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SIRS and STARS: Now What?

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Agenda

- Send to SMP functionality
  - Proprietary SHIP data systems and API
  - STARS/SIRS data entry flowchart
  - Key points
  - Tips for STARS and SIRS access
- STARS to SIRS scenarios
- Demonstration
- Resources
- Q&A

Send to SMP Functionality

- SMP-related data entered in STARS can be sent from STARS to SIRS using the "Send to SMP" feature
  - Only for SHIPs and SMPs who **co-train** team members and partner on data entry
- Data entered into SIRS cannot be transferred to STARS – it's a one-way transaction

Send to SMP Functionality

- For data to be sent from STARS to SIRS, you must follow these steps in STARS:
  - Answer "Yes" for the "Send to SMP" field
  - Enter the SIRS eFile ID for the team member conducting the session
  - For beneficiary contact forms, an SMP-related topic must also be selected
  - For outreach forms, the "Type of Event" must be a presentation or a booth/exhibit

Proprietary SHIP Data Systems and API

- About 30 SHIPs have some type of proprietary data system

- These SHIPs can transfer data from their system directly into STARS

- Transfer requires an Application Programming Interface or API connection

- API is a process for transferring data in real time from a proprietary system to STARS

Does your SHIP use a proprietary data system?

No

STARS

Enter team members manually in STARS.

Enter all data manually in STARS. Use "Send to SMP" for SMP-related data.

Make edits as needed directly in STARS.

SIRS

Enter team members manually in SIRS.

Enter remaining SMP-related data and SMP-specific data manually in SIRS.

Make edits as needed directly in SIRS.

Yes

STARS

Enter team members manually in STARS.

Use the API feed to transfer data to STARS and then to SIRS.

Enter remaining data manually in STARS.

Make edits as needed directly in STARS.

SIRS

Enter team members manually in SIRS.

Enter remaining SMP-related data and SMP-specific data manually in SIRS.

Make edits as needed directly in SIRS.

What all SHIP/SMPs who are partnering on data entry need to know…

Regardless of whether your SHIP/SMP is entering data manually or using API, all team member information must be entered manually in both STARS and SIRS, **and** edits to team member information and all other data must be made manually in both systems!

Entering co-trained team members in SIRS and STARS

- Team members must be entered manually in STARS and SIRS
  - They do not transfer from STARS to SIRS
  - They do not transfer into STARS if using API
- The SIRS eFile ID must be entered in STARS after the team member is set up in SIRS in order to use the "Send to SMP" functionality

See the STARS to SIRS Tip Sheet

How to enter co-trained team members in SIRS and STARS

- Enter the team members in SIRS
  - See the SIRS Team Member Management Job Aid
- Access the team members' SIRS eFile IDs
  - See the SIRS System User Basics Job Aid

HOME	TRACKING INBOX	SEARCH

Search » Standard Search (Team Member) »

Search | Reset | ☐ Remember Criteri

☑ Team Member

Search » Standard Search (Team Member) » Results »

Matching Results: 41

« ‹ Page 1 of 2 › » Display 38 per page ⟳ Refresh Displaying 1 - 38 of 41

First Name	Last Name	State/Territory	Organization Partner Affiliation	Primary Phone Number	eFile ID	Role	
Captain	America	Iowa	Marshall Islands Site 1	319-222-3333	58124	Site Staff	ⓘ
Captain	America	Iowa	Marshall Islands Site 2	319-555-5548	30173	Site Staff	ⓘ
Prince	Charming	Iowa	Marshall Islands Site 2	319-555-5556	83826	Site Staff	ⓘ
Sara	Director	Iowa	Marshall Islands	319-555-5555	86417	SMP Director	ⓘ
Donald	Duck	Iowa	Marshall Islands Site 2	319-555-5555	16585	Site Staff	ⓘ
Daffie	Duck	Iowa	Marshall Islands Site 2	319-666-6666	8785	Site Staff	ⓘ
Harmione	Granger	Iowa	Marshall Islands	319-123-4567	63849	State Level Staff	ⓘ

How to enter co-trained team members (continued)

- Enter the team members in STARS, including checking the SMP box for "Program" and entering the SIRS eFile ID
  - See the STARS Team Members Job Aid

Send to SMP: Key points

- When using the "Send to SMP" functionality, you'll still need to login to SIRS to complete some actions, including:
  - Tracking time spent by additional SMP team members
  - Completing complex interactions
  - Entering data that is only SMP-related (and not SHIP-related)

Send to SMP: Key points

- Information from the STARS Activity tab does not transfer from STARS to SIRS at this time
- Time spent on other activities must be entered separately in STARS and SIRS using the Activity tab/form in both systems

See the Quick Reference Guide in the STARS to SIRS Tip Sheet for details

Send to SMP: Key points

- If information needs to be edited after it is entered in STARS and sent to SIRS, it must be edited in both SIRS and STARS, including:
  – Beneficiary contacts/individual interactions
  – Group and media outreach/education
- Reports and advanced searches are accessed separately in STARS and SIRS
  – Reports are accessed in SIRS from the "Reports" menu and in STARS from the "Configuration" menu

Tips for STARS and SIRS Access

- If you have access to both SIRS and STARS:
  - Confirm that your SIRS eFile ID is entered correctly in STARS. If not, contact your director.
  - You'll have two separate usernames and passwords, one for each system.
    - At least one of these names will have a number in it
  - If you forget your username, you won't be able to use the "forgot username" feature unless you have a separate email address for each account. Instead, you'll need to contact Booz Allen for help.

STARS to SIRS Scenarios

- Scenario 1: A SHIP/SMP counseling session (SMP basic interaction)
  - Enter in STARS, using the "Send to SMP" functionality.
  - The data you entered will go to SIRS, and you're done!
- Scenario 2: A SHIP/SMP counseling session with a suspected error (SMP complex interaction)
  - Enter in STARS, using the "Send to SMP" functionality
  - The information you entered will go to SIRS, but you're not done…
  - Find the case in SIRS and finish entering it there
    - Tip: Search using the reference number populated in STARS

STARS to SIRS Scenarios

- Scenario 3: A SHIP/SMP presentation with 2 team members
  - Enter the presentation in STARS, using the "Send to SMP" functionality
    - Enter the time spent by the first person in the GOE form
    - Enter the time spent by the second person using the Additional Team Members tab on the GOE form
  - The information you entered will go to SIRS, but you're not done…
    - The time spent by the first person will carry over from STARS
    - Enter the time spent by the second person in SIRS using the Activity Form

STARS to SIRS Scenarios

- Scenario 4: Editing a counseling session in STARS and SIRS – data entry error
  - While reviewing your SHIP's data in STARS, you noticed that someone from your SHIP entered a SHIP/SMP session in STARS using the "Send to SMP" functionality, and accidentally selected themselves as the conducting user when it was actually conducted by another team member
  - Correct the data entry error in both STARS and SIRS!
    - Update STARS with the correct conducting user
    - Also update SIRS with the correct conducting user

STARS to SIRS Demonstration

- Scenario 1: A SHIP/SMP counseling session (SMP basic interaction)
- Scenario 2: A SHIP/SMP counseling session with a suspected error (SMP complex interaction)
- Scenario 3: A SHIP/SMP presentation with 2 people helping
- Scenario 4: Editing a counseling session in STARS and SIRS – data entry error
- Bonus: Tips on how STARS and SIRS are different

STARS and SIRS resources and training

- STARS to SIRS Tip Sheet
  - For SHIPs and SMPs who are co-training their team members and partnering on data entry
  - Quick Reference Guide on pages 5-10 provides a guide to entering, editing, and reviewing data in STARS and SIRS
- STARS training and resources
  - See the first link under "Need Help with STARS?" on the STARS Landing Page: https://stars.entellitrak.com
- SIRS training and resources
  - Search the SMP Resource Library for keyword "SIRS": https://www.smpresource.org/Login.aspx

STARS Technical Assistance

- For STARS technical assistance, contact the STARS help desk at Booz Allen Hamilton:
  - boozallenstarshelpdesk@bah.com or 703-377-4424

- For questions about job aids and other STARS support resources, contact the SHIP TA Center
  - stars@shiptacenter.org or 877-839-2675

SIRS Technical Assistance

- For help using SIRS, contact Sara Lauer at the SMP Resource Center
  - SIRS@smpresource.org or slauer@smpresource.org
- For SIRS technical issues and password reset assistance, contact the SIRS help desk at Booz Allen Hamilton
  - BoozAllenSIRSHelpDesk@bah.com or (703) 377-4411