**Build Plan – Direct Build of Outcomes Star™ in non-Triangle software**

**Version 1.0**

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| **Organisation and Software Information** | |
| **Organisation and services**  Who will be using the build – if more than 1 organisation/service, please list all names and indicate which is the ‘primary’ organisation with responsibility for the build. |  |
| **Star versions you want to build and use in the software** |  |
| **Account Lead**  Nominated by Licensed Organisation, as primary contact with Triangle for purposes of Licence renewal and communication.  Account Lead has access to Outcomes Star Online for purposes of downloading up to date Star resources (Star charts, User Guides, other materials specific to Stars they are using e.g. flashcards, and other support materials relevant to Outcomes Stars use.)  Triangle must be informed if Account Lead changes.  Licensed Trainers also have access to Star Online to download training resources. | Name  Job Title  Email |
| **Service Lead**  Service Lead that will liaising with Triangle and (in-house or external) IT developers.  This must be someone from the organisation purchasing licences from Triangle and who understands how the Stars will be used in the service. | Name  Job title  Email |
| **Description of software**  Name of software  Name of software provider if not developed in-house  Will the build be done in-house, by a third-party developer but on in-house software, or by a third-party developer on the software that third-party provides?  If by a third-party developer, please provide organisation details for the third-party. | Name of third-party organisation  Named contact  Email |
| **Developer Lead/s**  Developer lead (internal or external developer) responsible for building Outcomes Stars functionality.  Reports lead, if different from above, responsible for designing Star data exports, and /or reports /reporting dashboards | Name  Job title  Email  Name  Job title  Email |

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| **Requirements for Star functionality** | | **Notes for pre-build Plan** |
| **Using and acknowledging Triangle Intellectual Property and Licence Requirements** | | |
| **A) Managing access to Outcomes Star functionality to comply with Triangle Licence terms and conditions** | 1. Your in-house or 3rd party developer understands that they cannot make available Triangle’s intellectual property to organisations or services that do not hold valid Outcomes Stars Licenses with Triangle. | *Please confirm Yes/No* |
| 1. Star functionality is only activated for an individual when they have Star licences and training in place. This can be achieved where number of people with ability to complete Outcomes Stars is restricted to the number of licences purchased from Triangle. (Completed Star data be viewed by others, eg managers or analysts and are not included in the licence count). | *Evidence in Pre- Build Plan:*  *Please outline how*   * *You will monitor use of Outcomes Star functionality to ensure use is within licensed numbers and who will be responsible for reporting annual use to Triangle at renewal* * *You will monitor that those who have ability to complete Outcomes Stars on the system have had Outcomes Stars Core training* * *Managers can de-activate users or request de-activation* * *Outcomes Stars functionality can be removed/disabled if your organisation ceases to purchase Outcomes Stars licences.* * *Outcomes Stars can be updated* * *Outcomes Star versions can be added, if desired, at a later date* |
| 1. Services can de-activate users, when they no longer need access to Star functionality, to enable activation of new practitioners. |
| 1. Functionality to add Outcomes Stars readings will be removed/disabled from organisation’s system, if organisation no longer wishes to use Outcomes Stars or cease to purchase licences from Triangle. (Outcomes Stars completed whilst licences were in place can remain in the system and can continue to be viewed and reported on). |
| 1. Outcomes Star versions will be updated within 3 months, or as soon as realistically possible, of Triangle publishing any revised editions. |
| **B) Complying with Triangle copyright** | 1. All Star content (name, outcome areas, Journey of Change, short and detailed scale descriptions etc) must be identical to that of Triangle’s content. | *Evidence in Demo:*  *Please follow this guidance when using Outcomes Stars IP and ensure appropriate text and credits are present on all screens prior to arranging a demo of your system with Triangle.* |
| 1. Content relating to the Star cannot be edited by all users – it can only be edited by an administrator or other restricted user role. |
| 1. Name of tool should appear as Outcomes Star™. |
| 1. The name of specific version of the Star being used should appear as e.g. Work Star™ (3rd Edition), Recovery Star™ (4th edition), Wellbeing StarTM. |
| 1. Any colours used e.g. for Journey of Change key, should be as close as possible to colours used in Star user guide for each Outcomes StarTM. |
| 1. Trademark™ sign in super-script (where possible) for titles or headings, or tab labels. |
| 1. On the Star landing page (ie where a user first opens the Star assessment page) please include the following text: 2. *This material has been produced on licence with permission of the copyright holders Triangle Consulting Social Enterprise Ltd. For more information about the terms of copyright please see* [*www.outcomesstar.org.uk*](http://www.outcomesstar.org.uk) |
| 1. On every page (including downloads available for service users) where the Star graphic, (or radial chart), or Outcomes Stars related content appears please include the following text:   *© Triangle Consulting Social Enterprise. Used under licence. See* [*www.outcomesstar.org.uk*](http://www.outcomesstar.org.uk) |

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| **Fields and Functionality required for effective Star Practice** | | |
| **C) Entering readings notes and actions** | 1. A field to record the date the Star is completed | *Evidence in Pre-build Plan:*  *Please outline*   * *what the screen(s) will look like for the entering of Star readings including all the specified fields in section C-* * *how the Journey of Change will be represented, as practitioner enters readings and whether short and/or detailed scales will be reproduced* * *how Actions are recorded in your system, and how these relate to Outcomes Star readings* * *how practitioners will access the detailed scales and any other Star resources e.g. flashcards to support Star conversations.* |
| 1. Reportable Fields to enter Star readings – outcome areas are provided with ability for user to choose from a numbered scale (either 1 to 5 or 1 to 10 depending on Star version) |
| 1. The Journey of Change stage names and/or descriptions for each step are presented alongside the numbered scale, visible to the practitioner, as a prompt to ensure numbers being entered align with Journey of Change step/stage (as a key or alongside the numbers on drop down menu) |
| 1. Ability to record notes associated with each Outcome Area reading |
| 1. Ability to record actions linked to Outcome Areas and Star Readings [recommended but optional]. Ideally where a practitioner adds an action this can be related to an outcome area, and the system automatically presents the most recent reading for that area, so that practitioners can plan appropriate actions based on the relevant Journey of Change stage |
| 1. The term “score” should not be used to refer to the numbers entered. The term “readings” is recommended. |
| **D) Detailing who is involved in Star completion and managing different perspectives** | 1. Fields to record name of practitioner that has completed the Star with service user 2. A reportable field to record whether the Star readings represent “collaborative”, “worker only”, or “service user only” perspectives 3. A field to record reasons for why Star has been recorded collaboratively or practitioner only etc [optional] 4. Option to record if other professionals or family members e.g. circle of support have been involved in Star completion [optional] | *Evidence in Pre-build Plan:*  *Please outline*   * *How your system will record different perspectives i.e. on the same Star or by recording two Stars for the same date* * *What your services’ reporting protocol will be for your service* |
| 1. Ability to record different perspectives (i.e. different opinions of the service user and practitioner about where the service user is on the Journey of Change scale) either on same Star (parallel data entry) or by recording two separate Stars on same date for different perspectives and using “practitioner only” and “service user only” fields) 2. Data of readings from different perspectives to be structured so that relevant readings can be reported in service’s chosen order (reporting protocol) |
| **E) Managing Retrospective Readings** | 1. Ability to record a Star for a date in the past – a “Retrospective Star” 2. Ability to use this Star as a baseline for distance travelled data if required 3. A reportable field to record that a Star has been completed retrospectively 4. A text field to record why a Star has been completed retrospectively [optional] | *Evidence in Pre-build Plan:*  *Please outline*   * *Whether retrospective Stars are relevant to your service practice. If not, please explain why not* * *If Retrospective Stars may be completed by your practitioners, please confirm whether your service intends to include Retrospective in your reportable data* * *If Retrospective Stars may be completed by your practitioners, please confirm whether your system can*   + *record a Star for a historic date*   + *use a Retrospective Star’s readings as baseline data* |

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| **Representation of Outcomes Stars readings on screen and as an export** | | |
| **F) Visualisation of the Outcomes Star** | 1. Ability to represent Star readings on Star image (with appropriate Outcome Areas and Journey of Change key) in service user record. 2. Ability to represent different perspectives on Star image 3. Ability to represent two or more sets of Star readings on single Star image in service user record to illustrate distance travelled for individual [optional but recommended] | *Evidence in Pre-build Plan*  *Please outline*   * *Whether the build will use Triangle’s Star image on screen. If Triangle’s image cannot be used, please explain how readings will be visualised.* * *Whether different perspectives will be captured on the visual* * *Whether a distance travelled image can be produced within the service user record* |
| **G) Exportable record of completed Star(s)** | 1. Ability to export a pdf record of a completed Star, notes and actions that can be emailed/printed for service user. 2. Ability for pdf to include visualisation of Star Readings (ideally on Triangle graphic). [optional but recommended] 3. Ability to export a pdf record of image of multiple Star readings, either on single Star or “Before” and “After” Stars, to show different perspectives and distance travelled. [optional but recommended] | *Evidence in Pre-build Plan*  *Please outline*   * *What will be included in export pdf as service user record of Star completion and what images this can include* |

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| **Reporting Outcomes Stars data** | | |
| **H) Providing aggregated Star data** | 1. Ability to download a full data export aggregating service users’ completed Star readings into a commonly used format (e.g. CSV file).   Each service user’s Star readings should appear consecutively along one row in the file for easier analysis.  Practitioners should be able to download the data for their caseload and manager for their services, easily and regularly. [mandatory, unless relevant reports or dashboards in-system or via analytic software are available for practitioners and managers]   1. The ability to export Star data from primary system to a data analytic platform for analysis (e.g. BI software). [optional] 2. The ability to view Star data reports within the primary system for based on good practice\* in Outcomes Stars reporting.  * Ability to filter reports as needed (e.g. by service/ caseload and by gender/ethnicity/support needs if required by service) * Ability to filter by time period as required by service   + Ability to export data behind reports for further analysis   [optional] | *Evidence in Pre-build Plan*  *Please outline*   * + *How Star aggregated data will be available for practitioners and managers*   *Demo must show download and any prototype reports* |