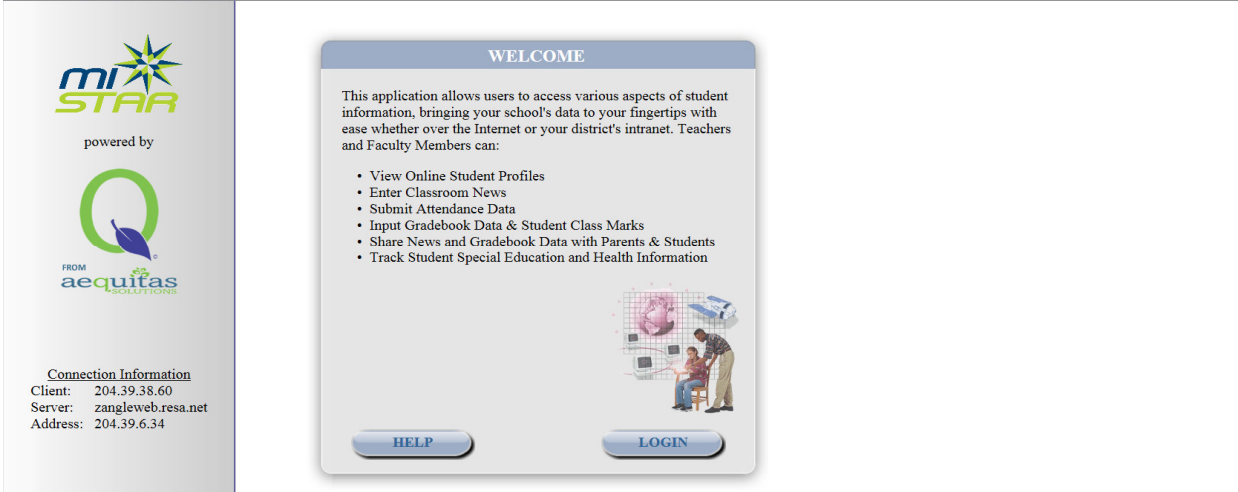
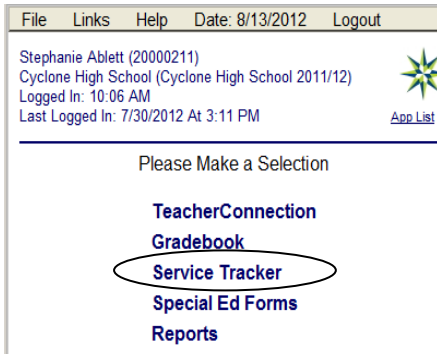


# Recording Personal Care Services in MISTar “Service Tracker” Quick Start Guide

Log in to MISTar using your Name (last name, first name), and Password.



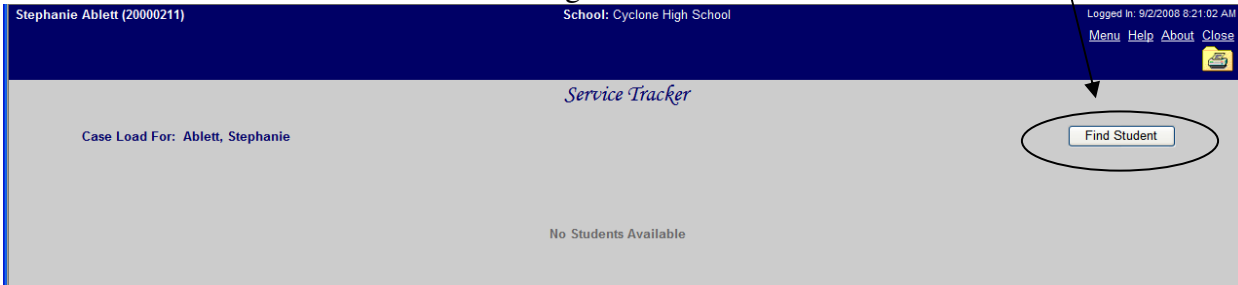
Click on “Service Tracker”



\*The Service Tracker screen will say that you have “No students available.” This is because you don’t have a caseload.

## Find a Student

Click on the “Find Student” button on the right side of the screen to find a student.



**Find Student**

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Last Name:

First Name:

Student ID:

To find a student, enter the first few letters of their last and/or first name in the search fields...

ID	Student	Birth Date	Grade	School
20005818	Aamumaw, Audrey Dana	10/23/1981	9	John Adams High School
20123971	Aamumaw, Audrey Mackenzie	12/30/1997	3	Cherry Elementary School
20129110	Aaron, April	4/1/2002	3	Aspen Elementary School
20129073	Aaron, Dayna Lamarr	12/18/1994	7	Lake Huron Middle School
20129078	Aaron, Vanessa	11/24/1996	9	John Adams High School
20005845	Aarondale, Aaron	11/1/2002	1	Out of District
20128308	Aaudrey, Hilam Logan	10/5/1999	0	Aspen Elementary School
20128680	Abela, Brian Emmanuel	9/19/2002	0	Larch Elementary School
20125270	Abela, Leshia Olivia	12/15/2000	1	Larch Elementary School
20125271	Abela, Ryan Joseph	1/31/2001	1	Larch Elementary School
20005864	Abraham, Andy	2/1/1999	3	Cherry Elementary School

To select a student, double click on their name, OR click once on their name and then click on the “Select” button below the list.

Select Search Cancel

## Enter a Service

The Service History screen will list all of the services you have entered this year for the student.

Stephanie Ablett (20000211) School: Cyclone High School Logged In: 9/2/2008 8:21:02 AM  
Menu Help About Close

*Service History*

Student: Aaron, April  
Practitioner: Ablett, Stephanie (20000211)

Previous Year Current Year

No Services Available For 2007/2008 School Year

New Service Monthly History Case Load

To enter a **new** service for the student, click on the “New Service” button.

There are 3 steps to entering a service: 1) Enter the Service Date, 2) Select the student’s Presenting Problem, 3) Click on Save/Copy (if you want to enter more than one service) OR click on Save if you’re done entering services.

## Service Date

On the Record Service screen (shown below), go to the “Service Detail” section and start by entering your first Service Date. You can either type the date in the following format: 9/1/2008, OR you can use the little blue calendar icon to pull up a calendar and select your date.

Once you’ve entered your date, you must click outside the date field or press the TAB key to confirm your date.

## Presenting Problem

When your date has been accepted, the rest of the fields on the screen will fill in, EXCEPT for the “Presenting Problem” field. Use the drop down box to select the student’s medical issue.

*Record Service*

Caseload

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**Demographic Detail**

Student: Aaron, April  
 Student ID: 20129110  
 Birth Date: 4/1/2002  
 Attending District Code: 82001  
 District Name: Hometown School District  
 School: Aspen Elementary School (aspen)

Practitioner: Ablett, Stephanie  
 Practitioner ID: 20000211  
 Practitioner's District Code:

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**Service Detail** Service History

Service Date: 9/1/2008

Practitioner Type Code: 125-Personal Care Aide  
 Procedure Code: T1020 - Personal Care Service  
 Treatment Response: 0 - Evals/case Mgt  
 Start Time:  
 Notes:

Presenting Problem: Please Make Selection  
 TCM Code: Please Make Selection  
 Frequency: Autism  
 End Time: Deaf/Blindness  
 Early Childhood Developmental Delay  
 Psych/Social/Behav/Emotional  
 Hearing  
 Other Developmental Delay  
 Other Health  
 Physical  
 Severe Multiple  
 Speech/Language  
 Traumatic Brain Injury  
 Vision  
 Non-Academic LD Services  
 Non-Academic CI Services

Save Save/Copy Clear

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**Summary Detail** Monthly History

Monthly Progress Date: Please Make Selection  
 Monthly Progress Note:

Service Notes

### Save/Copy and Save

If you have additional service dates to enter for the student, click on the **Save/Copy** button. This will save your service and make a copy of it. All you have to do to enter the next service is fill in the next service date. Continue using the Save/Copy button until you get to the last service you need to enter. Then click on the “Save” button.

The **Save** button clears all information from the Service Detail section, and allows you to go down to the “Summary Detail” section.

*Record Service*

Caseload

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**Demographic Detail**

Student: Aaron, April  
 Student ID: 20129110  
 Birth Date: 4/1/2002  
 Attending District Code: 82001  
 District Name: Hometown School District  
 School: Aspen Elementary School (aspen)

Practitioner: Lipnitz, Roberta  
 Practitioner ID: 20000277  
 Practitioner's District Code:

---

**Service Detail** Service History

Service Date:

Practitioner Type Code:  
 Procedure Code:  
 Treatment Response:  
 Start Time:  
 Notes:

Presenting Problem:  
 TCM Code:  
 Frequency:  
 End Time:

---

**Summary Detail** Monthly History

Monthly Progress Date: Please Make Selection  
 Monthly Progress Note:

Service Notes

Supervisor Type:  
 Supervisor Signature:  
 Practitioner Signature:

Date Signed:  
 Date Signed:

## Monthly History/Summary

To complete the Summary Detail section: 1) Select the month you are finishing up, 2) Type a note in the Monthly Progress Note field (just a brief list of services you provided to the student is fine), 3) Click on the “Save” button to save your note, 4) Click on the “Ready to Bill” button.

The screenshot shows the 'Summary Detail' form. At the top, there is a 'Monthly Progress Date' dropdown menu set to 'September 2008' and a 'Service Notes' button. Below this is a 'Monthly Progress Note' text area containing the text 'Toileting, position, grooming'. Further down, there are fields for 'Supervisor Type', 'Supervisor Signature', and 'Practitioner Signature' (filled with 'Ablett, Stephanie'). To the right, there are two 'Date Signed' fields. At the bottom, there are three buttons: 'Save', 'Reset', and 'Ready To Bill'. The 'Save' and 'Ready To Bill' buttons are circled in red.

5) You will be asked to verify that your services are ready to bill. Click on the OK button to confirm.

The screenshot shows the same 'Summary Detail' form as above, but with a 'Windows Internet Explorer' dialog box overlaid. The dialog box contains a question mark icon and the text: 'This will mark all open services within the given month as "Ready To Bill". Press OK to continue or Cancel to quit.' There are 'OK' and 'Cancel' buttons in the dialog box, with the 'OK' button circled in red. To the right of the dialog box, the number '5' is displayed, and a 'Delete' button is visible below it.

### SCREEN DESCRIPTIONS:

**Service Tracker:** For teachers, this screen lists their caseload. For Aides, this screen will list all students that have services that are “Open” or “Ready to Bill”. When all of a student’s services have been Billed, the student’s name will disappear from this screen, and you will have to use the “Find Student” button to locate their services.

**Service History:** This screen lists all the services you have saved for the student. You can also get to the Monthly Summary from this screen (using the Monthly Summary button on the right side of the screen).

**Record Service:** This screen includes the “Service Detail” section, which is the data entry screen for your services. It also includes a “Summary Detail” section, where your Monthly Progress (Summary) note is entered and services are made “ready to bill”.

### “OPEN” SERVICES:

On the Service History screen, if you see that a student has services with a status of “Open”, you need to complete their Monthly Summary and make the services “Ready to Bill”. To do this: 1) From the Service History Screen, click on the “Monthly History” button, 2) Click on the name of the Month you need to finish, 3) Type a summary note, 4) Click on the “Save” button, 5) Click on the “Ready to Bill” button, 6) Click on OK.

### TO DELETE SERVICES:

You may delete any service that has not been “billed” you will need to click on the student’s ID number, then select the service date that you want to delete, then in the Service Detail portion of the record, click on the “delete” button. You will be asked to confirm that you want to delete this service.