Safety Intelligence (SI) Update 4 for Directly-Operated Programs and Contract Agencies
May 19, 2015

SI | Safety Intelligence

To-Do list for Preparation for SI Go-Live

A. **Activate your account** in SI.

 1. Directly-Operated Programs will go live on June 1, 2015. Managers, Designees, District Chiefs, Supervising Psychiatrists, Regional Medical Directors, and Deputies must activate their account by logging into the SI system by Tuesday, May 27, 2015 in order to enter practice entering events, completing managerial reviews and receiving notification of events and consultation requests prior to the go-live date**.** To activate: go to https://testsafetyintelligence.lacounty.gov/DMH/index.php?action=login and follow the instructions for activation on Attachment 1. Be sure to email DCRAIN@dmh.lacounty.gov once you activate your account.

 2. Contract Agency Programs will go-live as they are ready. Readiness consists of having submitted user roles for programs numbers in the service area to DCRAIN@dmh.lacounty.gov, activating their accounts through a secure token as in step 1 above, practicing entering test events and completing test manager reports as in step B. below and contacting DMH Safety Intelligence for go-live status.

B. Practice entering reports and completing managerial reviews. Attachments 2 and 3 are updated user guides. Attachment 4 is a sample report listing common fields for training only. Do not use it as an actual report.

C. When entering practice reports, ensure that no PHI is used. You can also complete managerial reviews on the test reports you enter or those already in the test system. We recommend practicing all 14 categories as listed on attachment 1. Enter **TrainingMgr** as the User Name and **3Password** as the Password. Select "none" instead of "Hosted" under domain name. Go to https://testsafetyintelligence.lacounty.gov/DMH/index.php?action=login

D. **Train:** We are developing a short training segment to post on the Clinical Risk Management site on the Clinical Practice Page of the DMH Internet within 2 weeks. We will let you know when it is available.

E. **Remember:** DOPs are not going live until June 1, 2015 so any events occurring from now until then should be sent the usual way, i.e. by inter-office mail. Do not use live SI link **SI** from the Web Applications link on the intranet homepage until we notify you that it is ok to do so.

 1. CAPs should continue to send in the current paper report by mail until otherwise notified.

F. **Access support:** Contact Mary Ann O'Donnell or Doris Benosa regarding entering practice events and David Crain, DMH SI Administrator, for any registration, access or user role questions at 213-351-6633.

 DMH Clinical Risk Management: M. O'Donnell 213-637-4588; Doris Benosa 213-639-6326; David Crain 213-351-6633