

# **STaR**

(Student Tracking and Reporting)

## **Step by Step Instructions**

## Change Your Password in IEPWriter

1. Go to: [www.iepwriter.com/pa](http://www.iepwriter.com/pa)
2. Enter the provided username and password in the designated areas
3. Click "Login"

Welcome to IEPWriter.com for Pennsylvania.

Username:

Password:

Below is the "Home" page to IEPWriter:

The screenshot shows the IEPWriter.com home page for Pennsylvania. The user is logged in as Associate Teacher PCA Test, COLONIAL NORTHAMPTON IU20. The dashboard includes a 'My Dashboard' section with a table of statistics:

My calendar	Students on my roster	Students with IEPs past due	Students with IEPs due within 30 days	Students with IEPs not implemented	Student with an IEP Past Due	Students with IEPs due within 90 days
05	2	1	0	1	1	0

Below the dashboard, there is a 'Need assistance?' section with links to 'User Guides' and 'Blank and Annotated Forms'. The 'My Account' section provides options to change the username and password or update the email address and other contact information. The page also features a 'Random Tip' and a 'Help Logout' button in the top right corner.

4. In the top, right hand corner of the screen, it says: "You are logged in as (Title and Your Name), COLONIAL NORTHAMPTON IU20." Click on "Title and Your Name."

The close-up screenshot shows the top right corner of the page. The text "You are logged in as: Associate Teacher PCA Test, COLONIAL NORTHAMPTON IU20" is highlighted with a red oval. The "Help Logout" button is visible in the top right corner.

Below is the "My Account" page:

### My Account

First Name:

Last Name:

Username:

Password: Enter a new password ONLY if you wish to change the current password.  
  
 Confirm:

Title:

Email: A Valid Email Address is required for user password recovery.  
 Please ensure that your email address is accurate:

Phone:

Fax:

Site Style:

5. Review the following fields for correct information and make any necessary changes:
  - a. First Name
  - b. Last Name
  - c. Title
  - d. Email
  
6. To change your password, type the NEW Password in the first box under the “Password” section and re-type the same password into the second box under the “Confirm” section

**My Account**

First Name:

Last Name:

Username:

Password: Enter a new password ONLY if you wish to change the current password.  
  
Confirm:

Title:

Email: A Valid Email Address is required for user password recovery.  
Please ensure that your email address is accurate:

Phone:

Fax:

Site Style:

7. At the bottom of the page, click “Save”

## Logging into STaR

1. Go to: [www.iepwriter.com/pa](http://www.iepwriter.com/pa)
2. Enter Username and Password in designated fields
3. Click "Login"

Welcome to IEPWriter.com for Pennsylvania.

Username:   
 Password:

Login

Below is the IEPWriter Home Page:

**My Dashboard** (Last updated: 7/31/2013 10:26:30 AM | Refresh)

My calendar	Students on my roster: 2	Students with IEPs past due: 1	Students with IEPs due within 30 days: 0	Students with IEPs not implemented: 1	Student with an ER/RR Past Due: 1	Students with ER/RRs due within 90 days: 0
Students with ER/RRs not implemented: 1	IEP or other meetings in the next 30 days: 0					

**Need assistance?**  
 You can click Help in the top menu from any screen. You can also try one of these resources:  
 • User Guides  
 • Blank and Annotated Forms

**My Account**  
 Use the My Account page to:  
 • Change your username and password  
 • Update your email address and other contact information

The My Account page is also available by clicking your logged-in name at the upper-right of any page.

**IEPWriter News**  
 • Additional Webinar Scheduled for July 24th  
 • IEPWRITER Upgrade  
 • Additional Practitioner Authorization Form Date Changes  
 • More IEPWriter News...

**Random Tip**  
 If you will be away from your desk for even a few minutes, log out of IEPWriter. The program will automatically end the session if you do not click on a link or save for an hour.

4. On the top menu bar, click "STaR"

**My Dashboard** (Last updated: 7/31/2013 3:04:40 AM | Refresh)

My calendar	Students on my roster: 62	Students with IEPs past due: 1	Students with IEPs due within 30 days: 0	Students with IEPs not implemented: 4	Student with an ER/RR Past Due: 1	Students with ER/RRs due within 90 days: 0
Students with	IEP or other					

# Student List View

1. Log into STaR

Below is the STaR Home Page (My Schedule View –Default View):

MA Eligible Student ||| Note: Group records where the start and end time are identical will be grouped when calculating the "Day total"

[Click here for Student List view](#)

2. To change your default view on the STaR homepage click on “Click here for Student List View”

Day total:  
0 hours, 0 minutes

MA Eligible Student ||| Note: Group records where the start and end time are identical will be grouped when calculating the "Day total"

[Click here for Student List view](#)

Below is the Student List View:

Student Name/Group Name	PA Secure ID	Student ID	Date of last Encounter	Add Encounter	View Encounters
Test, Student	8888888888	88888	6/2/2014		
Test2, Student	1112223334	32165	4/23/2014		

Records per page: 8      Records: 1 to 2 of 2      Pages: << < 1 > >> (of 1)      Go to page: <input type="text" value="1"/> >>

I=Inactive   P=In Process   N=Not Eligible   G=Group

MA Eligible Student





NOTE: The Student List View allows a Related Service Provider without a Weekly Schedule, rather than a Cycle Schedule to easily log services.

## Logging a Service in STaR for a Specific Student (from Student List View)

1. Log into STaR


Search

Student Name: *(Like)* PA Secure ID: *(Like)* Student ID: *(Like)* Filter:  Search Clear

Student Name/Group Name	PA Secure ID	Student ID	Date of last Encounter	Add Encounter	View Encounters
Test, Student	1112223334	32165	4/23/2014		
Test2, Student	8888888888	88888	8/7/2014		

Records per page: 10 Records: 1 to 2 of 2 Pages: << < 1 > >> (of 1) Go to page: <input type="text"/> >>

I=Inactive P=In Process N=Not Eligible G=Group

 MA Eligible Student

2. Find the Student you want to log a service for and click on the Green Plus Sign Icon
3. Select a Related Service: Personal Care Assistance (should be default – but double check)
4. Complete the following fields:
  - a. Select a Related Service
  - b. Date of Service
  - c. Start Time
  - d. End Time
  - e. Type
  - f. Progress Indicator
  - g. Notes
    - i. Notes must be Student Specific, Descriptive and Data Driven
  - h. Select Service Code
5. Click “Save”

## Editing a Service in STaR (from Student List View)

1. Log into STaR
2. Click, "Click here for Student List View"
3. Find to Student and click the Folder icon under the "View Encounters" column

Student Name/Group Name	PA Secure ID	Student ID	Date of last Encounter	Add Encounter	View Encounters
Test, Student	1112223334	32165	4/23/2014		
Test2, Student	8888888888	88888	8/7/2014		
G Monday - 8 AM - IU Office					
G Tuesday - 10AM - IU Office					

Records per page: 10 Records: 1 to 4 of 4 Pages: << < 1 > >> (of 1) Go to page: >>

I=Inactive P=In Process N=Not Eligible G=Group  
 MA Eligible Student

4. A list of encounters will be displayed. Only 50 can be viewed at a time. Find the encounter to be edited and click the pencil and paper icon.

### Student Encounters

Student: **Test, Student** | DOB: 9/15/2003 | ID: 1112223334  
 IEP Date: 2/20/2014 | MPAF Date: N/A  
 Home District: POCONO MOUNTAIN SD

Date of Service	Direct	Non Direct	Travel	Provider	Service	Absence Description	Edit	Delete
5/5/2014		0	0	OT, Test				
G 4/24/2014		0	0	OT, Test	Occupational Therapy	Student absent		
G 4/24/2014		0	0	OT, Test	Occupational Therapy	Student absent		
G 4/24/2014		0	0	OT, Test	Occupational Therapy	Student absent		
4/24/2014		0	0	OT, Test	Occupational Therapy	Student absent		
4/23/2014	30	0	0	OT, Test	Occupational Therapy			

NOTE: Encounters with a Lock Icon cannot be edited or deleted, as they have already been signed by a supervisor and/or pulled for Medical Access Billing. If corrections need to be made, contact the IU ACCESS Coordinator for assistance.

5. Make the correction and click, "Save"

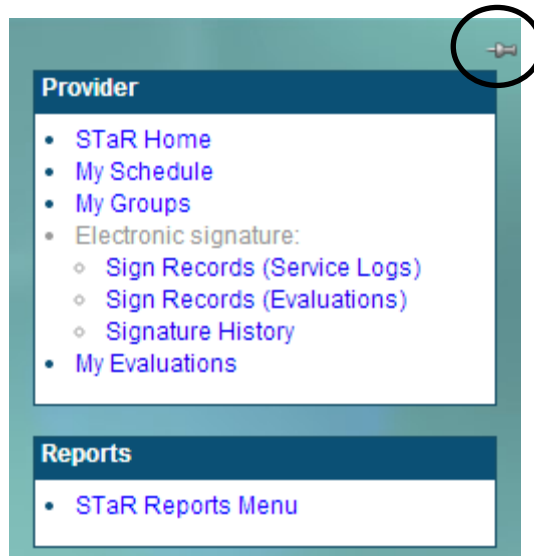
NOTE: Dates cannot be edited in the Schedule View, however CAN be edited in the Student List View.

## Electronic Signatures

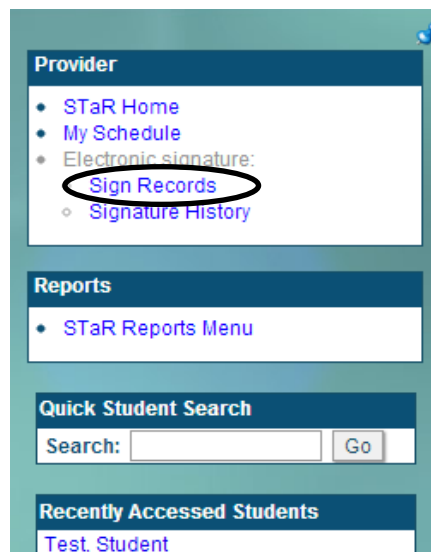
1. Log into STaR
2. In the top, left hand corner, click on the green arrow symbol



3. To dock the Side Bar STaR Menu, click on the grey thumb tack in the top, right hand corner. Once docked, the thumb tack turns blue.



4. On the Side Bar STaR Menu, click "Sign Records"





The first time you E-sign Records you will be directed to the Initial Electronic Signature Certification Statement:

### Initial Electronic Signature Certification Statement

Per the [memo](#) (PDF file) released by the Pennsylvania Department of Education in March 2010 and entitled "School-Based Access Program Services and use of Electronic Signatures", usage of electronic signatures (e-signatures) is permitted on SBAP provider logs. In the STaR module, your electronic signature is created using your IEPWriter username and password.

As this is the first time you are using the e-signatures function of STaR, please certify that:

- you are the person associated with the currently logged-in user account;
- you will keep your username and password secure and not disclose them to others;
- all documentation you enter into STaR using your username and password is true and correct.

To certify that you have read and agree to the above statements, enter your IEPWriter password and click the "I Agree" button.

5. Read the Initial Electronic Signature Certification Statement carefully. To summarize the Certification Statement:
  - a. You are the person associated with the current logged-in user
  - b. You will keep your username and password secure and not disclose them to others
  - c. All documentation you enter into STaR using your username and password is true and correct.
6. If you agree to the terms, type your password in the designated area
7. Click, "I Agree"

Below in the Electronic Signature Page:

### Electronic signature

The following records have not yet been electronically signed. To sign these records, enter your IEPWriter password in the field and click the "Sign these records" button (first uncheck any records you do not wish to sign at this time).

Note: You have more than 50 unsigned records. You may only sign 50 records per screen; the first 50 unsigned records follow.

Filter by dates

Service Date    Start    to    End  
 Entry Date          
   

Select...	Service Date	Absence Reason	Student	Total minutes	Entry Date
<input checked="" type="checkbox"/>	06/18/2013			0	06/20/2013
<input checked="" type="checkbox"/>	04/24/2013			30	06/24/2013
<input checked="" type="checkbox"/>	04/24/2013			30	06/24/2013
<input checked="" type="checkbox"/>	04/24/2013			30	06/24/2013
<input checked="" type="checkbox"/>	04/24/2013			30	06/24/2013
<input checked="" type="checkbox"/>	04/24/2013			30	06/24/2013

8. Select Service Date or Entry Date
  - a. Service Date pulls all entries inputted that were not previously signed by the actual date the service was provided
  - b. Entry Date pulls all entries inputted that were not previously signed by the date the service was inputted into STaR
9. Enter a Start Date
10. Enter an End Date
11. Click "Update"

NOTE: If a Date Range is NOT selected all unsigned records will be displayed.

12. Check the boxes of all entries you want to sign
  - a. "Check All" selects all boxes
  - b. "Uncheck All" unchecks all boxes
13. Enter your IEPWriter Password
14. Click "Sign these records"

**By electronically signing entries, you are acknowledging that all information you entered into STaR is correct, accurate and entered by you.**

NOTE: Only 50 records can be electronically signed at one time. So, if there are more than 50 records to be signed, you will have to electronically sign several times.

**Once entries have been electronically signed, the Provider cannot go back and edit, so it is important to review the Service Logs BEFORE E-Signing.**

## Things to Keep in Mind

**Providers must click on the actual button to save. You cannot press "Enter" or the service will not save. It is important to review your logs BEFORE electronically signing them.**

**Progress Notes for Direct Service Time must be:**

- Student Specific
- Descriptive
- Data Driven
- 

**Logs must be entered into STaR on a DAILY basis.**

**Electronic Signatures**

- Electronic Signatures Must be completed at the end of each Week

