

Recording Personal Care Services in MiSTAR – Service Tracker Quick Start Guide

Please make sure your Monthly Service Log is filled out completely before transposing your services into Service Tracker. Remember, students must have the following in order to bill Medicaid:

- 1. Must be Medicaid eligible*
- 2. The need for personal care services must be marked YES on the student's Plan of Care
- 3. A Personal Care Authorization form must be on file for the student

Logging into MiSTAR – Q and Service Tracker

From your district's web page, find the link to MiSTAR – Q and click on the MiSTAR-Q tab. Then enter your user ID (last name, (space) First name) and your password.

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MISTAR		Allen Park Public Schools	\cap		District Announcements
	PARENTCONNECTION	No Current Announcement		Please Log In	
	STUDENTCONNECTION		Version 3.8.1 by	User Id smbb, Leanne Hanne Password	
Wayne Attisk © 2021.			aecjuitas	(Log In) (Cancel)	
			Copyright © 2015-2021 Augustas Bolistona. Disc		

The system will require you to enter a six-digit verification code the first time you log in for the day. This code will be sent to your district email address. **Enter the six-digit code** and then click on the Log In button.





Once the Main page opens, click on the **Menu** button in the top left corner of the screen. Then select **Programs** and **Service Tracker**.

Menu 🔸	-	Date	02/07/2017	File	Locate	Help	Log Out
Enrollment							
Programs	Service Tracker						

Adding Students to Your Caseload

Menu	Favorit	es Student	Reports	Home		Date	06/26/2020	iin	File	Help	Log Out
Service	Tracker				[Stevenson Middle School] - 19/20 STEVENSON MIDDLE SCHOOL		Welcome)
Persona	al Care										
Personi Filter- Servic Mon	e Dates th/Year: [From:] To:] st] Subr	Entire M June 2020 06/01/2020 06/30/2020 Show All Studer nit Ready to	Domth	agend Open Ready to 5 Billed artial Abse Absent Iot School Iot School Service Pro	Service Data Practitioner Type: 125-Personal Care Aide V Reason For Treatment: Need for assistance with personal care Procedure Code: 11020-Personal Care Service V Treatment Response: 0 - Evals/case Mgt V Add Students There are no students active in the selected date range					~	
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The first thing you will need to do is **ADD** students to your caseload. You do this by clicking on the **Add Students** button in the middle of the screen.

This will bring up a search screen. You can search for your students by their first or last name. If you are not sure how to spell their name, enter the first couple of letters of the first or last name and click on the **Search** button.

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Smith, Aric	20103050	11/29/2005	SPED	La	nstra, Caitlin	* 20115489	02/05/2006	SPED	
				× ×					

Once you find the student you are searching for, click on their name to select them and then click on the '>' button to move the student to the **Selected Students** box. Repeat this step for all students you will need to bill for.

Notice the red asterisk () next to the student's name. This indicates that the student is Medicaid-eligible.



After selecting all of the students you are servicing, click on the **submit** button at the top of the pop-up window. Click **OK** to verify students to be added.

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irst Name:		Gender:	~		Track:	~			
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Smith, Aric	20103050	11/29/2005	SPED		Lanstra, Caitlin	* 20115489	02/05/2006	SPED	
					Smith, Ashley	0830386	11/04/1997	SPED	
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2 Students					3 Students				

Note: You can narrow your search by entering student-specific information in one or more search fields.

Entering Monthly Services



- Select the **Month/Year** you are entering services from the dropdown box at the top left corner of the screen. The system will automatically default to the current Month/Year
- Select ALL students by clicking on the check box next to the Student heading
 - \circ To bill for one student at a time click the check box before the student's name to select them
- Click on the **Mark Service Provided button**, this will fill in a Y, indicating that a service was provided, for each school day of the month



Checking Student Attendance

****Notice** that some of the dates for students are in red and pink. This indicates that the student was either absent the whole day **(RED)** or part of the day **(PINK)**.

• Check each student's attendance for the days indicated in red or pink by clicking on the red piece of paper to the left of their name.



- An attendance pop-up window will be displayed
- If the student was absent for the whole day (December 14th in this example), click in the date box to remove the 'Y' – indicating that a service was not provided for that day
- If the student was present for at least part of the day, as indicated by PINK (December 1-17th for the student in the middle), leave the **'Y'** to bill for your services for those days
- Click **Done** to close the attendance pop-up screen and continue to the next student



Making Services 'Ready to Bill'

- When you are satisfied you've entered all of the correct dates, click on the **Submit** button on the top menu bar
- Dates where a service was recorded will turn **yellow** indicating that they are in **Open** status
- Click on the check box on the left side of the screen, before the **Student** heading. This will select **ALL** students

Menu Student Reports Home			Date 06/30/2022 🧱 File Help Log Out
Service Tracker	< John Glenn Hig	gh School > - 21/22 JOHN GLENN HIGH SCHO	OL Welcome Mary Bamrick (Impersonated)
Personal Care Filter Service Dates Finter Month Month/Year: December 2021 Finter Finter: 12/01 To: 12/01 Show udents Finter Finter: Fi	Service Data Practitioner Type: 125-Personal (Reason For Treatment: Need for assist Procedure Code: T1020-Persona Treatment Response: 0 - Evaluation	Care Aide ▼ tance with personal care al Care Service ▼ /Case Management/Personal Care ▼	Days that are marked as a full day absence will remain in RED
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- Click on the Ready to Bill button located next to the Submit button on the menu bar
- Once you click on the **Ready to Bill** button, verify you want to continue by clicking **OK**
- Your service dates will now turn light green indicating they are in Ready to Bill status
- Repeat these steps for each month
- Your services will turn light blue after they are sent to the State for billing







Correcting a Mistake While in the "Open" Status

If you find that you've entered services on an incorrect date, you can fix it while your services are still in "Open" or yellow status.

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Menu Student Reports Home											Dat	e 06/3	0/2022		File	Hel	p Lo	og Out
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To: 01/31/2022 Not School Day	Treatment Resp	oonse:		Lanstra,	Caitlin Mae (20115489)													
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(0835417)	Tabaala B		✓	01/07/2022	T1020-Personal Care Service	- 8							_		_			
Mae	School >		<	01/10/2022	T1020-Personal Care Service	- 1												
(20115489)			✓	01/11/2022	T1020-Personal Care Service	- 8												
Smith, Ashley 11/04/1997 < John Glenn High S Isabel	School >			01/12/2022	T1020-Personal Care Service	- 1												
(0830386)				01/13/2022	T1020-Personal Care Service													
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- Click on the Delete Service Records button located next to the student's attendance button
- A Remove Selected Services pop-up box will appear
- Select each date to remove by clicking in the box to the left of the date
- Click on the **Remove** button at the bottom of the pop-up box
- The dates you removed are now back to their original color, in this case, red and pink indicating the student was absent on those days

	<u>Reset</u> Submit Ready to Bill Mark Service Provided	Add Students																							
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	Lanstra, Caitlin 02/05/2006 < John Glenn High Mae (20115489)	School > *		SPED																					
C	Smith, Ashley 11/04/1997 < John Glenn High Isabel (0830386)	School >		SPED																					

• You can now finish the month by making your services Ready to Bill



Undo Ready to Bill

If you find you've made a mistake after clicking on the Ready to Bill button, you can "undo" this by:

- Clicking on the check box on the left side of the screen, before the **Student** heading. This will select **ALL** students OR
- To select just one student, click on the box before their name
- Click on the Undo Ready to Bill button you can now make changes

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Removing Students from your Caseload

At the beginning of each school year, you will need to remove those students who are no longer on your caseload. To do this, click on the Edit Date (calendar icon) to the far left of the student's name.

This will bring up an Edit Caseload Dates box. Enter the last day of school for the student and then click the SAVE button.

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	2		Washington, Brian Lee (20026534)	02/26/2	008 George V	Vashington High							Cancel	Sa	ive						

The student will no longer show up on your caseload the following month.

You can also use this feature if a student leaves during the school year. Just enter the date that you last provided a service for this student and click on SAVE.