

The following are tips compiled by PeerPlace to assist you as you transition to **the new Senior Tracking, Analysis and Reporting System (STARS)**.

First, we would like to thank you all for doing a great job during training of the new system. We know it can be tough making any type of change, however, we promise that we are here to help you every step of the way. Don't forget that you have access to the training materials including new training videos, training materials, user manuals, and the DFTA Help Desk whenever you need assistance.

Below is some helpful information we want to share to make your Go-Live day successful:

I. STARS Live Site Log In Information

On Go-Live Day, you will log into a new web address with the same user name and initial password that we used at training. This is as follows:

Web Address: <https://nyc.peerplace.com>

User Name: firstname.lastname.nyc

Password: Please refer to the default password that was provided to you at training

** Remember you will be prompted to change your password using the Support link once you log in for the first time.

Important Note:

Be sure to go to the new URL when you are ready to begin entering live data. The training site will remain on to be used for ongoing training as a play database so be sure you are in the right place.

User Administrators:

All User Id's created at training were copied to the new live site for you. Please create User ID's via the User Admin View on the Portal Page for all other users in your agency

II. Data Import Update

The data import from your previous system was completed successfully for your clients, which includes, the Client Profiles, Program Consent, Emergency Contacts, Client Activation into your programs, NSI and Imported Notes.

III. First Steps in PeerPlace

The following are the first steps we recommend starting within the new system:

1. Review your current clients in the system (Hint: Run the "Active Client" View Builder View to see a list of your current active clients)
2. Set up all Event Profile Templates for your program (i.e. Congregate Meal Templates, Physical Health Templates, etc.)
3. Enter any new client data that you have received via paper since SPP/PDS was turned off on March 18th

4. Begin entering units for all services provided in your program (Hint: These can be entered using the Event Profile templates for group bulk entry (i.e. Meals, Events) or individually in the client open Registration in Units Entry (i.e. for individual services like Case Assistance)

IV. New Additions since Training

1. Event Sign Up Section on Registration Form – You will notice a new section in the Registration Form called “Event Sign Up”. This was an idea that came up at training and includes all of the open Event Profiles you create in your program and will allow you to sign a new client up for as many Events as you would like all at the same time. This will be a big timesaver and just keep in mind that this is another good reason to create all of your Event Profiles right when you Go-Live.
2. Active Clients Report – A new report was created after the many ideas that came up at training. This report will list all clients that are Active in your program with the option for a Barcode.

V. Other Optional Items

A. Desktop Shortcut to PeerPlace

If you’d like to create a shortcut on your desktop for PeerPlace you can do this with a few simple clicks. I thought I’d add the directions here in case you need them:

1. Go to your PeerPlace Website at <https://nyc.peerplace.com>
2. Go to your Favorites dropdown at the top of the screen and select “Add to Favorites”
3. Once “PeerPlace Login” shows up on your favorite’s dropdown list you can scroll over the favorite and right click. This will bring up another dropdown list with “Send To” in it, which you can click and then click “Desktop”. This will automatically create a shortcut on your desktop for you so that you do not have to type in the web address every day.

B. Google Tool Bar & Pop up Blocker Instructions:

There are two additional documents attached that you can look into once you get settled. Some agencies like to install the Google Tool Bar for the spell check feature. The pop up blocker instructions are helpful as well to be sure you do not have PeerPlace blocked. We have a timeout warning that comes up after 20 minutes of no activity warning you to press yes to continue or it will eventually log you out at 25 minutes if you have stepped away from your desk.

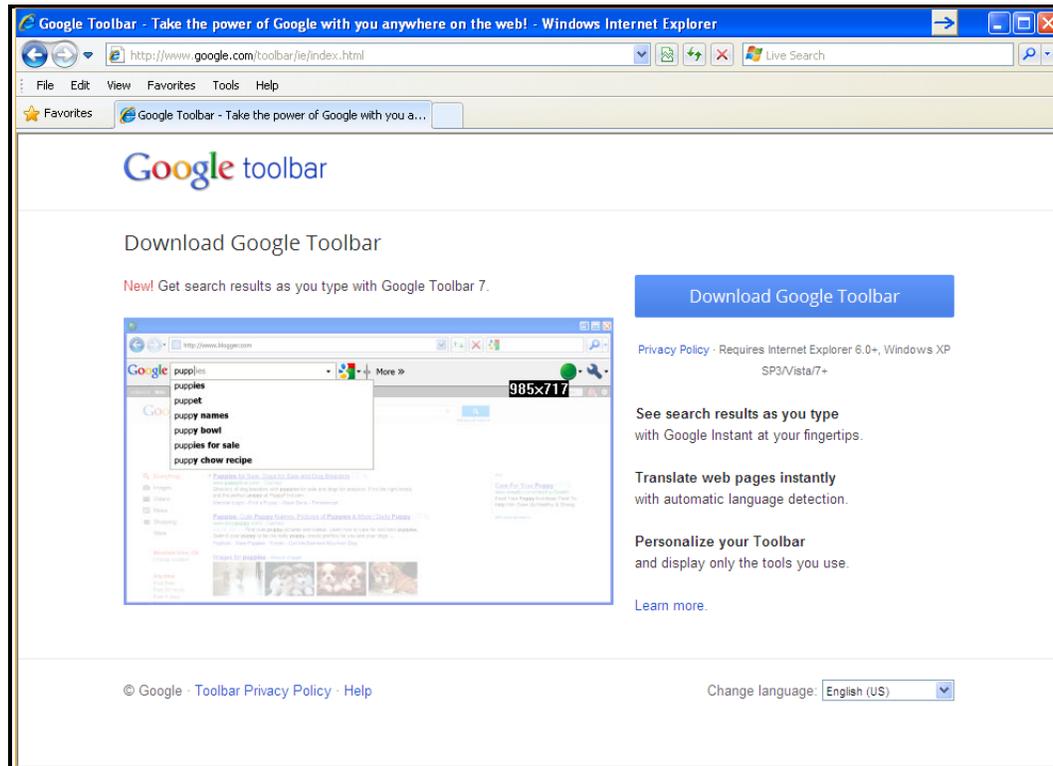
Please let us know if you have any questions and feel free to call the DFTA Help Desk if you need assistance.

Thank You!

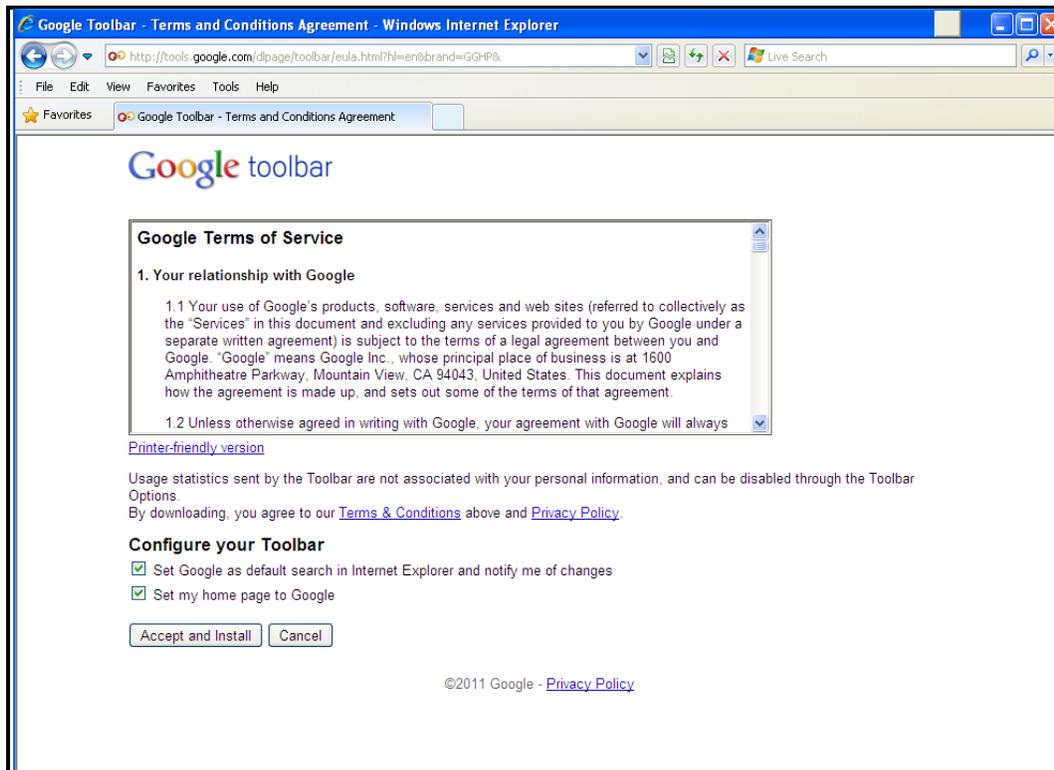
Adding the Spell Check Ability to STARS Quick Steps

You can add spell checking to STARS by installing the Google Tool Bar. Follow the steps below:

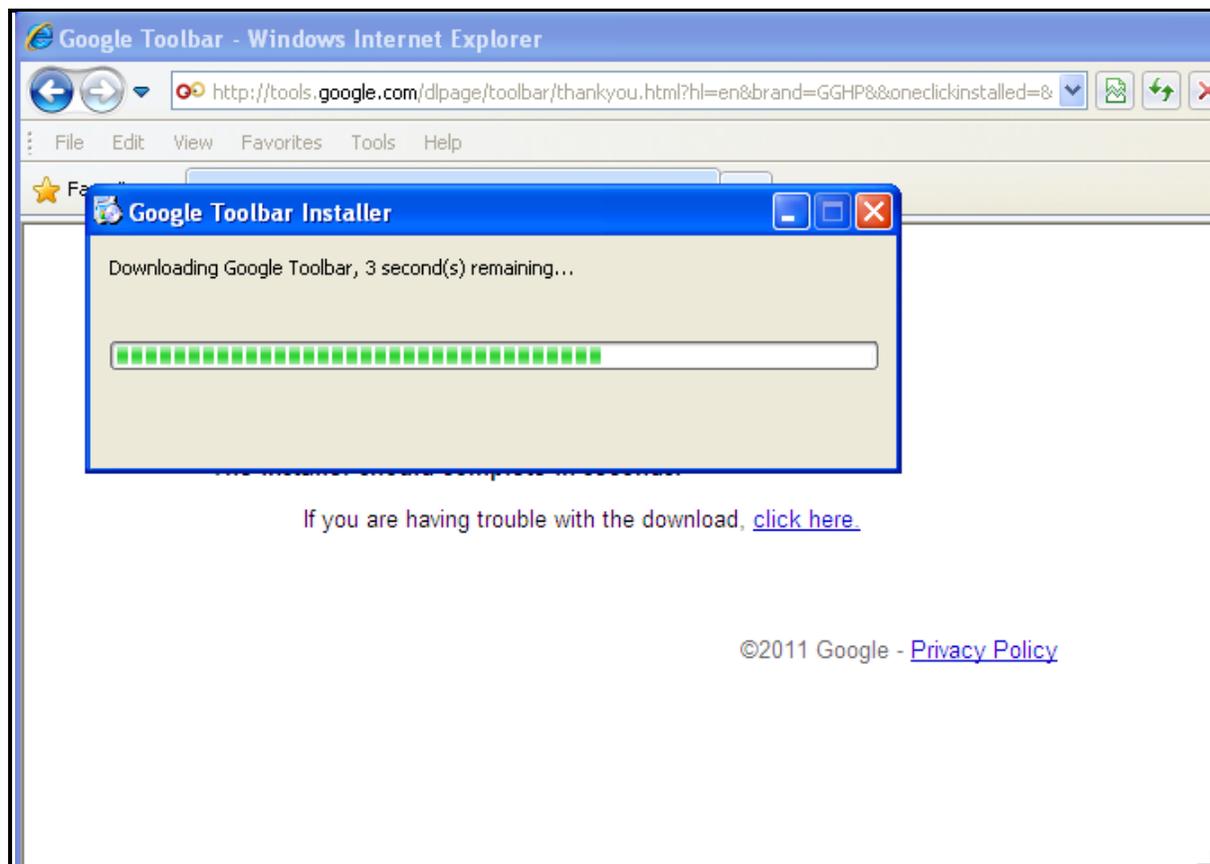
1. In your Web Browser, go to: <http://toolbar.google.com/>



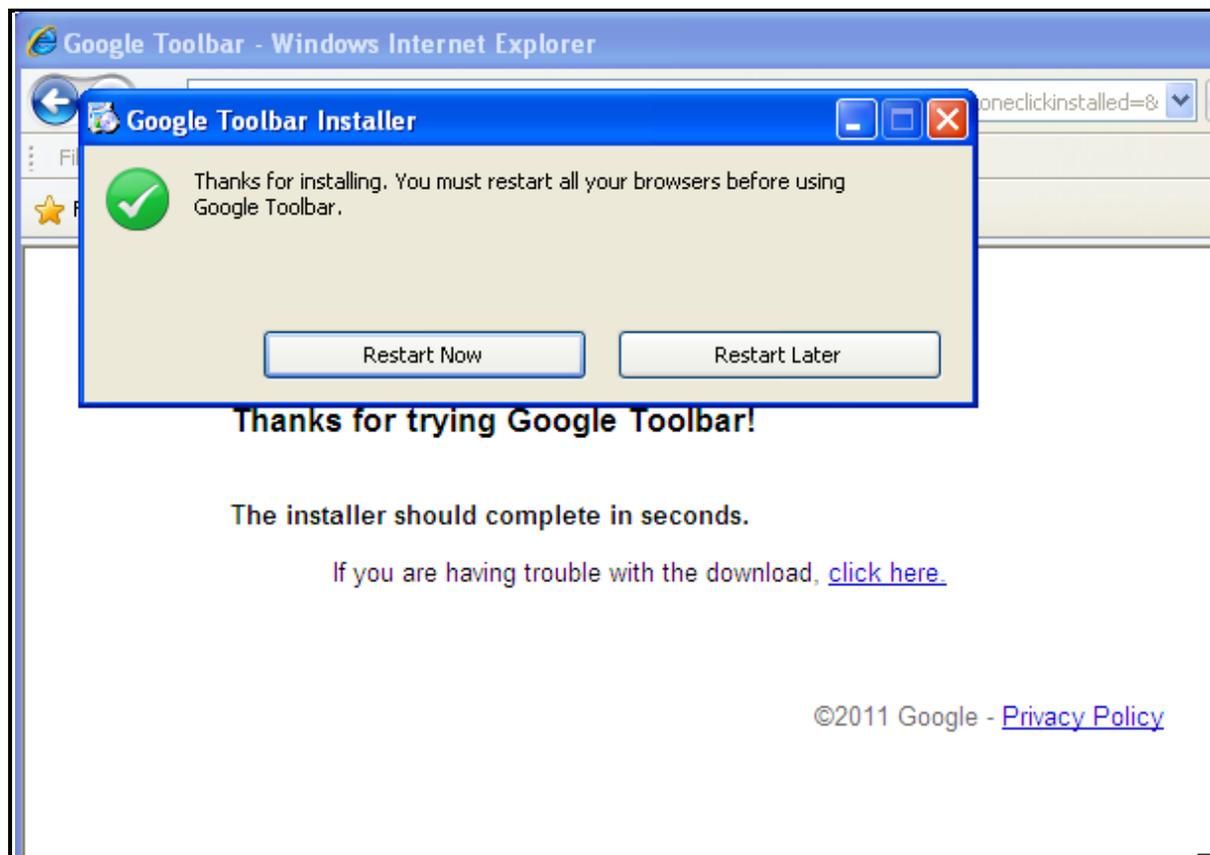
2. Click the **Install Google Toolbar** hotlink.



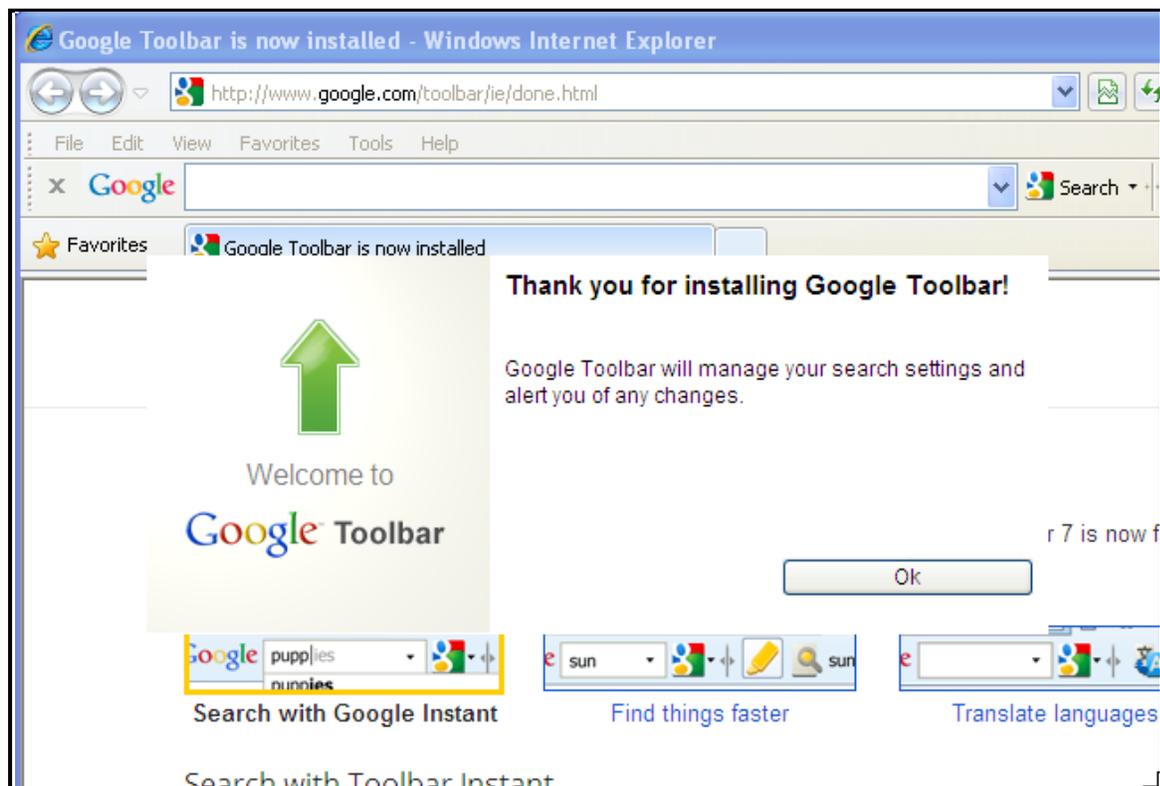
3. Click the **Accept and Install** button.



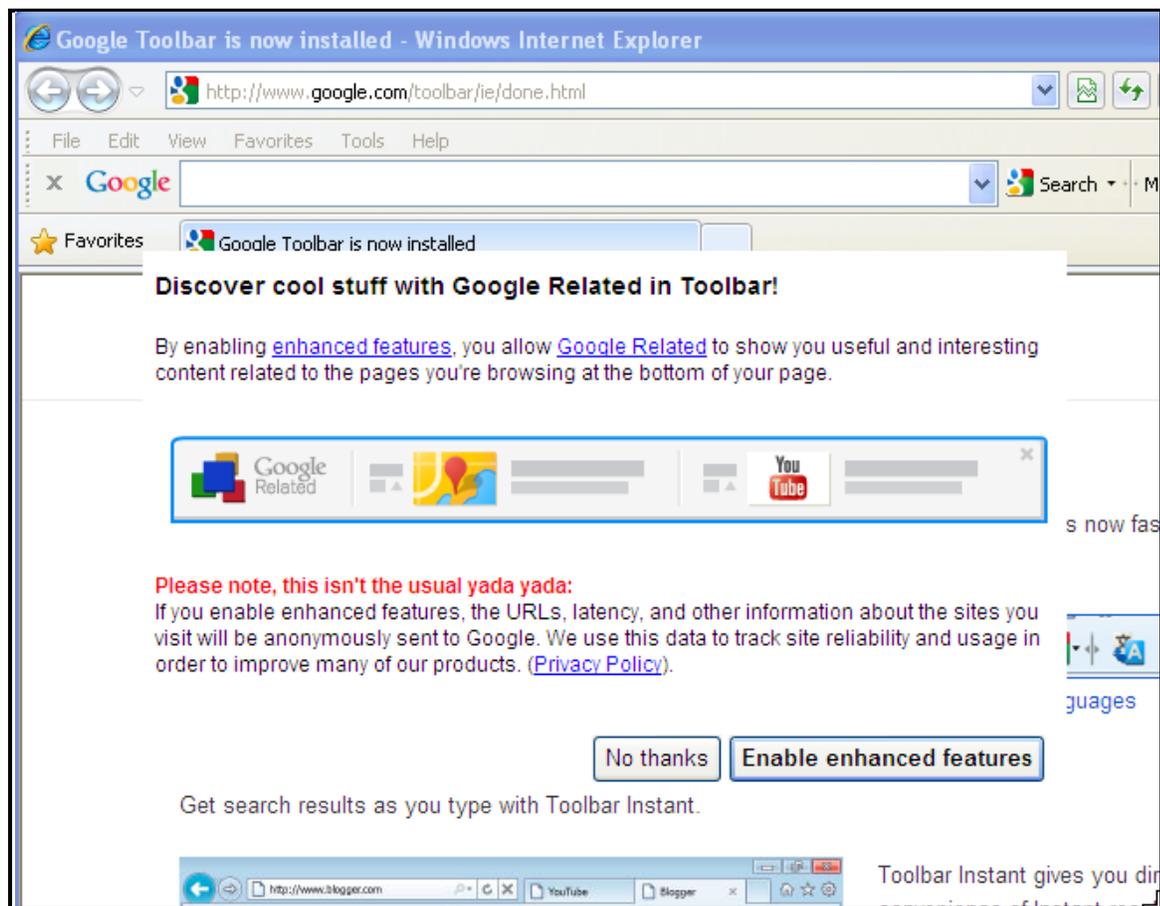
4. Click the Restart Now button.



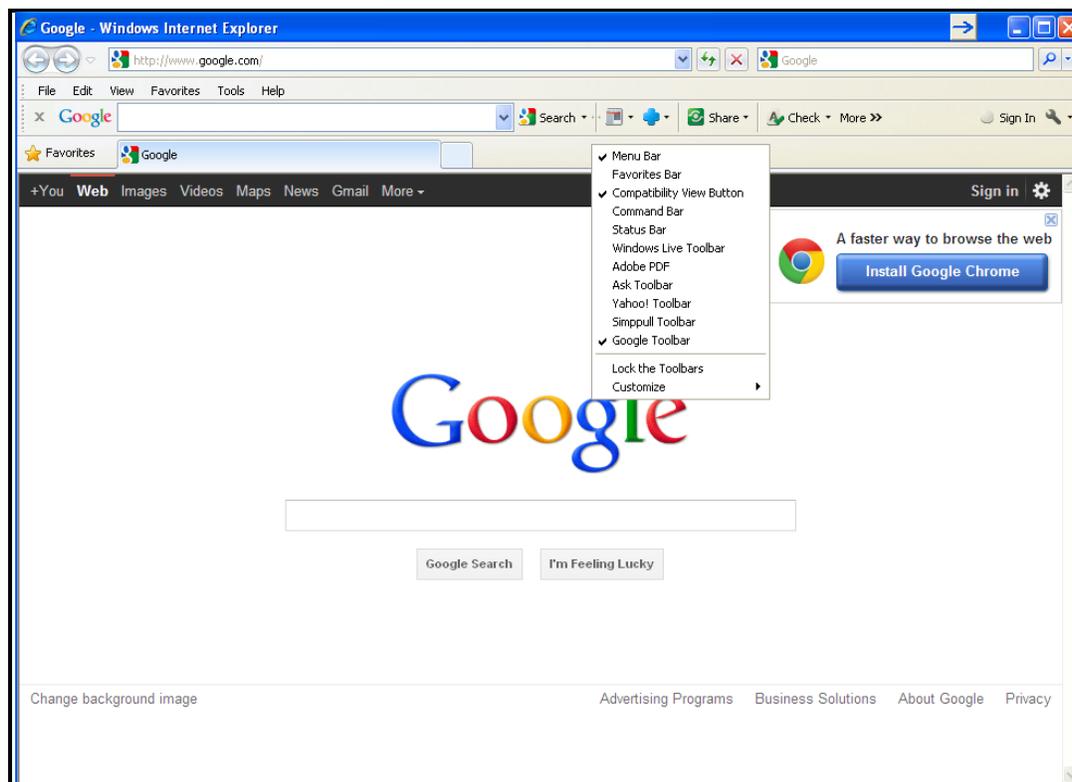
5. **Click the Ok button.**



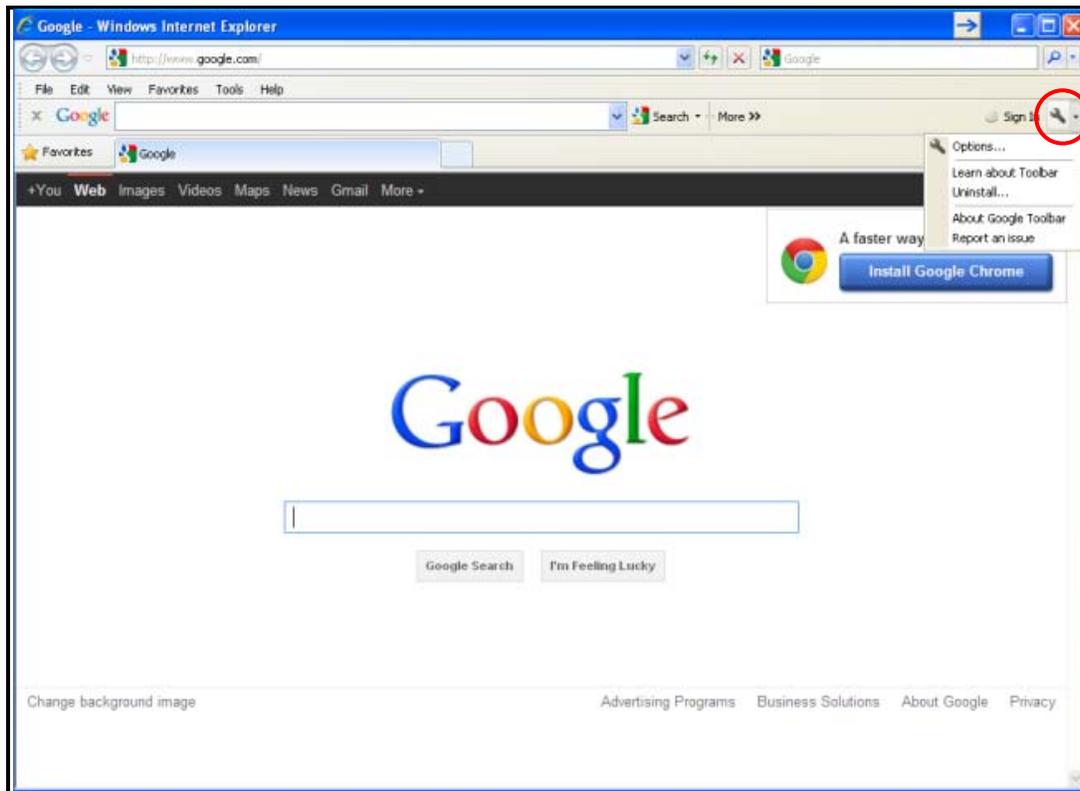
6. Click the **No thanks** button.



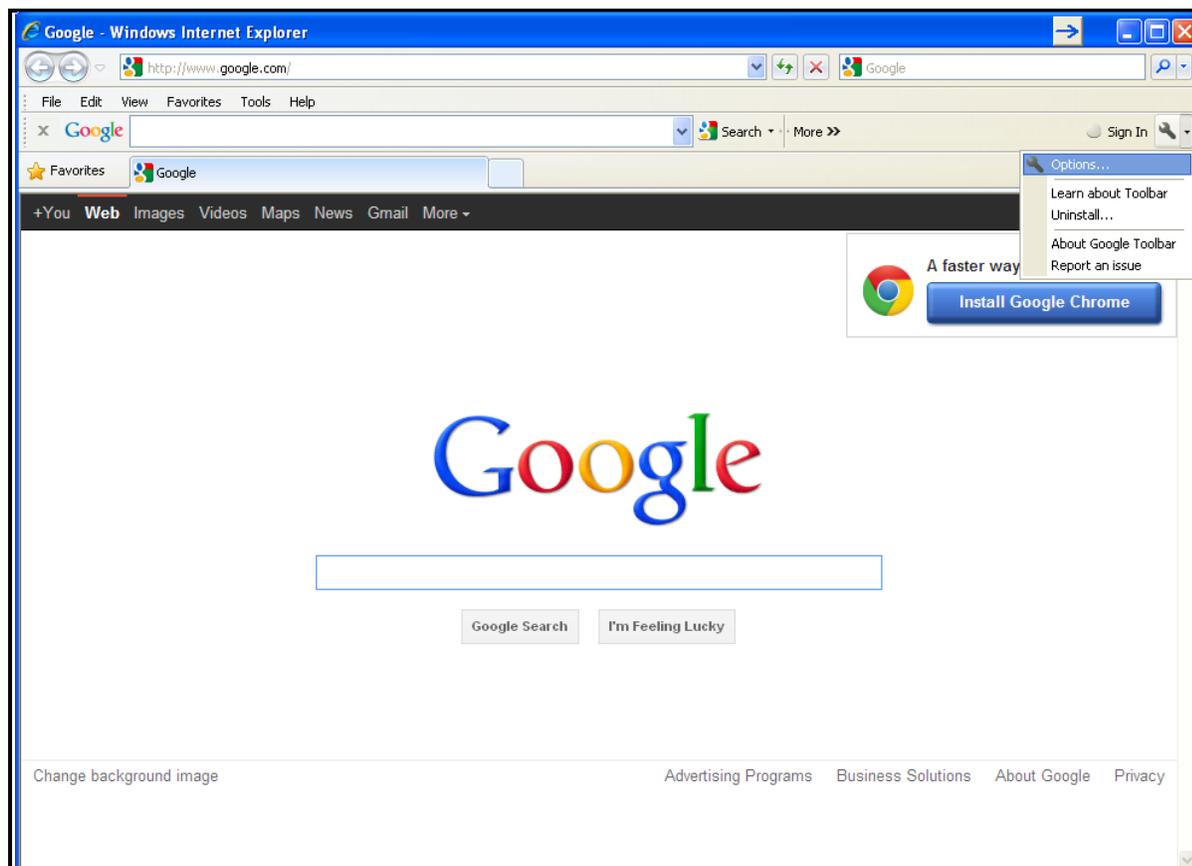
7. If you do not see the Google Toolbar at the top, right-click on the toolbars and verify that you have “Google” selected to show.



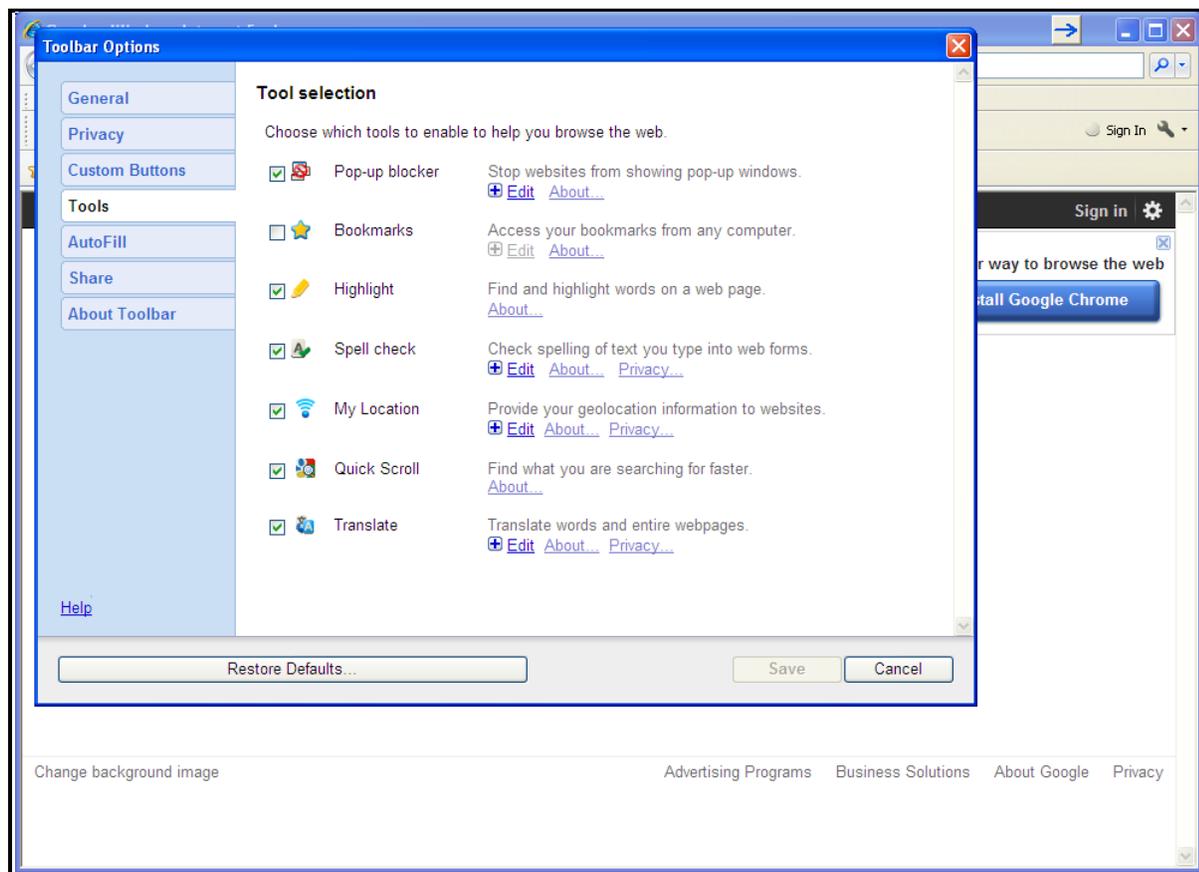
8. After installing the Google Toolbar, you will need to **verify that your pop-up blocker is OFF**. If it is, the PeerPlace® time-out warning will not come appear and you will not be notified before being kicked out of the system. To disable your pop-up blocker, **click the Settings** Button located all the way to the right on the toolbar.



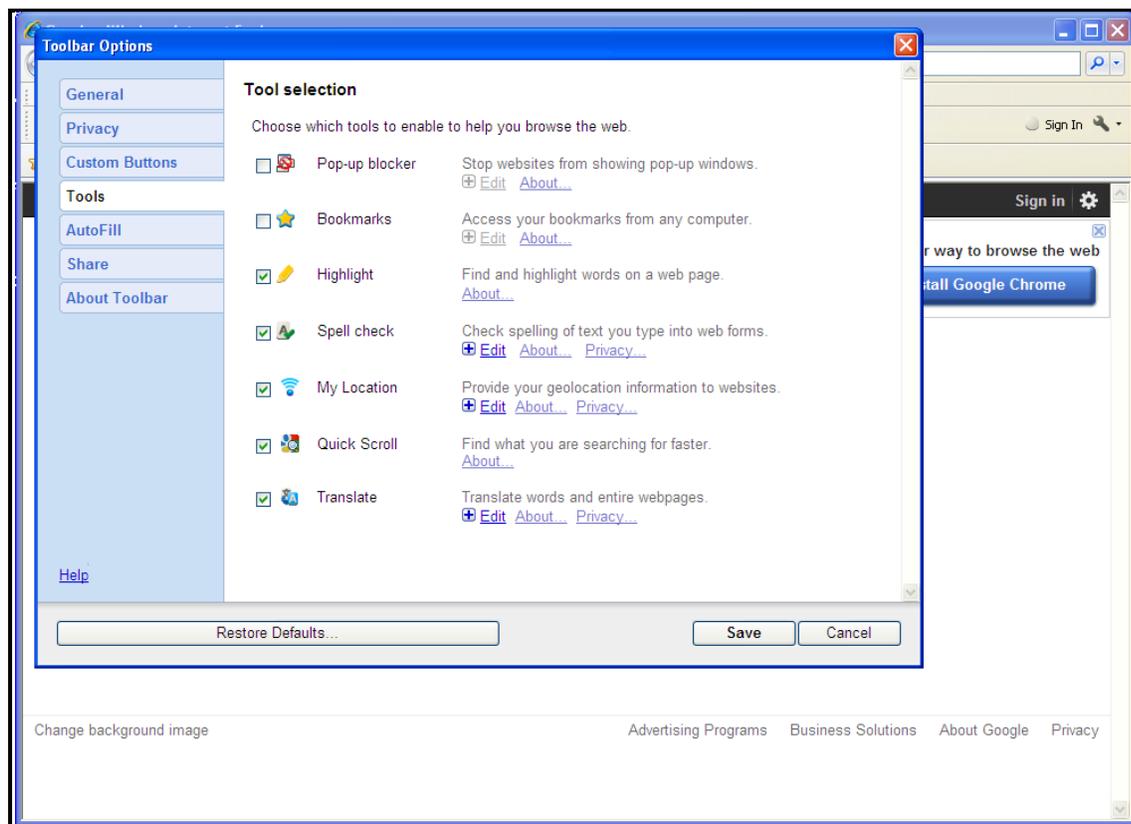
9. Click Options.



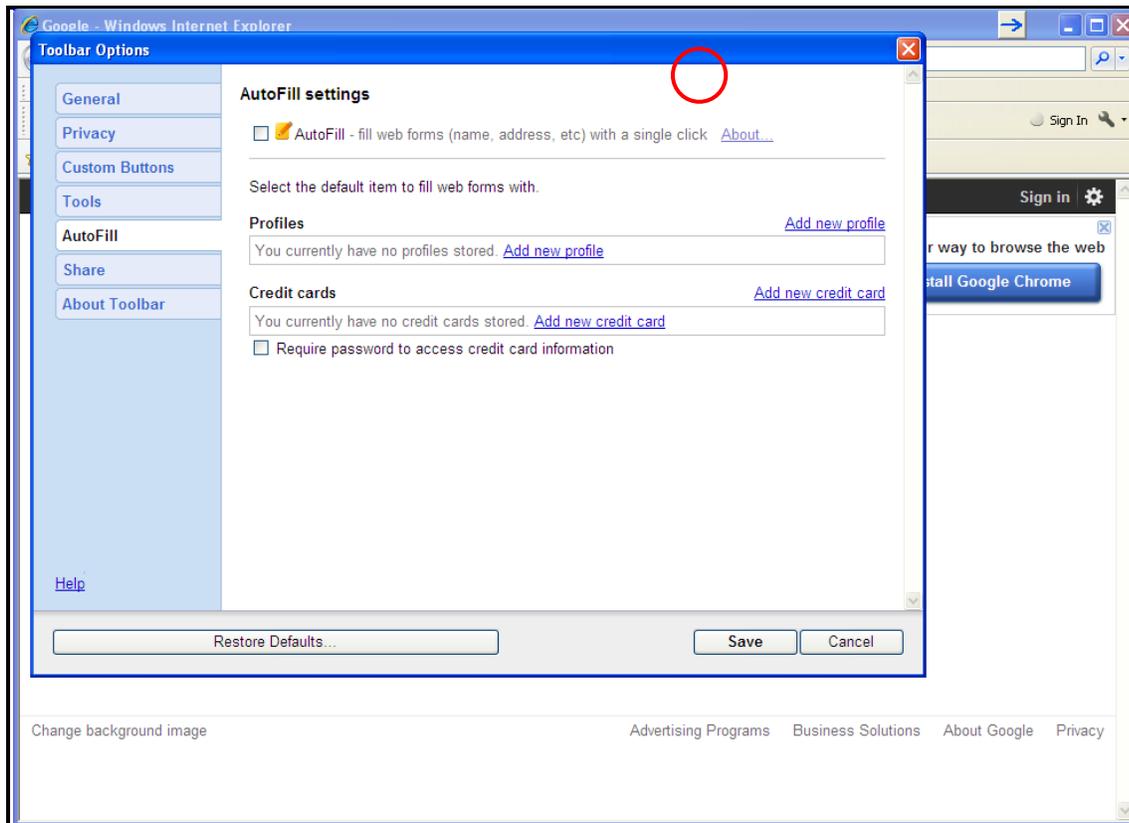
10. Click the **Tools** tab.



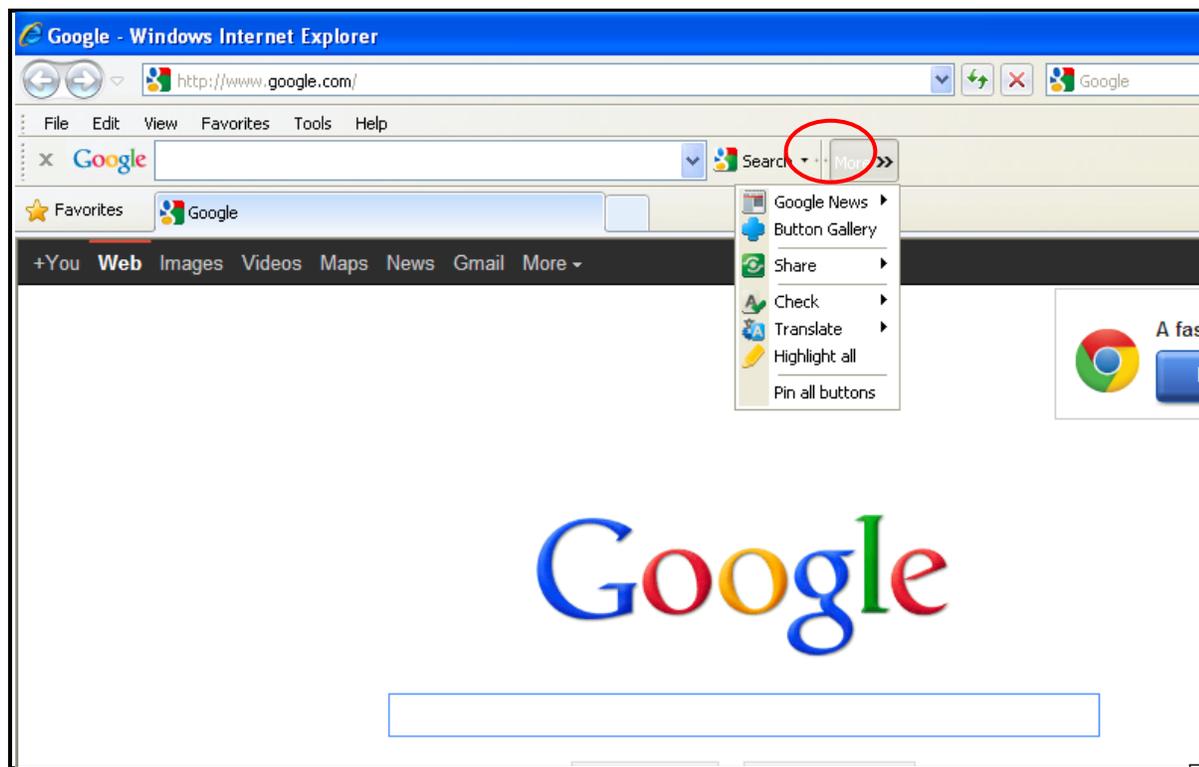
11. Under Pop-up Blocker, **uncheck** the **Enable Pop-up Blocker** radio button and click the Save button.



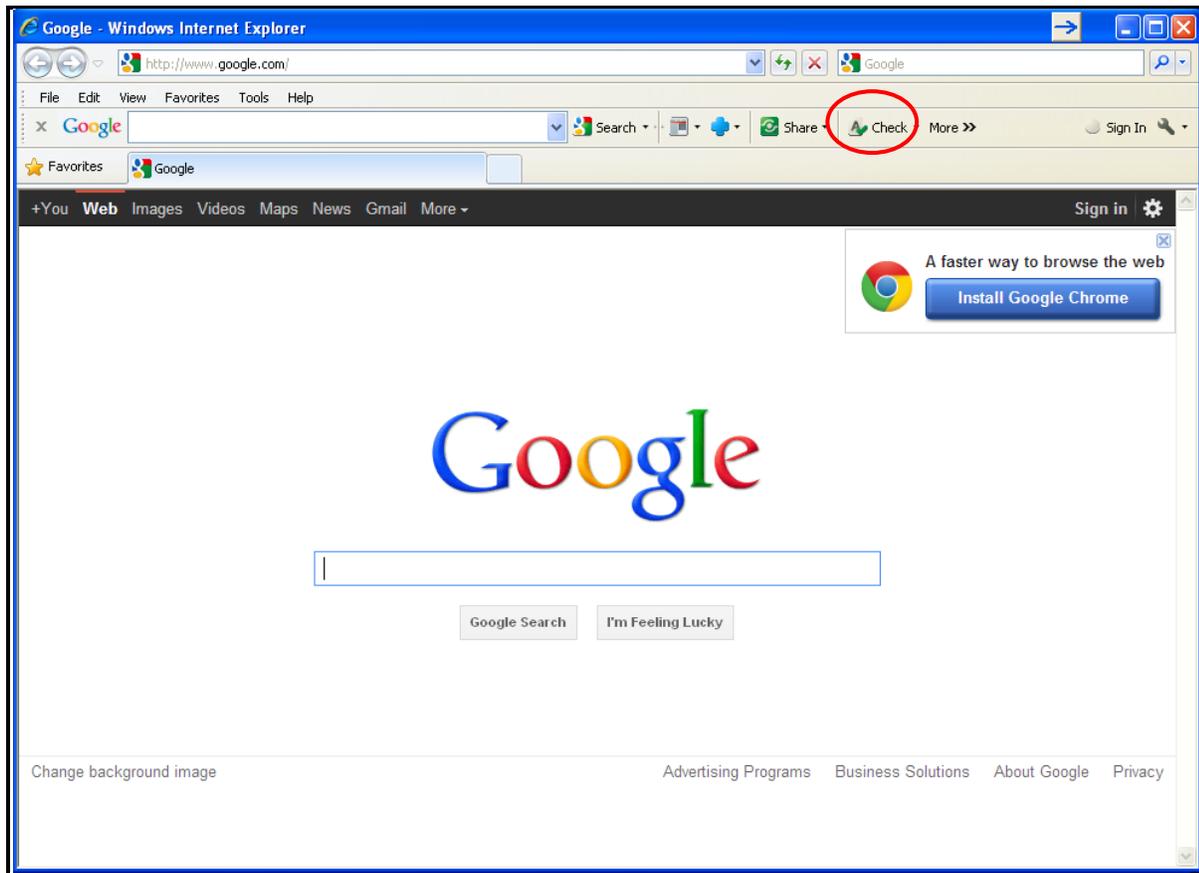
12. On some browsers, Google will highlight certain fields. If you would like to turn off the highlighting, click the **Settings** button and choose **Options**→**AutoFill Tab**. **Uncheck the Auto Fill checkbox and click the Save button.**



13. Once the Google Toolbar is installed, there will be a check mark icon  on the toolbar. By clicking the checkmark, Google will spell check where you are entering text or an entire document. If you do not see this icon, **click the More >> button** and **choose Pin all buttons** from the dropdown list.



14. **Observe the Spell Check Icon.**



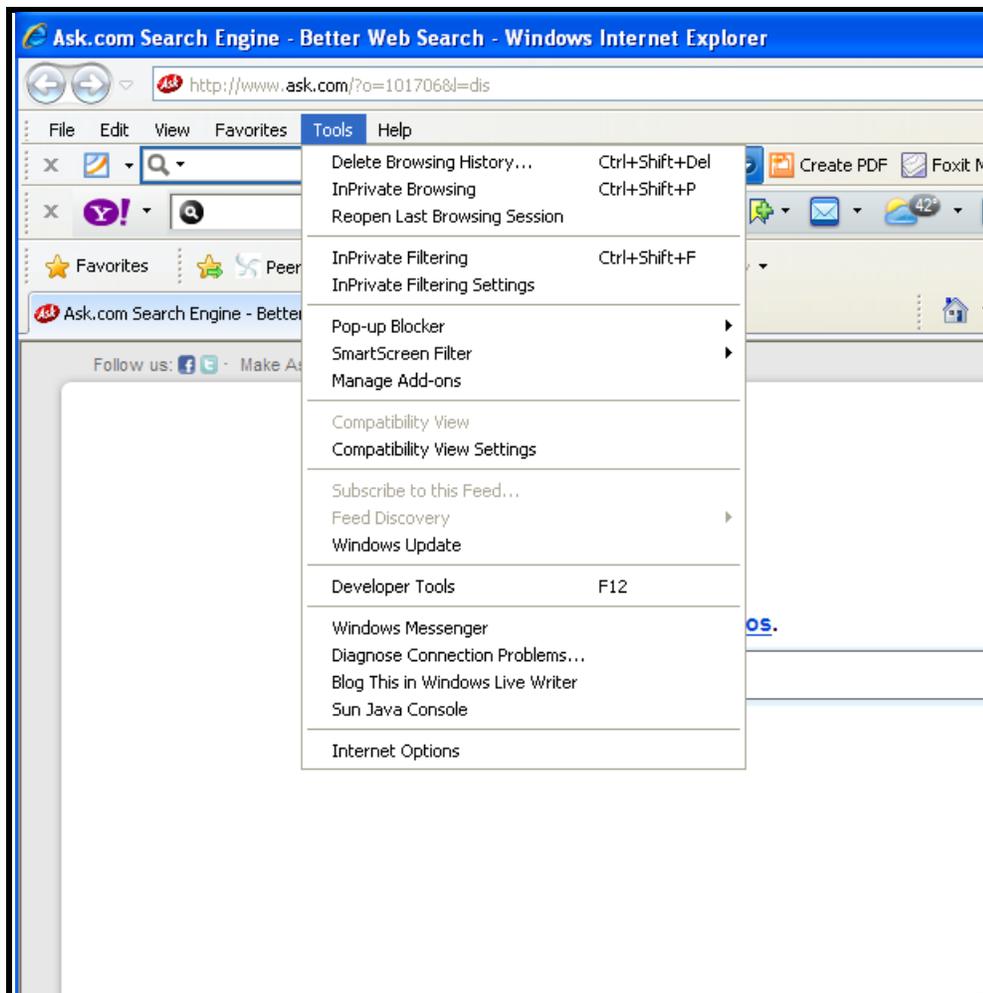
PeerPlace® Pop Up Blocker Quick Steps

If your pop-up blocker is on, the System Time Out Window will not display. If you do not disable your pop-up blocker, you will not be notified before being automatically logged out of the System due to lack of system activity. To disable your pop-up blocker, locate the [Settings] button in your browser, then find and uncheck the [Enable Pop-up Blocker] radio button or select to enable from www.peerplace.com.

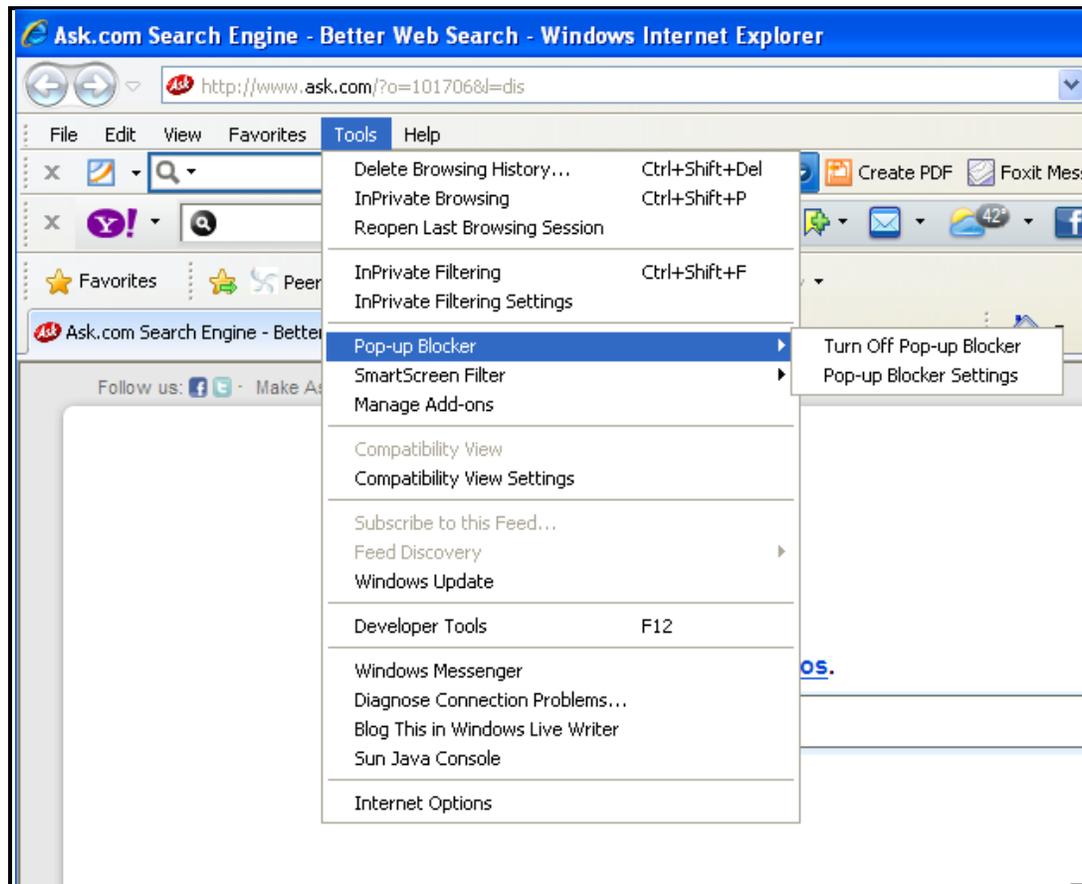
Pop Up Blocker Instructions for Internet Explorer

To allow PeerPlace pop-ups when using Internet Explorer, follow the steps below.

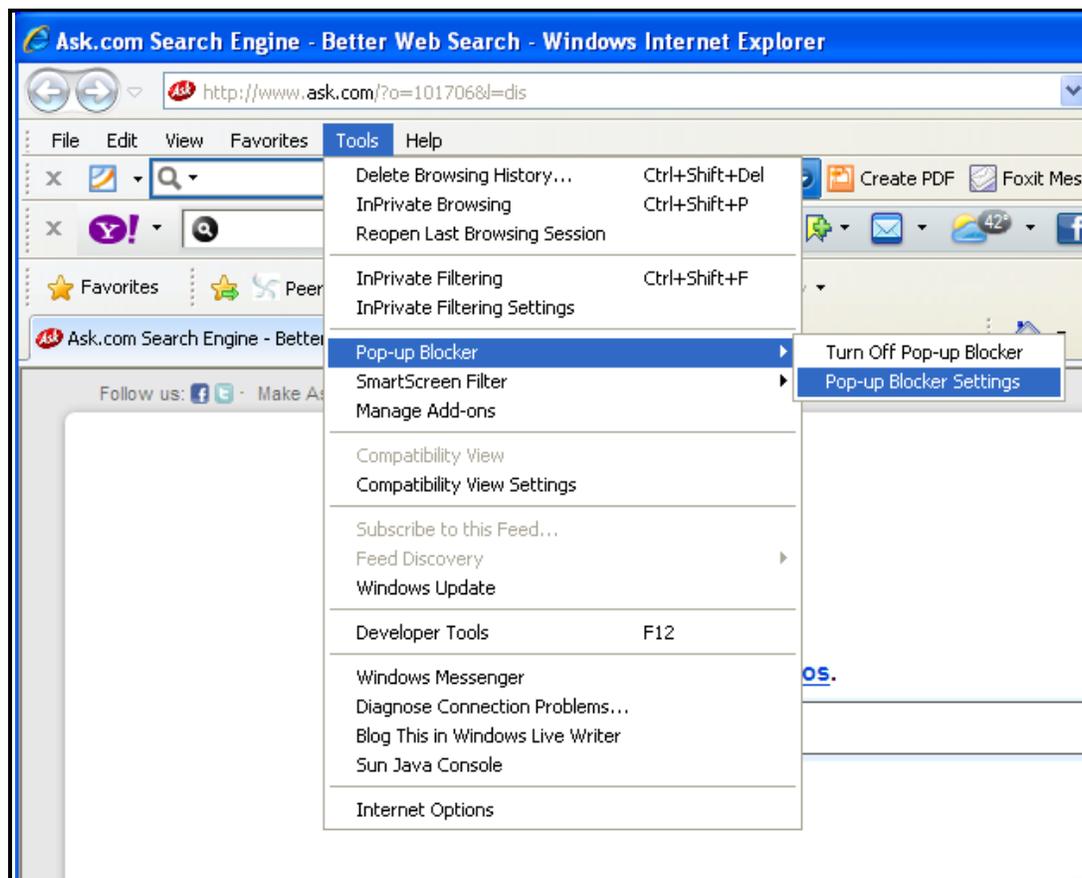
1. In Internet Explorer, **click** the **Tools** dropdown at top of screen.



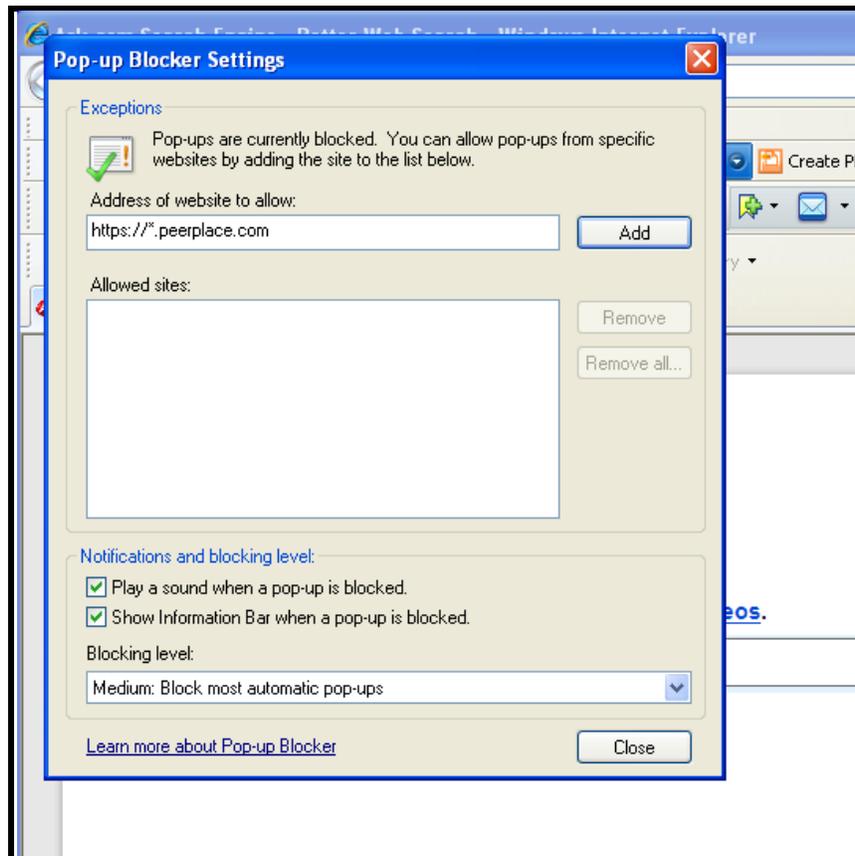
2. **Select Pop Up Blocker** from the dropdown.



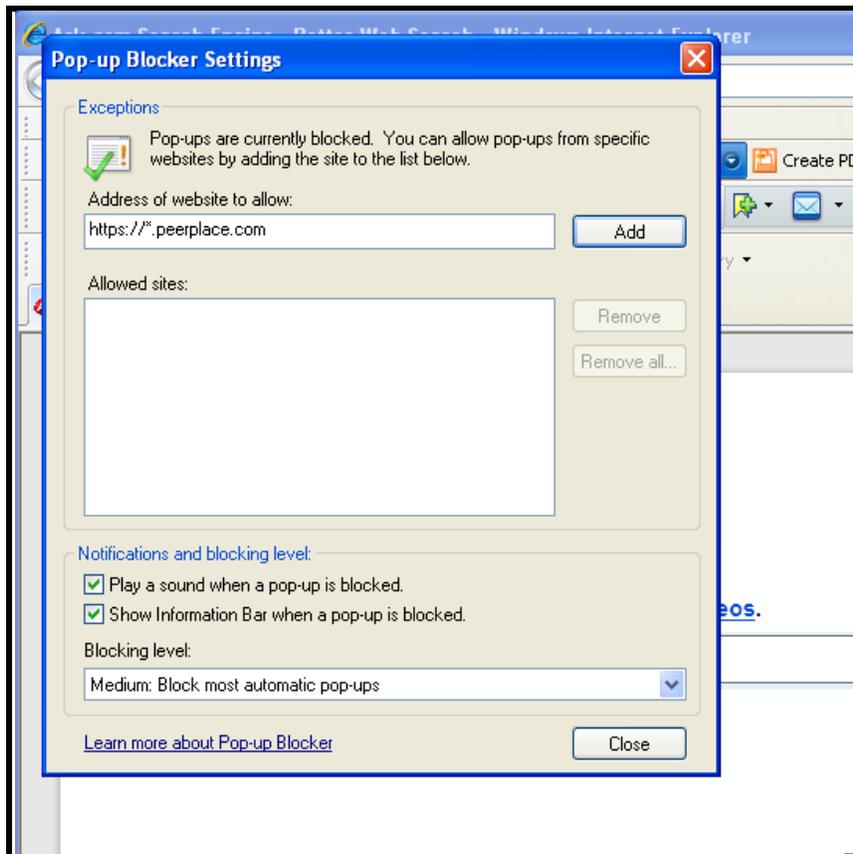
3. **Select Pop Up Blocker Settings** from the dropdown.



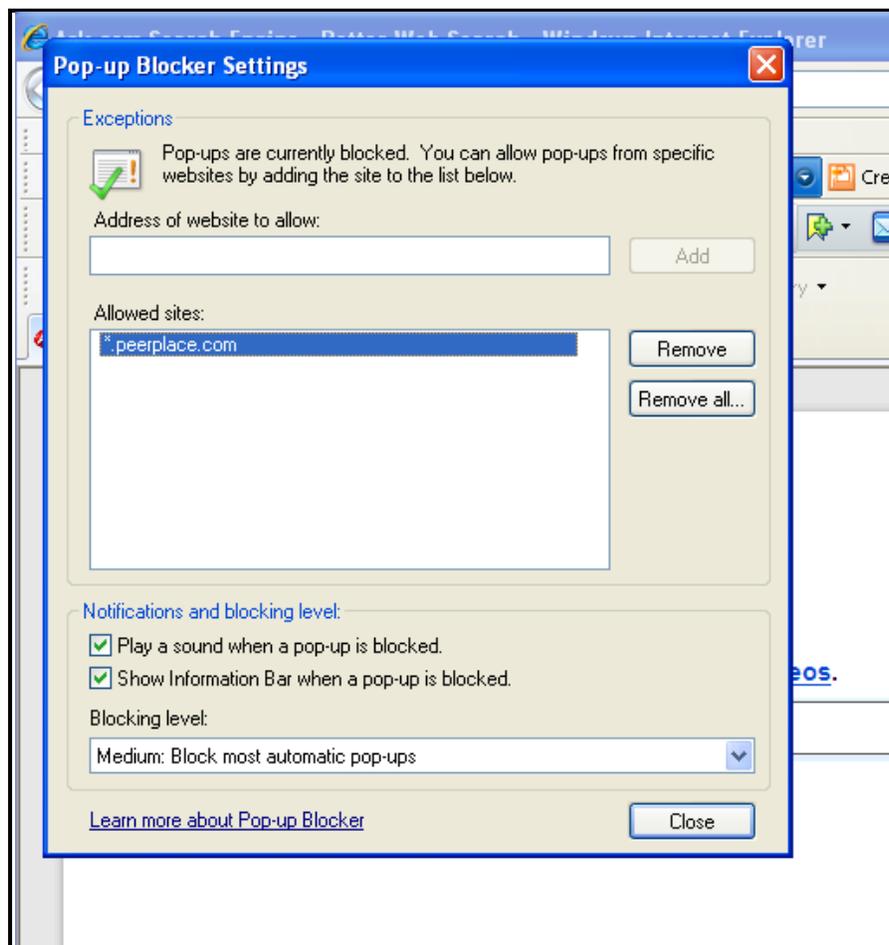
4. In the field Address of Web Site to Allow, **type https://*.peerplace.com**



5. Click the **Add** button to the left of the field, this will allow PeerPlace pop ups but not other websites.



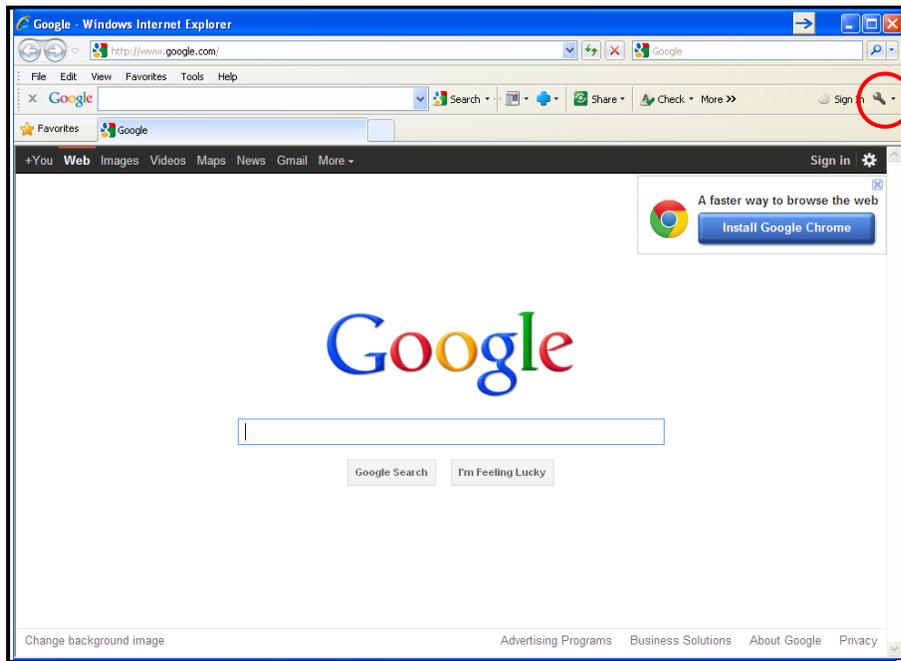
6. **Observe** that **PeerPlace** is now listed in the **Allowed sites** textbox. **Click the Close button** when complete.



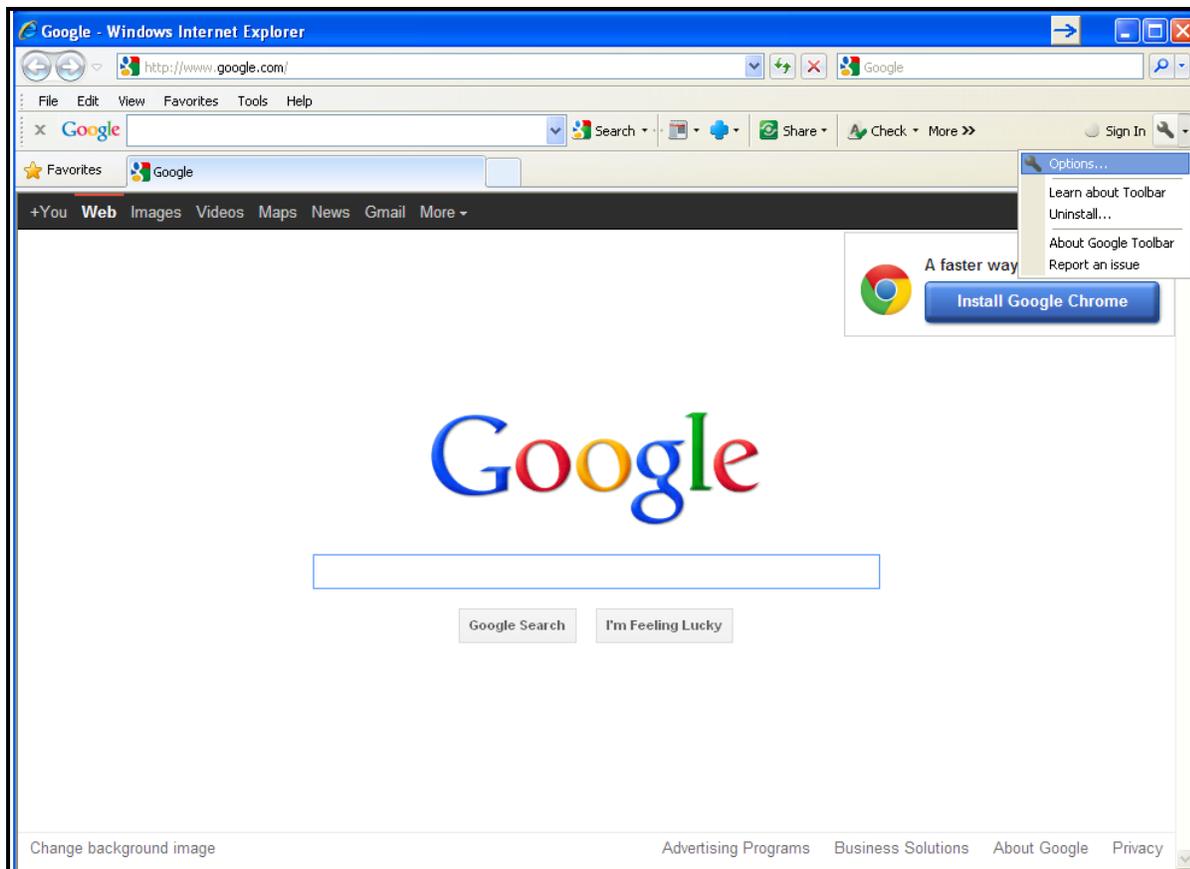
Google Toolbar Setting for the Pop Up Blocker

If you are using the Google Toolbar, you should also complete the following steps.

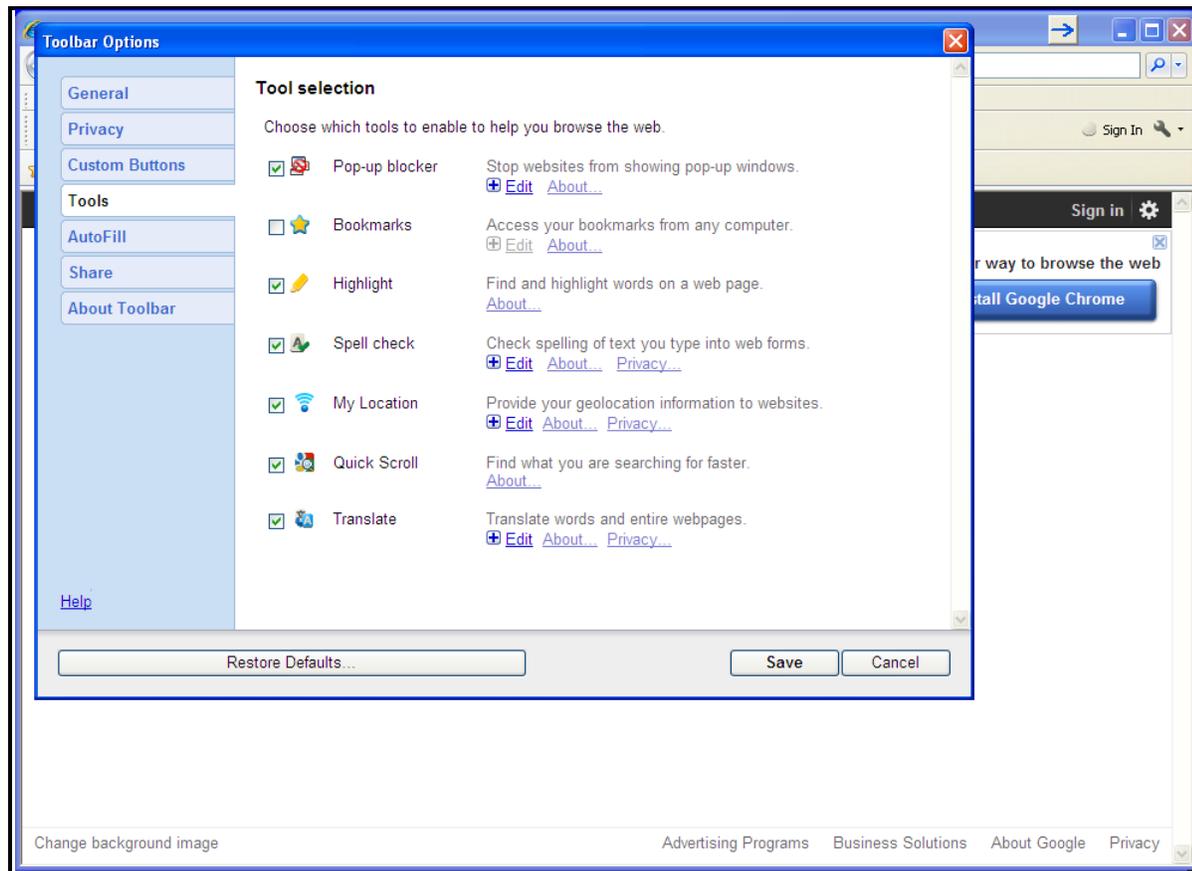
1. On the Google Toolbar, **click** the **Settings** button to the clear right of the toolbar.



2. Select Options.



3. Click the **Tools** tab.



4. Uncheck the **Pop Up Blocker** radio button and click the **Save** button.

