Safety Opportunities for Improvement (SOFI)

First-Time User Guide

How do I access SOFI Event Reporting?

SOFI can be accessed on the MedNet homepage by clicking on “Access SOFI Event Reporting.”

....then click on “Access SOFI” either on the yellow ribbon on the top or the link on the lower left.
1. CareConnect users log-in using their AD log-in and password.
2. Anyone who does not have access to CareConnect can enter an event as a “Guest.”

The first time you log-in you will be asked to **select your primary facility**. This is the hospital or ambulatory area you primary work at.

After the first time you log-in, the system will default to your primary work area for reporting. If you would like to enter an event for a different facility, you can select another facility to report.
Select either “Report a Safety Event” or “Disruptive Event Manager”

1. All **safety** events associated with a patient, employee or visitor are reported in “Safety Event Manager.”

2. All **disruptive or unprofessional** behavior events associated with staff, physicians, volunteers, or other licensed professionals are reported in “Disruptive Event Manager.”

Start completing a SOFI report!

You can find additional information and training on the SOFI website, SOFI.ucla.edu

Where can I get more information or training about SOFI?