

STARS DATA ENTRY PROTOCOL

After accessing STARS through your UserID and password, you need to follow your way down through the various screens listed on the left-side of the webpage.

Start by examining your information in the provider screen and the contract information. The contract numbers are in the following format:

XXXX-SES06-15-016-2990-25-01

where “XXXX” is the number used to identify you as a provider (the same number is used as part of your UserID), “SES06” tells us the program and program year for the contract, “15-016-2990-25” is the RCDT code (a unique identifier that specifies the region, county, district, and district type), and the “01” is the number of this contract for the district (generally providers will only have one contract per district, but it is possible that a provider might have more than one). A listing of districts and their RCDT codes may be found on the “public” tab at

http://www.isbe.net/research/xls/dir_ed_entities_05.xls

If you see errors in the data on the provider or contract screens, respond via email to STARShelp@isbe.net.

Next, you should consider who the establishing STARS users will be and what access if any is needed. You will need to enter them into the system and create UserIDs and passwords for them.

Current Instructions

1. Establish your site(s).
2. Enter your students into the STARS system.
3. Establish all of the classes at each site. Once a class is defined no changes can be made.
4. Draw from that catalog of students to enroll students into specific classes.
5. Enter attendance data for the students in the classes.
6. Run the monthly billing report to check the accuracy of your class/enrollment/attendance work against your paper documentation.