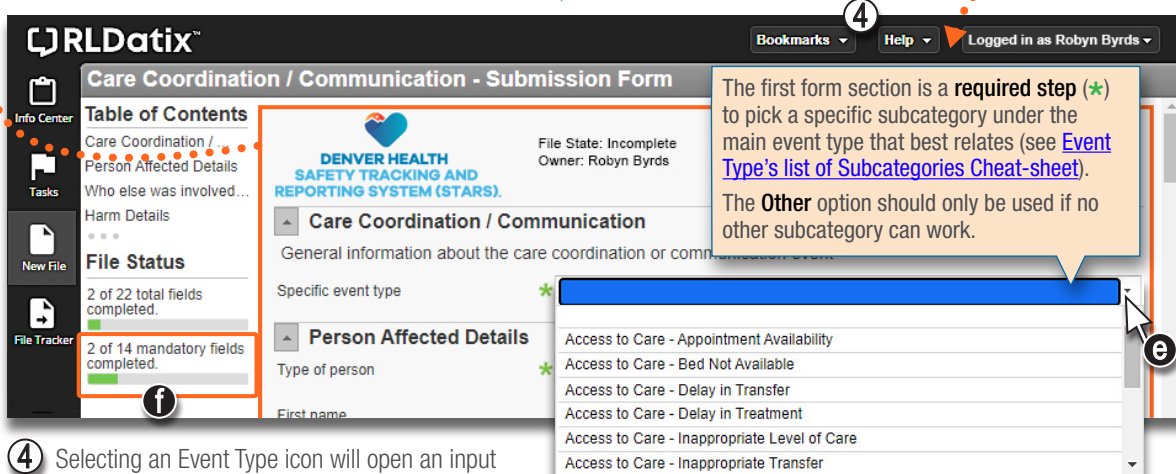
3 The STARS **Icon Wall/New File** (landing page) displays 26 general **Event Type** icons with their titles. The first important step to submit a safety event, is to select the proper event type icon*.

Input Form Features

* – required input fields

- Time of day incident occurred. Use military time, e.g., 13:00.
- Time (00:00)
- Roll-over a dashed underline statement for an explanation caption.
- Trash can button clears the set of dependent questions above it, first and follow-up.
- Magnifying glass button opens a search directory for staff, patient, or medication.
- Delete
- Exit
- More Actions
- If you discover you selected the wrong Event Type icon, select **Delete** at the bottom of the form before submitting (saving) the event record.

Specific Event Type Form – Input Information ▼



4 Selecting an Event Type icon will open an input form which is laid out to collect the necessary information for that specific type of safety event:

e Select a subcategory*

f To complete an event form, at a minimum, you MUST enter information in all the required fields (*) to be able to **Submit** a report. The **File Status** pane displays a status bar to show your progress on completing the **mandatory** and total fields.



DENVER HEALTH SAFETY TRACKING AND REPORTING SYSTEM

Application Nav Bar



Info Center has a linked record of every report you submitted with your ID since 02/01/23.

Tasks lists current task(s) and reports you have been assigned for review and updates.

New File is the event type icon wall screen which starts a new report process.

File Tracker allows you to track an **In-Progress** report through to **Complete** (see below).



STARs: Implementation Huddle Sheet (Continued pg. 2 of 2)

Look-up Feature: Patient, Staff, or Medication ▶

The STARs app is a dynamic tool where form content can change based on a previous answer:

- ① In this example, when **Patient** is selected, the form section is updated with several **new fields**, a **Lookup** function on the **MRN** field, and some fields changed to now **mandatory**.
- ② You need to select **Lookup**, which opens a **Search** pane:
 - a Enter search info in one of the four criteria fields
 - b Select **Search**
 - c Search results will appear in a table below
 - d Find the patient to be included in the event report
 - e Click their expand (+) record button to show a list of that patient's **DH Encounters** (most recent on top)
 - f Highlight the **Encounter #** when the safety event occurred
 - g Select **Accept** to return to the original form which is now populated with the **Lookup** section's data fields

Save/Delete/Submit File Management Options ▼

Report file management options are along the bottom frame:

- m **Delete** – you can only delete an in-progress form, either with your ID or anonymously.
- n **Exit** – you leave the report form and return to the **New File** icon page, with an option to save changes.
- o **Submit** – all required fields must be completed (h). Go to the **Info Center** tab to view a read-only version.
- p **Save as Incomplete** – allows you to save an in-progress report and return later to complete. This is not available for reports being submitted anonymously.
- q **Submit & Copy** – submit the completed form, and generates a new editable duplicate report form. This is a time saver if entering multiple reports for similar but not exact events with minor variations to note.

Check Progress of Your Submitted Report ▼