

Getting Started with the SAFE-CARE Quality Improvement System (QIS)

- I. Log in to the system (<https://safecare2.visualshare.com>) with your designated username and password.
- II. Once in the system, you will have access to both the “Test” cabinet and your “Home” cabinet. **Use the “Test” cabinet to get comfortable with the software.** Here, you can practice uploading cases and look at cases that others have uploaded.
- III. Once you are familiar with how the program works, you should **upload ALL cases for peer review into your “Home” cabinet.**
- IV. **To upload a case for review:**
 1. Enter your “Home” cabinet and click on the “New Case” button.
 2. Once you have opened a new case, click the “Edit” button to add information.
 3. Be sure to click the “Save” button when you are done entering information.