LOGGING IN to STAR-QI

To Access the STAR-QI Application navigate to the web page:  https://apps.oasas.ny.gov

Note:
For information about logging into OASAS applications in general refer to “Application Documentation”. Here you will find an assortment of documents to help you log in, change your password, and requirements for specific applications.

Enter your user name and password, and select “Login”.

Submission of an IRM-15, OASAS External Access Request, to OASAS is required to obtain a user name and password for STAR-QI. This form is available on the OASAS web applications site.

http://www.oasas.state.ny.us/mis/forms/irm-15.pdf

Select the “Applications” tab in the upper left hand corner. Once in Applications, select the line labeled “STAR-QI”.

The STAR-QI Home Page has three tabs in the upper right corner:

- STAR-QI Episode
- Episode List
- Indicator Reports

When you open the application, STAR-QI Episode will be the tab selected. This first page is a search page. Use this page when you are looking for a specific client[or clients] that may have already been entered into the system, or if you would like to upload some or all of your data to view or export.
**ENTERING A NEW EPISODE**

To enter a new client into the system, select the tab labeled **STAR-QI Episode**.

Note: When you open the application, this tab should be the default.

Underneath the 3 tabs, select the button that says “New STAR-QI Episode”.

Provider and Program information will automatically show as appropriate.

**NOTE:** If you have multiple programs click the search light and select your program from the list. Pop-ups need to be allowed for this function to work. Please refer to “OASAS Application Quick Tips” on the OASAS Applications home page – “Application Documentation” to enable pop-ups.

Required fields are identified by the *.

**Client ID Information:**
Once available, enter the Provider Client ID, sex, birth date, last four digits of the social security number, and first two characters of the last name. When an individual calls for an appointment, the only elements required to save an episode are sex, the first two letters of the last name, and the First Request for Service Date. The rest of the tracking elements are necessary once a client has received a treatment service (Assessment or Admission).

If this STAR-QI episode has matching data already in the CDS, that information will be shown to the right of the data entry field.

Click the calendar icon to display the calendar pop-up. There are pull-down lists for month and year that can be used to move quickly to a different calendar month. There are also left and right arrow links that will move you between consecutive months.

Click the date and it will be returned to the field on the page.

For entering the date of birth, you will probably find it easier to enter the date rather than using the calendar icon since it will take several selections to move back through decades.
**ENTERING A NEW EPISODE (Continued)**

Pull-down lists are accessed by using the mouse to click the down-arrow, by entering the first letter of the value, or by using arrow keys.

The tab key and shift-tab combination will move you between fields without using the mouse.

**Preadmission Information:**
Under this heading you will enter First Request for Service Date, Previous Discharge Date (if available), Did Client Show for First Appointment[?], First Assessment Date, Second Assessment Date, Third Assessment Date, and Assessment Disposition.

**Treatment Information:**
Under this heading you will enter Admission Date, Second Date of Service, Third Date of Service, Fourth Date of Service, Discharge Date, Discharge Status, Completion Status, and Flex Items of your choice [1, 2, 3, 4].

For further explanation of the data elements you collect on this page, please refer to the STAR-QI data items glossary under the user guide tab at: https://apps.oasas.ny.gov

Always make sure to save your work by clicking “Save” in the lower or upper right hand corner. The information will be edited based on the STAR QI business rules to insure that the information is valid.

If there is a data entry error, it can cause 2 types of reactions.

1) A box may pop up explaining what the error/errors are. Simply close the box by clicking ok, correct the errors mentioned, and save again.

2) Errors may be written at the top of the screen. Correct the errors mentioned.

Select Save.

When the transaction is successfully saved, a message indicating this will appear at the top of the page.

At this point, you can make additional changes to the transaction and resave or click the STAR-QI Episode Tab, and then the “New STAR-QI Episode” button to enter another episode.
SEARCHING FOR, UPDATING, AND DELETING AN EPISODE

To update or search for an existing client episode select the STAR-QI episode tab.

Provider and Program information will automatically show as appropriate.

If needed select your program from the list.

To use the search light function to the right of the program name pop-ups must be allowed. Refer to “OASAS Application Quick Tips” on the OASAS Applications home page – “Application Documentation” to enable pop-ups.

On this page, you can search for a client by the Provider Client ID, sex, birth date, last four digits of the social security number or the first two characters of the last name.

You may also search for a client by the First Request for Service Date, First Assessment Date or Admission Date. To search by these dates, write in or select the “from” and “through” dates needed.

You may also search by Completion Status or any of the Flex Items[1,2,3 or 4] that you have been tracking. Use the arrows to select Completion Status, or move the desired Flex Item from the Available Items to the Selected Items column. Available Items may be selected from any or all of the Flex Items (1, 2, 3 or 4).

NOTE: To aid data quality and monitoring, Flex Item lists are cleansed nightly of any unused flex items

NOTE: If you would like to see all data entered, select the Clear button at the lower left hand of the screen, and then select Find. This should return all of the records for your program that have been entered so far.

You can use any and all combinations of the variables listed above to search, but you must always have your program and provider number filled in.

Note: In most cases, the more criteria entered, the more precise the results will be that are returned.

Pull-down lists are accessed by using the mouse to click the down-arrow, by entering the first letter of the value, or by using arrow keys.

The tab key and shift-tab combination will move you between fields without using the mouse.
SEARCHING FOR, UPDATING, AND DELETING AN EPISODE (Continued)

Click the calendar icon to display the calendar pop-up. There are pull-down lists for month and year that can be used to move quickly to a different calendar month. There are also left and right arrow links that let you move between consecutive months. Click the date and it will be entered in the field on the page.

For entering the date of birth, you will probably find it easier to enter the date rather than using the calendar icon since it will take several selections to move back through decades.

Once you have entered in your entire search criteria click FIND which is in the lower left-hand corner of the screen.

(If you would like to clear the screen and start over click - CLEAR)

A list of episodes will appear at the bottom of your screen.

This episode list looks much like an excel spreadsheet. Each of the columns can be sorted in ascending or descending order. Left click in the shaded region of each column heading to sort ascending, and click again to reverse the sort. An arrow will appear to the right to let you know in which order the data is being sorted in that column.

In the upper right hand corner of this list will be options to scroll through to search for the client you are looking for (if more than one client is listed). The webpage will show up to 100 clients at a time. Click on PREVIOUS 100 or NEXT 100 to move forward or backward through the pages of results. You can also click the arrow next to the numbers that indicate which page of results you are on to select a specific set of 100 results.

Once you have found the record that you are looking for, select the circle to the left of the row. Click DETAILS to see this client’s record. You can then update the record as needed.

Deleting Episodes

If you ever need to delete an episode, search for that episode using the steps listed above.

Once you select update, and the record is opened, select “Delete STAR-QI Episode” in the lower left hand corner.
EXPORTING AND VIEWING EPISODES

To view episodes already entered – first conduct a search using STAR-QI Episode Search (see directions above), then select the “Episode List” tab in the upper right hand corner.

NOTE: To export all of your data, hit “find” on the search page with no search criteria entered.

Data will then be shown (100 records at a time) based on the search criteria entered. You can look through these records by scrolling or paging down.

To export this data to Excel, click the button labeled “Export to Excel” on the right side of the screen. Select “save” and navigate to a place on your computer that you would like to save the file to. Rename the file to something you will remember and click save. You can now open this spreadsheet on your own computer and edit or work with your data as you choose.

Click the Home button to return to the STAR QI Home Page and select another Action. Or select another tab in the upper right hand corner that you would like to work with.
RUNNING INDICATOR REPORTS

The STAR QI Home Page has three tabs in the upper right corner:
- STAR-QI Episode
- Episode List
- Indicator Reports

To run an indicator report, select the tab labeled **Indicator Reports**.

Select **Output type** as PDF or HTML. To copy and paste your reports into excel, select the HTMLCSS choice. PDF reports are a good choice for printing:
- Provider and Program information will show automatically.
- Access pull-down lists using the mouse to click the down-arrow, by entering the first letter of the value, or by using arrow keys
- The tab key and shift-tab combination will move you between fields without using the mouse.
- Required fields are identified by the *.

Select a **Report Type** from one of the following:
- “Single Indicator” shows a report where one indicator type must be selected. Flex Item and/or Discharge Status entries may be selected to refine the report output. Output graphs will show the result on one line.
- “Indicator Overlay” shows data for two indicator reports within the same category (percentage, count or average). Output graphs will show two lines overlaid.
- “Flex Item Overlay” shows data for a single indicator type using entries from Flex Items to select output. One or more entries within any Flex Item can be selected. Output graphs will show up to 5 lines of combinations.

Select **Indicator Type 1** (and **Indicator Type 2** as needed) from the drop down lists:
Those starting with an **A** relate to Access[11 reports], those starting with **E** relate to Engagement[17 reports], and those beginning with **V** are Volume counts for both access and retention indicators[17 reports].
RUNNING INDICATOR REPORTS (Continued)

Select the period type you wish to see, either by week or by month. This will determine what the x-axis of your graph will be based on.

Next fill in the Date From and Date Through boxes in order to get the time frame you are interested in.

Please note that the weekly reports show data grouped by week from the start of the week (Sunday) to the end of the week (Saturday). Monthly reports may show data from the previous month in the first week of the report and from the next month in the last week of the report. The monthly number on a particular monthly report may not be the same as the sum of the weekly numbers on a weekly report for that same month.

If you would like to include any notes in the header of your graph, type them into Page Header Notes.

Select any Discharge Status or Flex Items that you wish to use to filter or combine into an overlay report.

Note: Flex Item Overlay reports create separate lines for selected Flex Item combinations.

Discharge Status items work the same as other parameters on the form such as the “Date From” and “Through”. Selecting one or more Discharge Status values means those values will be used as a filter for the report. This applies to Flex Item Overlay reports, Indicator Overlay reports, and Single Indicator reports.

To use Flex Items as a filter – select “Single Indicator” Report Type and select the flex items you wish to filter on.

After selecting all parameters necessary select RUN.

Errors may be written at the top of the screen, or near the parameter with the error. Correct the errors mentioned.

Select RUN.
RUNNING INDICATOR REPORTS (Continued)

After the report has run, you will see the header page for your report. This will include the provider name and number, program name and number, period type, start and end date, and a description of the report you are running, as well as any header notes you may have written in — and any filters or combinations selected.

After running a report, scroll down or page down and you will see on the second page a graph and the table of data below that created the graph.

On each axis there will be a label explaining what is being measured, and each data point will have a number above it.

You can copy and paste the graph as an image into another program by left clicking in the graph area to select it, and then right click to select COPY IMAGE to clipboard (You can also hit CTRL C to copy the image once selected).

Open the program you would like to paste it into, such as Excel or Word, and right click and select paste (or CTRL V).

You can also print or save the report.

The examples shown are of test data.

This is an example of a flex item overlay report.
RUNNING INDICATOR REPORTS (Continued)

To the right is an example of an Indicator Overlay report.

Reports open in separate browser windows. To run other STAR QI Indicator Reports navigate back to the indicator report tab.

Most selections will remain and can be reset (except Flex Items and Discharge Status). You can then run a number of reports (and compare them) without closing and reopening browser windows.

Click the Home button to return to the STAR QI Home Page and select another Action.

CLOSING THE APPLICATION

Click “Close Application” to logout of the application. It will close the browser window, but will not log you out of OASAS Applications. To logout of OASAS Applications, click the logout link in the upper right corner of the OASAS Applications Home Page.

TECHNICAL SUPPORT ISSUES

Click the “Help” above the three application tabs to refer to on-line OASAS applications Help.

For general issues with access to the web applications or password reset please contact the Provider Help Desk at:

healthhelp@its.ny.gov
518-485-2379 Press 2

Problems can also be reported using the “Report Issues and Problems” link on the Help tab under the main OASAS Applications tab.

For technical assistance with STAR-QI episode issues, indicator reports or other project issues please contact:

STARQIHelp@oasas.ny.gov

Feedback is welcome – Contact: Dawn Lambert-Wacey at 518-485-2116 or Dawn.Lambert-Wacey@oasas.ny.gov or STARQIHelp@oasas.ny.gov with any comments, questions, or suggestions.
On the main Applications tab for the Client Data System there is a separate area for STAR-QI Reports that aid in data quality and monitoring. Here you will find:

- Performance Summary
- Data Quality and Monitoring reports and
- Missing Data Monitoring Reports

### Performance Summary

The Summary Report –

This report shows three categories: Activity, Data Quality, and Missing Data. Each category shows a list of criteria with a total number of episode records for each criterion. Hints and recommendations for further reports that can be run are shown. This report is emailed to the STAR-QI contact monthly.

#### Activity

1. Current number of records in STAR-QI:
2. Last modification or entry date:
3. Number of First Requests for Service with date in last 30 days:
4. Number of First Assessments with date in last 30 days:
5. Number of Admissions with date in last 30 days:

#### Data Quality and Monitoring

Six separate reports:

These reports show data in CDS that do not exist or do not match in STAR-QI and are detailed to the right. Client records will not match between the two systems if the identical Tracking ID[SSN, DOB, Sex, 1st two letter of last name] is not entered.

#### Missing Data Monitoring

Five separate reports:

These reports show inconsistencies or missing data in STAR-QI episodes and are detailed to the right.