1. Accessing the Keystone STARS Home Page

Figure 1. Provider Self-Service Home Page

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
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.

Move to the next or previous page of locations here or jump pages by clicking GO.

Click VIEW after selecting the desired locations.

Click the text beside any + sign to expand that section or drawer.

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.

Time periods in the dropdown menu are fiscal years (e.g., FY 2017-2018, FY 2018-2019, FY 2019-2020).

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**

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.
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

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Location 1</th>
<th>Location 2</th>
<th>Location 3</th>
<th>Location 4</th>
<th>Location 5</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ-000078300</td>
<td>UTI LOC00113</td>
<td>22-Acre St., Town, Pa., 16201</td>
<td>ELPC - 1</td>
<td>STAB - 1</td>
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<td></td>
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<td>UTI LOC00112</td>
<td>77 Southwest St., Cityville, Pa. 16301</td>
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#### Classroom Information

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<th>Location 5</th>
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</table>

#### Grants

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<th>Location 3</th>
<th>Location 4</th>
<th>Location 5</th>
<th>Status</th>
<th>Actions</th>
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<tbody>
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</table>

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3. Tile Information

Figure 5. Designation Request Tile Example

For Designation Request example:

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 Valid request status values for designations include the following: In Progress, Under Review, Pending, Withdrawn, Approved, Returned, and Disapproved.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