SIRS: My Data Job Aid

Introduction

The SMP Information and Reporting System (SIRS) is the nationwide, web-based data system that facilitates reporting of SMP activities. For more information about SIRS, visit the SIRS page of the SMP Resource Center's website: www.smpresource.org > Resources for SMPs > SMP Information and Reporting System (SIRS). For definitions of each type of data entered into SIRS, see ACL's SMP Performance Measures Definitions and Guidance: the chart provides brief definitions and outlines where to report each item in SIRS; the guidance document provides full definitions and examples.

SIRS Training Check-in

Do you know the answers to these questions? Talk to your SMP director or coordinator of volunteers to determine which training is right for you. The SIRS job aids and other training resources mentioned in this job aid are available in the SMP Resource Library and TRAX: Training Tracker.

- Will you enter your own data in SIRS?
    - If so, this job aid is for you! This job aid is a reference guide to help SIRS users enter their own data using the four data entry forms in SIRS: individual interaction form, group outreach and education form, media outreach and education form, and activity form. You may also want to take the SIRS Training: Entering and Editing Your Own Data.
- Will you help enter data on anyone else's behalf?
    - If you will enter data for other team members at your SMP, in addition to this job aid, see the *SIRS: Others' Data Job Aid* and the SIRS Training Series.
- Will you help enter complex interactions (described on page 4)?
    - If so, additional training will be needed. See the *SIRS Complex Interactions Job Aid* and the Using SIRS to Make and Document Your Referral web event.
- Does your SMP partner with your SHIP on data entry and co-training team members?
    - The SHIP Tracking and Reporting System (STARS) includes a "send to SMP" feature that sends data from STARS to SIRS. If your SMP and SHIP are partnering on data entry and co-training your team members, see the *STARS to SIRS Tip Sheet*.

Your SIRS Username and Password

When your SMP director or other designated SMP team member sets up your access to SIRS, you will receive two emails from DoNotReplyACLSystems@bah.com: one with your SIRS username and one with your initial SIRS password.

Tip: If you have problems receiving your SIRS setup emails, please check your junk mail folder. If you still cannot find your emails, please contact your SMP director or coordinator of volunteers for assistance.

SIRS User Names and Passwords

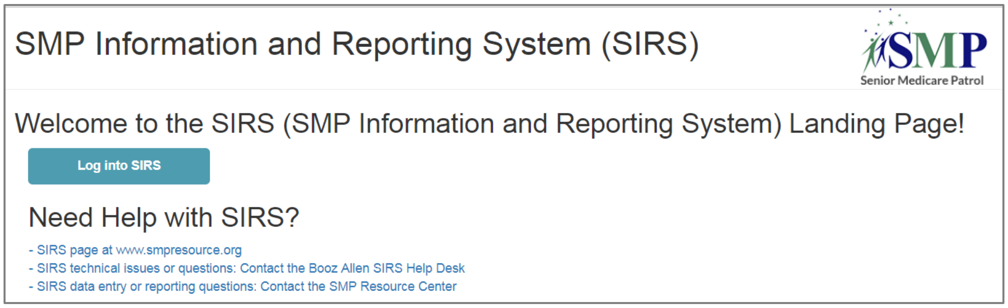
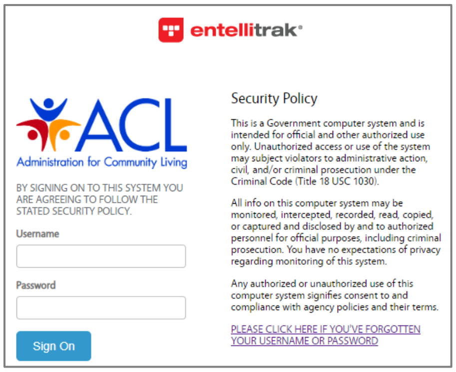
Each SIRS user is assigned a **username** that is used to log in to SIRS. Your username is typically your *Firstname.Lastname*, is case sensitive, and is created based on how your name was entered in SIRS by your SMP director or other designated SMP team member. Users with the same name as someone else who is using SIRS or STARS (the SHIP Tracking and Reporting System) will have a number in their username (e.g. Jane.Smith1). Team members who use both SIRS and STARS will have two separate usernames and passwords, one for each system, and at least one of the usernames will have a number in it.

SIRS **passwords** must have at least 8 characters, including at least one uppercase letter, one lowercase letter, a number, and a special symbol. SIRS will provide new users with a system-generated password. It is recommended that you change your password to one that is easier to remember. You'll be prompted to change your password every 3 months, unless you change it more frequently on your own.

To ensure data integrity, usernames and passwords should not be shared with anyone.

Logging in to SIRS

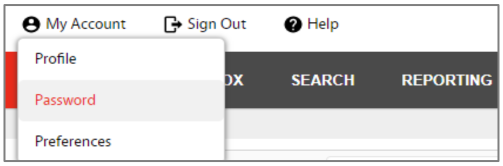
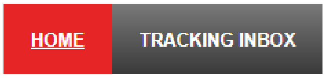
To access SIRS, take the following steps.

Step	Action
1	Go to the SIRS Landing Page: https://SIRS.ACL.gov and click "Log into SIRS." The SIRS Landing Page gives you access to log into SIRS and get help with SIRS. 
2	You will be taken to the SIRS Login Page: https://smpship.acl.gov/. This page is where you log into SIRS, and it also provides access to help if you've forgotten your username or password. Enter your username and password and click "Sign On." You are now logged in to SIRS! 

	Tips: • The SIRS and STARS login pages are the same page. Your username and password will determine which data system you are logged into, since they are different for SIRS and STARS. • Save the SIRS Landing Page and/or the SIRS Login Page as a favorite in your web browser for easy access each time you would like to log in to SIRS. After saving the link to your favorites, find it in your favorites list and right-click on it to view the "Properties." Delete any extra characters that appear at the end of the URL(s) shown above and save your changes. • The first time you log in, copy your initial password directly from the SIRS password email you received, and paste it into the password field. Then, change your password to something that is easier to remember. In the "My Account" option in the upper left corner of the screen, select "Password." Enter your new password twice and click "Save." • If you forget your SIRS username or password, click the link on the SIRS Login Page: "Please click here if you've forgotten your username or password." Follow the prompts to receive an email containing your new password or your username.

Basic Navigation in SIRS

Once you are logged into SIRS, use the various menu options to navigate. For any features not described in this job aid, see additional job aids/training provided by the SMP Resource Center.

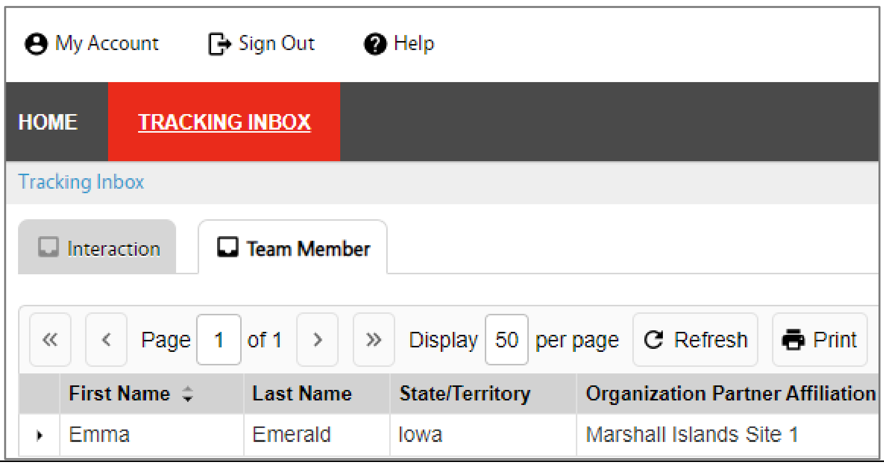
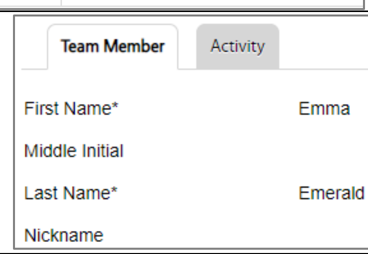
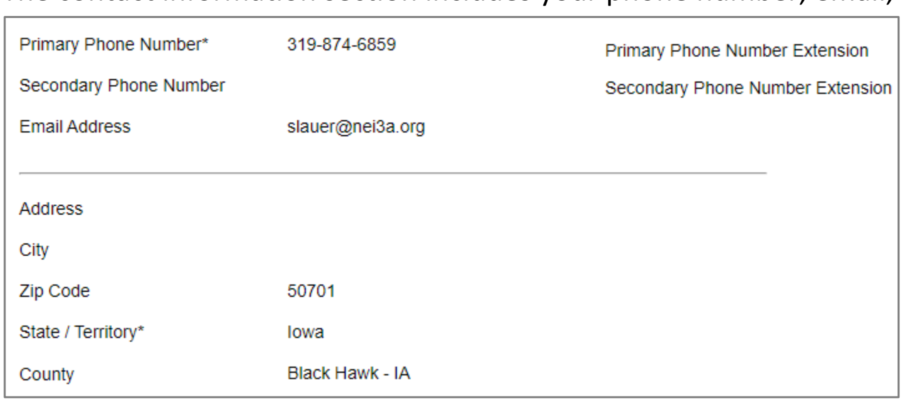
Menu	Features
Top Menu	The top menu in the upper left corner provides access to the following features: • **"My Account:"** Includes options to view and/or update your own profile, password, and preferences.  • **"Change Role:"** Not used by SMPs. • **"Sign Out:"** Used to sign out of SIRS. • **"Help:"** Although a general help link is provided here, for more specific help with SIRS, visit the SIRS page of the SMP Resource Center's website.
Main Menu	The main menu varies by user role. All SIRS users have access to two menu options:  • **"Home:"** Provides a summary of SIRS information based on your selections in your "Preferences" (see previous page). • **"Tracking Inbox:"** Provides access to enter, review, and edit team member activities and interactions that you have entered or that were entered on your behalf. Additional menu options are described in the other SIRS job aids.

Viewing Your SIRS Team Member Form

The My Account option includes basic information about your profile, password, and preferences.

To see your full team member form in SIRS, including address, username, role, and unique ID (if applicable), take the following steps.

Note: SIRS Submitter and Team Member users have view-only access to their own team member form. All other users can view and edit team member forms (as described in the SIRS Team Member Management Job Aid).

Step	Action
1	In the "Tracking Inbox" tab, select the "Team Member" tab. Click your own name to select it. 
2	The first section includes your first name, last name, and nickname. 
3	The contact information section includes your phone number, email, and address. 

4	The status information section includes your "Status" (Active or Retired) and your "Paid Status": In-kind-paid (partner), SMP-paid (staff), or Volunteer.	Start Date* 10/02/2018 End Date Status Active Partner Organization Affiliation* Marshall Islands Site 1 Paid Status
5	The demographic information section includes your race, gender, date of birth, and languages spoken.	Race* Not Collected Gender* Not Collected Date of Birth* 01/01/1950 Primary Language Secondary Language English as Second Language No
7	The login credentials section was used to set up your account.	Send Login Credentials No Revoke Login Credentials No Username Emma.Emerald eFile ID 63040 Send eFile ID No Revoke eFile ID No
8	CMS Unique IDs are used by SMP directors and SMP complex interactions specialists. This section provides information about whether or not you have an active unique ID, and if so, what the number is.	Unique 1 800 Medicare ID Number Status Inactive Number of 1-800-Medicare Unique ID 19820939
9	The documentation section includes any documents that have been uploaded.	Acceptable file formats: .doc/docx, .ppt/pptx, .xls/xlx, .pdf, .rtf, .m4a, .csv, .html, .xml, .jpeg, .bmp, .png Add Document Add Document Add Document Add Document Add Document
10	The notes section shows any notes that have been made.	Notes

SIRS Data Entry Forms

Before entering data in SIRS, it's important to understand what type of data to enter using each of the four data entry forms. An overview of the four forms is provided below. Additional information about the types of data entered in SIRS is available in ACL's SMP Performance Measures Definitions and Guidance Document.

Individual Interaction Form	This form is used to enter individual interactions between SMP team members and beneficiaries, family members, caregivers, or others for the purpose of discussing or gathering information about potential health care fraud, errors, or abuse. Include the time spent counseling, researching, referring, advocating, waiting to meet with a beneficiary, traveling to meet a beneficiary, preparing materials for a beneficiary, and completing paperwork or forms to document the interaction. Individual interactions include both basic and complex interactions. • **SMP basic interactions** focus on educating and informing Medicare beneficiaries, their families, and caregivers about preventing, detecting, and reporting health care fraud, errors, and abuse. To learn how to handle basic interactions, see the *SMP Counselor Training*. • **SMP complex interactions** are cases of suspected fraud, errors, or abuse. They require additional actions beyond providing education or information. Examples of these additional actions include conducting research, following up with a provider or 1-800-Medicare, or making a referral. To learn how to handle complex interactions, see the *SIRS Complex Interactions Job Aid* and the *SMP Complex Interactions Training*.
Group Outreach and Education Form	Use this form to enter community outreach events, education activities, and presentations that educate beneficiaries, family members, caregivers, and others about SMP services and detecting health care fraud, errors, and abuse. Include preparation time, travel time, and the time spent during the activity itself.
Media Outreach and Education Form	Use this form to enter media activities (e.g., print, radio, television, or electronic) that educate individuals about Medicare fraud, errors, and abuse or SMP program services. Include preparation time, travel time (if applicable), and the time spent on the activity itself.
Activity Form	Use this form to enter all time you spend on SMP work or training that is not entered using the other three forms (and is not entered in SIRS by someone else at your SMP.)

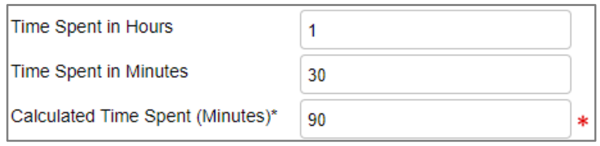
CAUTION: Watch out for duplicate data entry! Make sure you know who will enter each type of data at your SMP so that the same data is NOT entered twice by two different people. Do NOT enter time on the Activity Form that was already entered using one of the three interaction forms.

Entering SMP Interactions in SIRS

In SIRS, individual interactions, group outreach and education, and media outreach and education are referred to collectively as "interactions."

To enter an interaction in SIRS, take the following steps.

Step	Action
1	Hover over the "Tracking Inbox" tab to "Interaction," then click "New Interaction." **Tip:** From the Tracking Inbox, you can also click "New" from the Interaction tab.
2	Select the type of interaction: individual interaction, group outreach and education, or media outreach and education. **Tip**: After completing each field, click the "tab" key to move to the next field. **Caution:** After saving the interaction, the type of interaction cannot be changed.
3	In the "Session Conducted By" field, select the name of the team member who performed this interaction.
4	In the "Date of Interaction" field, enter the date the interaction took place. Use the calendar feature or type in the date in mm/dd/yyyy format. **Tip**: For individual interactions, the "End Date" field should be left blank.
5	The "Date of Initial Creation" field is a noneditable field that automatically populates with today's date.
6	In the "Zip Code" field, enter the zip code where the beneficiary lives, the presentation or exhibit took place, or the media was aired.
7	The "State" field will pre-populate with the state of the person whose name is selected in the "Session conducted by" field in step 3. **Tip:** If the beneficiary lives in a different state, select their state instead. **Note:** If the state is changed and does not match the state for the zip code, you will receive an error that will prevent the interaction from saving.
8	The "County" field will pre-populate with the county (or counties) associated with the zip code selected in step 5. **Tip:** If more than one county is associated with a zip code, ensure that the appropriate county is selected from the dropdown list.
FAQ	**Question**: What do I do if the county is not pre-filling and there is nothing in the drop-down menu? **Answer**: The zip code you entered is most likely not recognized by SIRS because it is associated with a PO box. Select a neighboring zip code in order to successfully save the interaction. Email the SIRS Help Desk (BoozAllenSIRSHelpDesk@bah.com) to let them know the desired zip code so that they can add it in a future update.
9	The "Title of Interaction" can be used to find the interaction if you or someone else wants to search for it later in SIRS. For example, for group outreach, the name of

	the event could be entered, e.g. “State Health Fair.” For media outreach, the name of the media outreach could be entered, e.g. “Sentinel Newsletter.” This field may be left blank unless your SMP requests that you enter specific information here.
10	In the “Time Spent” fields, enter the “Time Spent in Hours” plus any remaining “Time Spent in Minutes.” The total time spent in minutes is calculated automatically in the “Calculated Time Spent (Minutes)” field. For example if, 1 hour and 30 minutes are entered, the total time spent is calculated as 90 minutes. If you prefer, you can enter the total time in minutes directly in the “Calculated Time Spent (Minutes)” field.  **Tip:** Include travel time, time spent looking up an answer, etc. If you conduct multiple individual interactions in one day, add your total travel time to only one of the interactions.
11	The “Reference Number” and “Organization” fields are blank, but will populate automatically once the interaction is saved.
12	In the “Notes” section, enter notes as desired by your SMP.
13	All three interaction forms are spread over two tabs.* For each type of interaction, the first tab is labeled “Interaction” and the second tab is labeled based on the type of interaction (individual, group, or media). After completing all necessary information on the first tab, scroll to the bottom of the screen and click “Continue” to move to the second tab. **Caution: You are not done entering the interaction until you have completed both tabs!** • “Individual Interaction”: Instructions continue below. • “Group Outreach and Education”: Instructions continue on page 8. • “Media Outreach and Education”: Instructions continue on page 8. ** Depending on where you are in the data entry or editing process, you may only see one tab, so the tab may appear to be its own page (vs. a tab). However, for consistency, throughout the SIRS job aids we refer to these tabs/pages as “tabs.”*

Individual Interaction: Tab 2

To finish entering an individual interaction in SIRS, take the following steps:

Step	Action
1	**Beneficiary Name, Contact Information, and Demographic Information** • The first section of the Individual Interaction tab is for “Beneficiary Name and Contact Information.” The fields in this section include the beneficiary’s first name, last name, phone, email, address, city, state, and zip code. This information is not required for basic interactions unless your SMP has asked you to include it.

	Note: If the state is changed and does not match the state for the zip code, you will receive an error that will prevent the interaction from saving. • The next section is for “Beneficiary Demographic Information.” It is recommended that race and gender are collected for all individual interactions. Date of birth, Medicare number, Medicaid number, and other information are fields specific to complex interactions. **Note:** See the Demographic Data Collection Sample Script in the SMP Resource Library for a script created by ACL for team members to use in explaining to the beneficiary the importance and purpose of collecting demographic information. **Tip:** These beneficiary fields must be entered for all complex interactions as applicable to the issue. See the SIRS Complex Interactions Job Aid for details.
2	In the “Topics Discussed” section, select all topics that were discussed during your individual interaction. Scroll down as needed to see all topics. **Note:** If “Other” is chosen, use the “Other Topics Discussed Details” field to enter more information.
3	In the “Add More Information?” section, select “No” for basic interactions or “Yes” for complex interactions. For more information about complex interactions, please contact your SMP director, coordinator of volunteers, or other designated SMP team member and see the *SIRS Complex Interactions Job Aid*.
4	After completing all necessary information on the 2nd tab, scroll to the bottom of the screen and click “Save.” **Caution:** After clicking “Save,” view the top of the screen. If the new interaction was not added successfully, an error message will appear at the top of the screen indicating any changes that need to be made. If an error message appears, make any necessary changes and click “Save” again.
5	Each interaction must be entered separately. If you have additional interactions to enter, return to step 1 on page 5.
FAQ	**Question:** After moving to the 2nd tab, I can’t remember if I entered all of the fields correctly on the 1st tab. How do I return to the 1st tab to check? **Answer:** SIRS will not allow you to move forward from tab 1 to tab 2 until all required fields are entered. However, if you want to check to be sure you entered everything correctly: 1) Finish completing all necessary information on the 2nd tab and click “Save.” 2) Click the interaction reference number in the bar at the top of the screen. Tracking Inbox » Interaction (**IA-17-1363 test**) » Individual Interaction Listing » Individual Interaction » **Caution:** If you move out of tab 2 before clicking “Save,” you will lose any data entered on tab 2 and you will need to continue forward to tab 2 again after reviewing and updating the information on tab 1.

Group Outreach and Education: Tab 2

To finish entering group outreach and education in SIRS, take the following steps:

Step	Action
1	For the "ACL/SMP Consumer Alert" field, select "Yes" or "No" to indicate whether this outreach was done using one of the asterisked resources in the Center's entry SMP Consumer Fraud Alert: Genetic Testing Fraud Resources or SMP Consumer Fraud Alert: COVID-19 Fraud Resources from the SMP Resource Library. **Note:** This is a required field because ACL uses this information to measure outreach directly relating to these consumer alerts.
2	In the "Type of Event" field, select whether the event was a community event or group education session.
3	In the "Intended Audience" section, select all audiences that apply.
4	In the "Targeted Beneficiary Audiences" section, select all groups that apply. Scroll down as needed to see all groups. Note: If you utilize the below OIG Nursing Home Initiative materials, select "Other" and type "OIG NH" in the notes field.
5	In the "Topics Discussed" section, select all topics that were discussed during your event. Scroll down as needed to see all topics. **Note:** If "Other" is chosen, use the "Other Topics Discussed Details" field to enter more information. • Since COVID-19 or coronavirus is not an option, if it is a topic covered enter "COVID" in the "Other Topics Discussed Details" field. • If you marked "Yes" above to using ACL/SMP Consumer Alert materials in your outreach efforts, enter the topic of the alert in the "Other Topics Discussed Details" field, specifically "genetic testing" or "COVID."
6	In the "Estimated Number of People Reached" field, enter the number of people who attended the group outreach and education event.
7	In the "In-Kind Match" field, enter any in-kind donations.
8	After completing all necessary information on the 2nd tab, scroll to the bottom of the screen and click "Save." **Caution:** If an error message appears at the top of the screen, make any necessary changes and click "Save" again.
9	If you have additional interactions to enter, return to step 1 on page 5.

Media Outreach and Education: Tab 2

To finish entering media outreach and education in SIRS, take the following steps:

Step	Action
1	For the "ACL/SMP Consumer Alert" field, select "Yes" or "No" to indicate whether this outreach was done using one of the asterisked resources in the Center's entry:

	SMP Consumer Fraud Alert: Genetic Testing Fraud Resources or SMP Consumer Fraud Alert: COVID-19 Fraud Resources from the SMP Resource Library. **Note:** This is a required field because ACL uses this information to measure outreach directly relating to these consumer alerts.
2	In the “Type of Media” field, select the option that best describes the activity.
3	In the “Geographic Coverage” field, select the type of coverage area you would like to use for this media activity. To report which county or counties were reached, select “County or Counties;” to report which zip code(s) were reached, select “Zip Code;” to report which regions were reached, select “Region;” etc.
4	In the “Specific Coverage Location” field, enter the specific area where the media activity took place, if applicable. For example, if you selected “County or Counties” in the previous field, enter the county names here, if you selected “Zip Code” in the previous field, enter the zip codes here, if you selected “Region” in the previous field, enter the region names here, etc.
5	In the “Intended Audience” section, select all audiences that apply.
6	In the “Topics Discussed” section, select all topics that were covered in your media outreach. Scroll down as needed to see all topics. Note: If “Other” is chosen, use the “Other Topics Discussed Details” field to enter more information. • Since COVID-19 or coronavirus is not an option, if it is a topic covered enter “COVID” in the “Other Topics Discussed Details” field. • If you marked “Yes” above to using ACL/SMP Consumer Alert materials in your outreach efforts, enter the topic of the alert in the “Other Topics Discussed Details” field, specifically “genetic testing” or “COVID.”
7	In the “Estimated Number of People Reached” field, type in the number of people who were reached by the media outreach and education activity.
8	In the “Basis of Estimate for Number of People Reached” field, enter notes on how you determined the estimated number of people reached.
9	In the “In-Kind Match” field, enter any in-kind donations.
10	After completing all necessary information on the 2nd tab, scroll to the bottom of the screen and click “Save.” **Caution:** If an error message appears at the top of the screen, make any necessary changes and click “Save” again.
11	If you have additional interactions to enter, return to step 1 on page 5.

When to Enter SMP Activities in SIRS

As described earlier, when entering SMP individual interactions, group outreach, and media outreach in SIRS, the time you spend on each interaction is entered with the interaction.

However, according to ACL's SMP Performance Measures Definitions and Guidance related to SMP performance measures 1 and 2 (active SMP team members and SMP team member hours), **all** time spent by **all** SMP team members (including SMP volunteers, partners, and staff) on SMP work and training must be entered in SIRS.

How does this additional "time spent" get entered in SIRS? All "time spent" that is not entered with an interaction must be entered in SIRS is using the Activity Form.

Here are a few examples:

- If you attend training or perform SMP work that does not directly correspond to an interaction or group or media event, such as assisting with administration or distributing information, your time must be entered separately using the Activity Form.
- If you work together with another SMP team member at a group outreach event, only one person should enter the event and their own time working at that event. So, if another team member enters the event in SIRS, your time (or whoever's time wasn't entered with the interaction form) must be entered separately using the Activity Form.
- If you work together with another SMP counselor on individual interactions, only one person should enter the interaction and their own time working on the interaction. So, if the other counselor enters the individual interaction in SIRS, your time (or whoever's time wasn't entered with the interaction) must be entered separately using the Activity Form.
- For scenarios to practice how to calculate time spent and whether to enter the time using an interaction form or the Activity Form, see the SIRS Training: Entering and Editing Your Own Data.

Time Spent on Individual Interactions, Group Outreach, and Media Outreach	Time Spent on all other SMP "activities"
Enter **your own** individual interactions, group outreach and education, and media outreach and education, including the amount of time you spent in the "time spent" field. **OR** for SMPs who are partnering with their SHIP on data entry and co-training their team members, the "time spent" by the "conducting user" on joint interactions is sent from STARS to SIRS using the "send to SMP" functionality. See the *STARS to SIRS Tip Sheet* for details. **Caution: Do NOT also enter this "time spent" on the Activity Form.**	Enter **your own** time spent on SMP work (and training) that is not entered together with an interaction or outreach form, using the Activity Form in SIRS. **Important note for those using the "send to SMP" functionality:** Activities do **NOT** transfer from STARS to SIRS and must be entered separately in SIRS. See the *STARS to SIRS Tip Sheet* for details. **Caution: Do NOT enter time on the Activity Form that was already entered using one of the three interaction forms.**

CAUTION: Do Not Duplicate SMP Data Entry!

If someone else at your SMP is entering your interactions and/or activities in SIRS for you **OR** if your interactions are being entered in STARS using the "Send to SMP" functionality, do **NOT** enter this data again in SIRS. Check with your SMP director or other designated SMP staff before entering data to ensure that you are not duplicating data entry in SIRS.

Entering SMP Activities in SIRS

To enter your own activities in SIRS, take the following steps.

Step	Action
1	In your "Tracking Inbox" tab, click the "Team Member" tab, then click your name to select it.
2	Hover over the "Activity" tab at the top of the screen and click "New Activity."
3	In the "Month" field, select the month the activities were performed. **Tip:** Activities are commonly entered monthly (one entry for the entire month). Check with your SMP director or other designated SMP staff to determine the preferred timeframe for your SMP.
4	In the "Year" field, ensure the correct year is selected (the year the activities were performed.)
5	Fill in the time spent in **MINUTES** in the field next to each type of activity. • **Administrative Support:** Report any time spent on administrative activities such as data entry, copying, filing, mailing, or similar office work. • **Distributing Information:** Report any time spent disseminating or distributing SMP information and resources to partner organizations or others in your community. • **Group Outreach and Education:** Report any time spent preparing for SMP group outreach and education, in general (not related to a specific event). Also report any time you spent on a specific group outreach and education event that was (or will be) reported in SIRS by another SMP team member. Include any preparation time, travel time, and your time spent during the activity itself. • **Individual Interactions:** Report any time spent preparing for SMP individual interactions, in general (not related to a specific interaction). Also report any time you spent on a specific individual interaction that was (or will be) reported in SIRS by another SMP team member. Include the time you spent counseling, researching, referring, advocating, waiting to meet with a beneficiary, traveling to meet a beneficiary, and preparing materials for a beneficiary.

	• **Media Outreach and Education:** Report any time spent preparing for SMP media outreach and education, in general (not related to a specific media event). Also report any time you spent on a specific media outreach and education event that was (or will be) reported in SIRS by another SMP team member. Include any preparation time, travel time (if applicable), and your time spent during the activity itself. • **SMP Program Management / Team Member Management:** Report any time spent managing your SMP program and team members, including time spent overseeing your program, analyzing program results, preparing program reports, and supervising, mentoring, or meeting with SMP team members. • **Training (Initial/Orientation):** Report any time spent preparing for, delivering, attending, or traveling to SMP initial training or orientation sessions. • **Training (Update/Continuing Education):** Report any time spent preparing for, delivering, attending, or traveling to SMP-related update trainings or continuing education sessions. • **Other SMP Activities:** Report time spent on any other SMP-related activities not categorized above. For additional guidance about activities, see the SMP Performance Measures Definitions and Guidance.
6	The total amount of time spent will be calculated automatically by the system.
7	In the "Record Mileage" field, record any reimbursed mileage.
8	In the "Record Non Reimbursed Mileage" field, record any unpaid mileage.
9	In the "Notes" field, enter any additional notes you may have. **Tip:** Include the actual date or date range for the activities you are entering.
10	The "Date of Initial Creation" field is a noneditable field that will automatically populate to today's date.
11	After completing all information available for the activity, scroll to the bottom of the screen and click "Save." **Caution:** After clicking "Save," view the top of the screen. If an error message appears, make any necessary changes and click "Save" again.

Editing Your Own Data

Editing Your Own Interactions

To edit your own interactions in SIRS, take the following steps.

Tip: SIRS users who have additional access to SIRS, also see the *SIRS: Others' Data Job Aid*.

Step	Action
1	In your “Tracking Inbox,” select the “Interaction” tab.
2	Find the interaction you would like to edit, and click it to open it. **Tip:** To find an interaction, scroll through the list, or click the heading to sort by that heading (e.g. click “Date of Interaction” to sort by date).
3	Scroll through the 1st tab of the interaction and make any changes that may be needed, then click “Continue” on the bottom of the page.
4	On the 2nd tab, scroll through the information and make any changes that may be needed, then click “Save” on the bottom of the page.

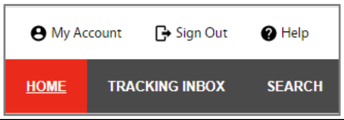
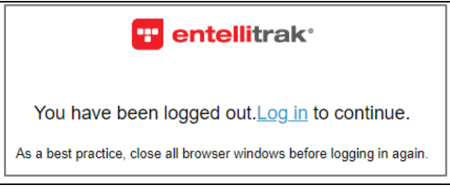
Editing Your Own Activities

To edit your own activities in SIRS, take the following steps.

Step	Action
1	In the “Tracking Inbox” tab, select the “Team Member” tab.
2	Click your own name to select it.
3	Click the “Activity” tab at the top of the screen.
4	Find the activity you would like to edit, and click on it to select it.
5	Make updates as needed and click “Save” at the bottom of the screen. **Caution:** After clicking “Save,” view the top of the screen to make sure that the activity was updated successfully. If an error message appears, make any necessary changes and click “Save” again.

Logging out of SIRS

To log out of SIRS, take the following steps.

Step	Action
1	Click on the “Sign Out” link in the upper left corner of SIRS. 
2	Once you are logged out, the following message will appear: 

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