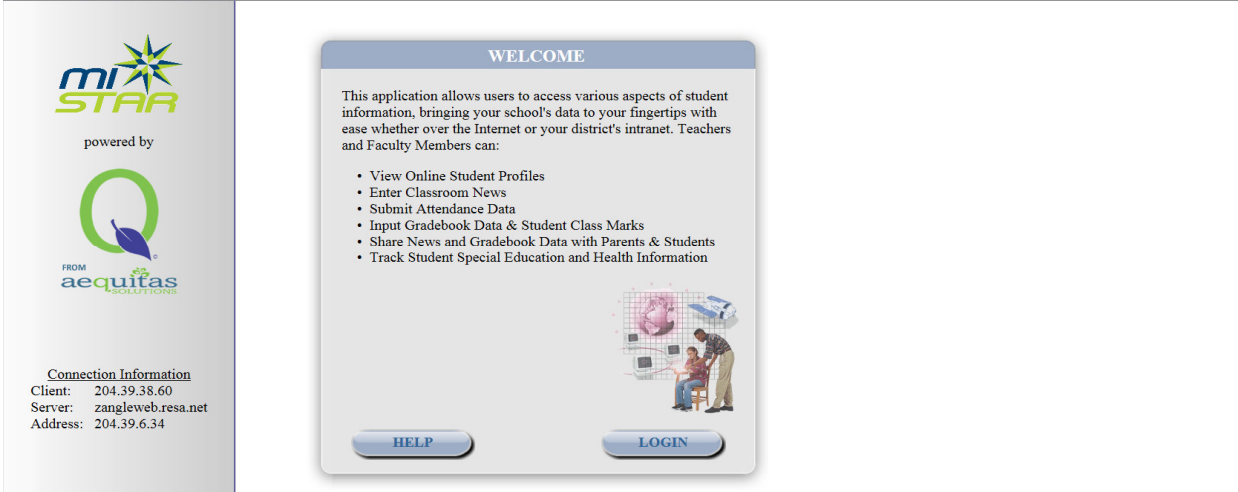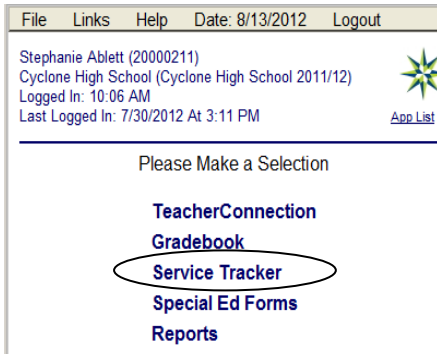# Recording Personal Care Services in MIStar "Service Tracker" Quick Start Guide

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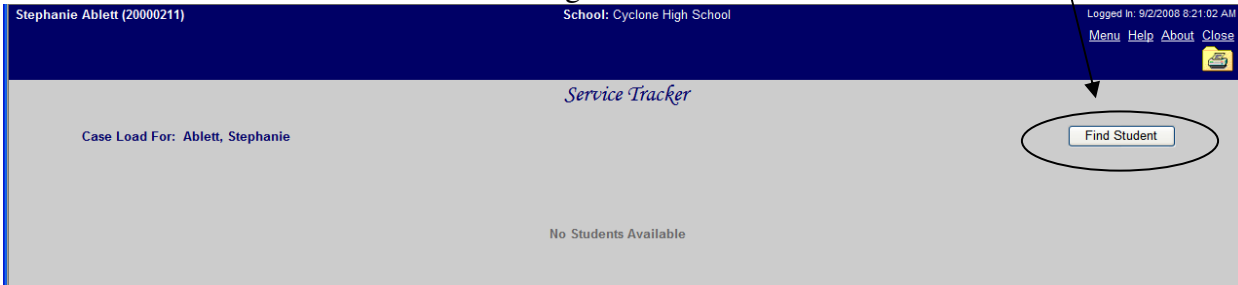

Click on "Service Tracker"

*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.

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, Lesha 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

[Select]   [Search]   [Cancel]

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.

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   [New Service] [Monthly History] [Case Load]
Practitioner: Ablett, Stephanie (20000211)

Previous Year   Current Year

No Services Available For 2007/2008 School Year

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.

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.

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.

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

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.

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