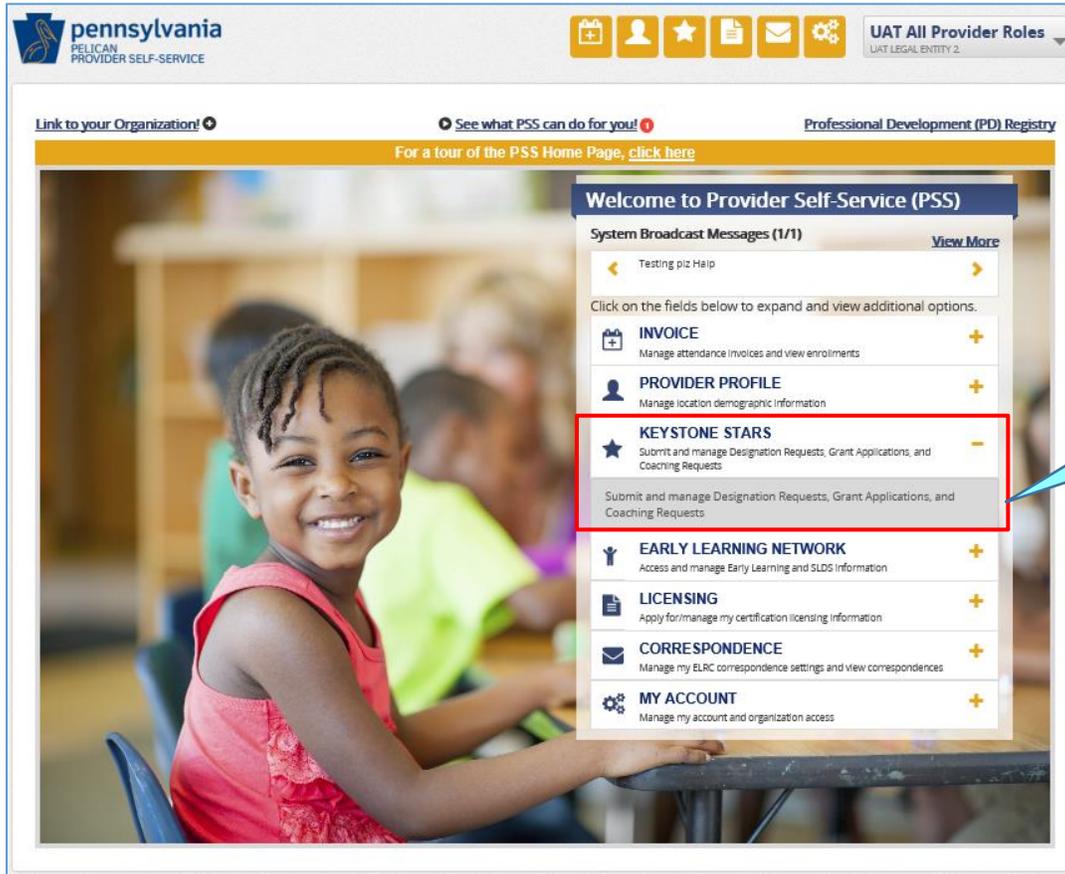


1. ACCESSING THE KEYSTONE STARS HOME PAGE

Figure 1. Provider Self-Service Home Page



1 From the **Provider Self-Service Home** page, click the plus (+) sign beside Keystone STARS to expand the box. Next, click on the expanded text to get to the **Keystone STARS Home** page. After clicking on the Keystone STARS text, the **Keystone STARS Home** page will display.

2. KEYSTONE STARS HOME PAGE

The Keystone STARS Home page allows the user to submit Designation Requests, Enrollment Calculation Tools (ECTs) (through the Classroom Information section), Grant Applications, Budget Revisions, Final Expense Reports, and Coaching Requests online through Provider Self-Service (PSS). The Keystone STARS Home Page initially appears in the collapsed view, as shown below.

Figure 2. Keystone STARS Home Page – Collapsed View

The screenshot shows the Keystone STARS Home Page interface. At the top, there is a navigation bar with links for HOME, INVOICE, CORRESPONDENCE, KEYSTONE STARS, MY ACCOUNT, PROVIDER PROFILE, LICENSING, and HELP. Below the navigation bar, the page title is "Keystone STARS Home Page". A welcome message follows, stating: "Welcome to the Keystone STARS Home Page! Here you have access to create and manage Designation Requests, Enrollment Calculation Tools, Grant Applications, and Coaching Requests. Budget Revisions and Final Expense Reports can be managed by clicking on the tile for an existing, approved Grant Application. For information on how to contact your ELRC or Quality Coach, click on the Contact Us link in the footer below."

The main content area is titled "My Locations" and contains a table with the following data:

View	MPI ID	Location Name	Address	STAR Rating	Designation Expiration Date	Quality Coach	Keystone STARS Participation
<input checked="" type="checkbox"/>	300546720-0011	Uat Grant Location 11	5 May Way, Springtown, Pa, 16501	★★★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0013	Uat Grant Location 13	7 July Dr, Summertown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0014	Uat Grant Location 14	8 August Ln, Summertown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0015	Uat Grant Location 15	9 September St, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0016	Uat Grant Location 16	10 October Oval, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active

Below the table is a pagination control: "Next Page 1 of 4 Go". To the right of the table is a "VIEW" button. Below the table are four expandable sections: "Designation Requests", "Classroom Information", "Grants", and "Coaching Request". Each section has a "Sort By" dropdown menu set to "Request ID" and a "Time Period" dropdown menu set to "FY 2019-2020".

Numbered callouts highlight the following elements:

- 1: The "My Locations" section header.
- 2: The pagination control.
- 3: The "VIEW" button.
- 4: The expandable sections on the left.
- 5: The "Sort By" dropdown menus.
- 6: The "Time Period" dropdown menus.
- 7: A small red box containing the number "1" located near the bottom right of the page.

- 1 Locations for the selected provider are shown here. Up to five locations can be viewed at one time. This list is sorted by Location Name. Locations that are inactive in Keystone STARS will appear at the bottom of the list.
- 2 Move to the next or previous page of locations here or jump pages by clicking **GO**.
- 3 Click **VIEW** after selecting the desired locations.
- 4 Click the text beside any + sign to expand that section or drawer.
- 5 Results can be sorted by Request ID, Submission Date, Location Name, Status, Grant Type (for Grants only), Area of Service (for Coaching Requests only), or Submitted By.
- 6 Time periods in the dropdown menu are fiscal years (e.g., FY 2017-2018, FY 2018-2019, FY 2019-2020).
- 7 A number appearing in this area indicates that there is an item under that subject area that needs the provider's attention.

Figure 2A. Designation Expiration Date

My Locations

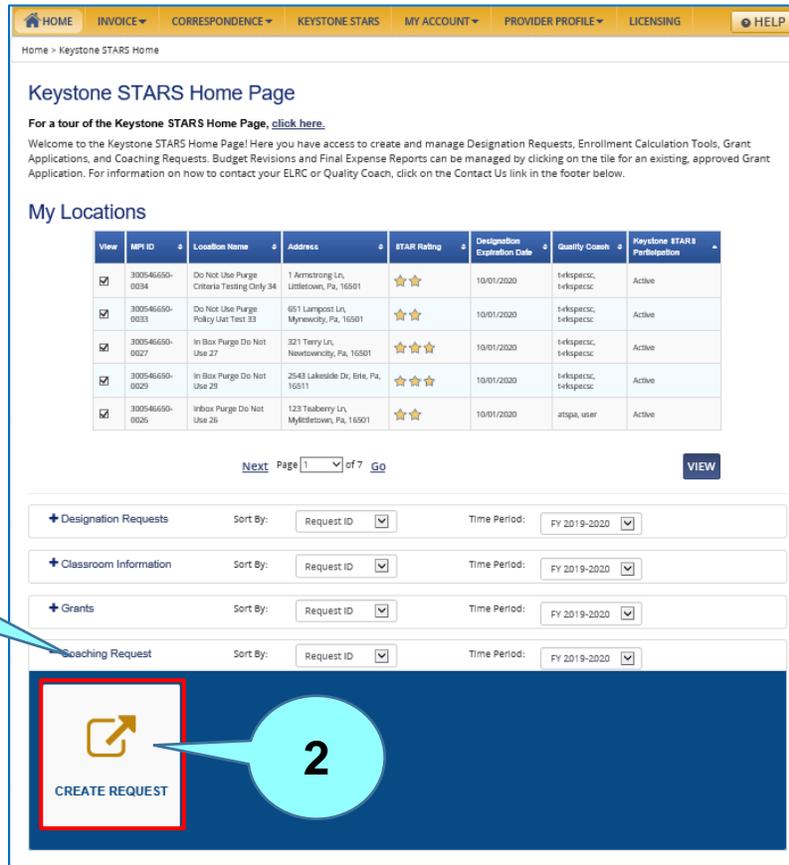
View	MPI ID	Location Name	Address	STAR Rating	Designation Expiration Date	Quality Coach	Keystone STARS Participation
<input checked="" type="checkbox"/>	300546650-0015	Uat Location 15	77 Orange St. Town, Pa. 16501	☆☆	09/24/2020	t-rkspccsc, t-rkspccsc	Active
<input checked="" type="checkbox"/>	300546650-0016	Uat Location 16	11 Apple St. Erie, Pa. 16501			t-rkspccsc, t-rkspccsc	Active
<input checked="" type="checkbox"/>	300546650-0017	Uat Location 17	22 Banana Rd. Townsville, Pa. 16501				Active
<input checked="" type="checkbox"/>	300546650-0019	Uat Location 19	44 Mango Dr. Town, Pa. 16501	☆	10/10/2029		Active
<input checked="" type="checkbox"/>	300546650-0002	Uat Location 2	88 Green St. Erie, Pa. 16501	☆☆☆	11/16/2019	t-rkspccsc, t-rkspccsc	

Previous Next Page 4 of 7 Go VIEW

- 8 For locations with a **Designation Expiration Date** that is within 90 days, the **Designation Expiration Date** displays in **bold red font**.

Note that Users must have the Manage Keystone STARS Request role to access the Designation Requests, Classroom Information (i.e., ECTs), and Coaching Request drawers. Users must have the Manage Keystone STARS Grant role to access the Grant Applications drawer. A user who does not have the necessary role to access the desired drawer should contact his/her Account Manager for more information on requesting access.

Figure 3. Keystone STARS Home Page – Expanded View



- 1 Expand a section by clicking text beside the + sign (e.g., on Coaching Request).
- 2 The CREATE tile and any tiles for items that have already been created and/or submitted for the selected locations will display here.

Expanded view examples for Designation Requests, Classroom Information (i.e., Enrollment Calculation Tool), Grants, and Coaching Requests are shown below in Figure 4 below.

Figure 4. Expanded Views

Designation Requests Sort By: Time Period: 1

 CREATE REQUEST	<p>REQ-000078309</p> <p>Uat Location 10 44 Northwest St, Place, Pa, 16501</p> <p>ELRC - 1 STAR 1-Move In 09/23/2019</p> <p style="text-align: right;">Approved</p>	<p>REQ-000078310</p> <p>Uat Location 12 77 Southwest St, Cityville, Pa, 16501</p> <p>ELRC - 1 STAR 1-Move In 09/23/2019</p> <p style="text-align: right;">Approved</p>	<p>REQ-000078402</p> <p>Uat Location 13 33 Cranberry Lane, Town, Pa, 16501</p> <p>ELRC - 1 STAR 2-Move In 09/24/2019</p> <p style="text-align: right;">Approved</p>	<p>REQ-000078619</p> <p>Uat Location 13 33 Cranberry Lane, Town, Pa, 16501</p> <p>ELRC - 1 STAR 2-Renewal 09/24/2019</p> <p style="text-align: right;">Approved</p>
	<p>REQ-000078719</p> <p>Uat Location 14 22 Apple Street, Town, Pa, 16501</p> <p>ELRC - 1 STAR 2-Move In 10/07/2019</p> <p style="text-align: right;">Approved</p>	<p>REQ-000078742</p> <p>Uat Location 10 44 Northwest St, Place, Pa, 16501</p> <p>ELRC - 1 STAR 2-Move Up 09/25/2019</p> <p style="text-align: right;">Approved</p>	<p>REQ-000079815</p> <p>Uat Location 11 55 Southwest St, Townland, Pa, 16501</p> <p>ELRC - 1 STAR 2-Move In 10/01/2019</p> <p style="text-align: right;">Approved</p>	<p>REQ-000079831</p> <p>Uat Location 12 77 Southwest St, Cityville, Pa, 16501</p> <p>ELRC - 1 STAR 2-Move Up 10/01/2019</p> <p style="text-align: right;">Withdrawn</p>
	<p>REQ-000080109</p> <p>Uat Location 12 77 Southwest St, Cityville, Pa, 16501</p> <p>ELRC - 1</p> <p style="text-align: right;">Withdrawn</p>			

Classroom Information Sort By: Time Period:

 CREATE ECT	<p>ECT-000078316</p> <p>Uat Location 13 33 Cranberry Lane, Town, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 09/23/2019</p> <p style="text-align: right;">Withdrawn</p>	<p>ECT-000078411</p> <p>Uat Location 14 22 Apple Street, Town, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 09/24/2019</p> <p style="text-align: right;">Approved</p>	<p>ECT-000078415</p> <p>Uat Location 13 33 Cranberry Lane, Town, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 09/25/2019</p> <p style="text-align: right;">Approved</p>	<p>ECT-000078506</p> <p>Uat Location 12 77 Southwest St, Cityville, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 09/24/2019</p> <p style="text-align: right;">Withdrawn</p>
	<p>ECT-000078714</p> <p>Uat Location 12 77 Southwest St, Cityville, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 09/25/2019</p> <p style="text-align: right;">Withdrawn</p>	<p>ECT-000078730</p> <p>Uat Location 12 77 Southwest St, Cityville, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 09/25/2019</p> <p style="text-align: right;">Approved</p>	<p>ECT-000079703</p> <p>Uat Location 10 44 Northwest St, Place, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 09/30/2019</p> <p style="text-align: right;">Approved</p>	<p>ECT-000079842</p> <p>Uat Location 11 55 Southeast St, Townland, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 10/01/2019</p> <p style="text-align: right;">Withdrawn</p>
	<p>ECT-000079849</p> <p>Uat Location 10 44 Northwest St, Place, Pa, 16501</p> <p>ELRC - 1 FY 2019-2020 10/01/2019</p> <p style="text-align: right;">Withdrawn</p>			

Next Page of 2 Go

Grants Sort By: Time Period:

 CREATE APPLICATION	<p>APP-000078738</p> <p>Uat Location 13 33 Cranberry Lane, Town, Pa, 16501</p> <p>ELRC - 1 Education and Retention Awards 09/25/2019</p> <p style="text-align: right;">Grant Closed</p>	<p>APP-000078739</p> <p>Uat Location 13 33 Cranberry Lane, Town, Pa, 16501</p> <p>ELRC - 1 Merit Awards 09/25/2019</p> <p style="text-align: right;">Application Approved</p>	<p>APP-000080911</p> <p>Uat Location 11 55 Southeast St, Townland, Pa, 16501</p> <p>ELRC - 1 Education and Retention Awards 10/08/2019</p> <p style="text-align: right;">Application Withdrawn</p>	<p>APP-000081014</p> <p>Uat Location 11 55 Southeast St, Townland, Pa, 16501</p> <p>ELRC - 1 Education and Retention Awards 10/09/2019</p> <p style="text-align: right;">Application Under Review</p>
	<p>APP-000082518</p> <p>Uat Location 11 55 Southeast St, Townland, Pa, 16501</p> <p>ELRC - 1 Merit Awards 10/15/2019</p> <p style="text-align: right;">Application Disapproved</p>	<p>APP-000082809</p> <p>Uat Location 10 44 Northwest St, Place, Pa, 16501</p> <p>ELRC - 1 Rising STARS Support Grant 10/16/2019</p> <p style="text-align: right;">Application Under Review</p>		

Figure 4. Expanded Views (continued)

Coaching Request		Sort By: Request ID		Time Period: FY 2019-2020	
	CAR-000080806 Uat Location 10 44 Northwest St, Place, Pa, 16501 ELRC - 1 Area of Services 10/07/2019 Withdrawn	CAR-000080807 Uat Location 14 22 Apple Street, Town, Pa, 16501 ELRC - 1 10/07/2019 Letter of Agreement Ready	CAR-000080815 Uat Location 12 77 Southwest St, Cityville, Pa, 16501 ELRC - 1 Area of Services 10/07/2019 Approved	CAR-000080822 Uat Location 13 33 Cranberry Lane, Town, Pa, 16501 ELRC - 1 Area of Services 10/07/2019 Approved	
	CAR-000080824 Uat Location 11 55 Southeast St, Townland, Pa, 16501 ELRC - 1 10/07/2019 Withdrawn	CAR-000084218 Uat Location 11 55 Southeast St, Townland, Pa, 16501 ELRC - 1 10/23/2019 Withdrawn	CAR-000084309 Uat Location 11 55 Southeast St, Townland, Pa, 16501 ELRC - 1 Learning Program 10/24/2019 Approved	CAR-000085107 Uat Location 10 44 Northwest St, Place, Pa, 16501 ELRC - 1 Area of Services 10/28/2019 Under Review	CAR-000086001 Uat Location 10 44 Northwest St, Place, Pa, 16501 ELRC - 1 Staff Qualification & Professional Development 11/07/2019 Under Review

Page 1 of 1

3. TILE INFORMATION

Figure 5. Designation Request Tile Example

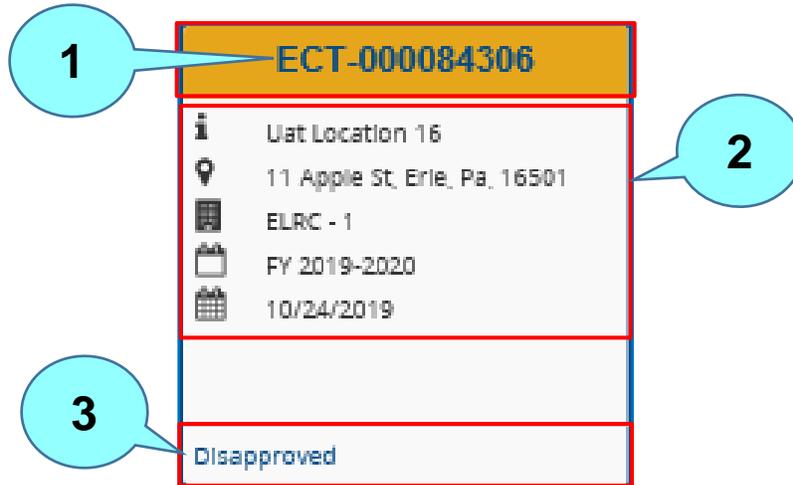
The tile displays the following information:

- 1** REQ-000076943
- 2** Uat Location 2
88 Green St, Erie, Pa, 16501
ELRC - 1
STAR 3-Move In
09/17/2019
- 3** Approved

For Designation Request example:

- Request number assigned when the request was saved and/or submitted.
- Request information including Location Name, Location Address, Location’s ELRC, STAR level requested, and the saved/submitted date.
- Request status. Valid request status values for designations include the following: In Progress, Under Review, Pending, Withdrawn, Approved, Returned, and Disapproved.

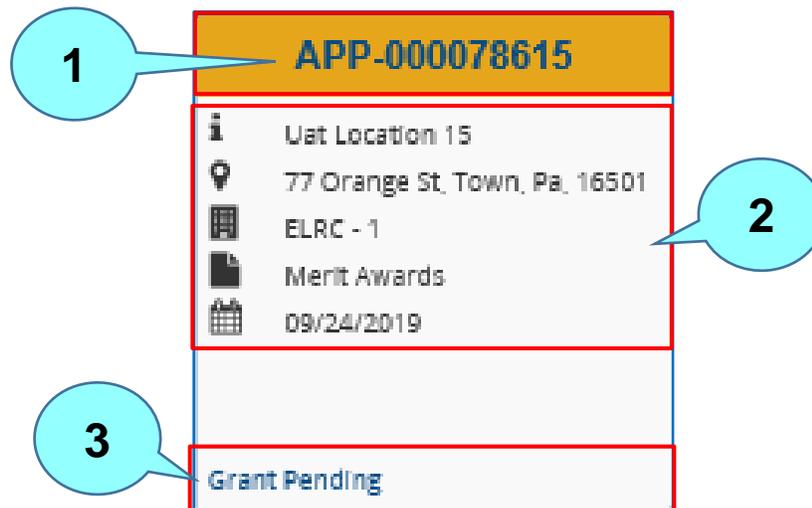
Figure 6. Classroom Information (ECT) Tile Example



For ECT Tile Example:

- 1 ECT Number assigned when the ECT was saved and/or submitted.
- 2 ECT information including Location Name, Location Address, Location's ELRC, ECT Fiscal Year, and saved/submittal date.
- 3 ECT status. Valid ECT status values include the following: In Progress, Under Review, Withdrawn, Approved, Returned, and Disapproved.

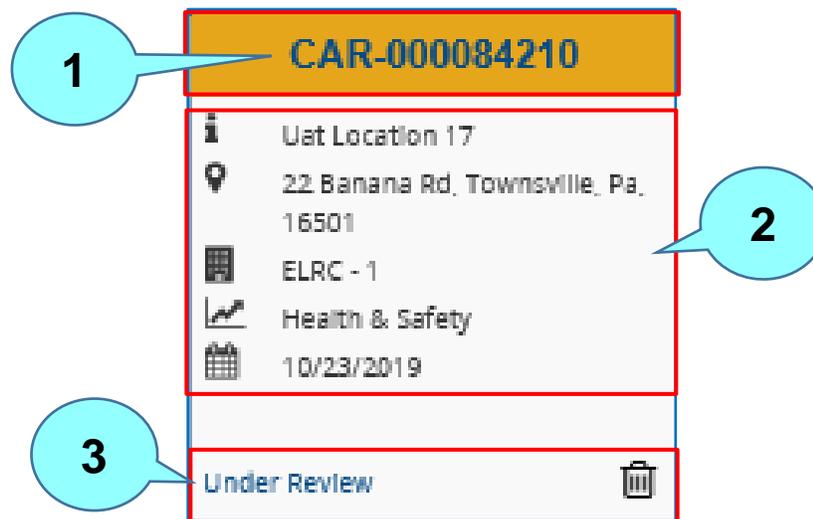
Figure 7. Grant Request Tile Example



For Grant Request example:

- 1 Application Number assigned when the grant request was saved and/or submitted.
- 2 Grant request information including Location Name, Location Address, Location's ELRC, Type of Grant/Award applied for and saved/submitted date.
- 3 Grant request status. Valid grant status values include the following: for the application – Application in Progress, Application Under Review, Application Withdrawn, Application Approved, Application Returned, and Application Disapproved; for the grant – Grant Declined, Grant Pending, Grant OSIG, Grant Unfunded, and Grant Closed; for the revision – Revision In Progress, Revision Under Review, Revision Withdrawn, Revision Approve, Revision Returned, and Revision Disapproved; for the final expense report (FER) – FER in Progress, FER Under Review, FER Withdrawn, FER Approved, FER Returned, and FER Disapproved; and for the grant agreement – Grant Agreement Ready.

Figure 8. Coaching Request Tile Example



For Coaching Request example:

- 1 Coaching Request Number assigned when the request was saved and/or submitted.
- 2 Coaching Request information including Location Name, Location Address, Location's ELRC, Area of Service requested and saved/submitted date.
- 3 Coaching Request status. Valid coaching request values include the following: In Progress, Under Review, Withdrawn, Approved, Returned, Waitlisted, Disapproved, and Letter of Agreement Ready.