



# Vocational Rehabilitation: STAR Web Form User Guide

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Version 1.1*

***Vocational Rehab (VR)***

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# STAR Services Web Form User Guide

## Document Revisions

Date	Version Number	Document Changes
7/13/2016	0.1	Initial Draft
8/18/2016	0.2	Updated to reflect screen and process changes.
9/27/2016	1.0	Finalized the draft to ready it for publication.
8/10/2017	1.1	Update the Home Tab requirements and screens.

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# 1 Introduction to STAR Services

Welcome to the STAR Web Form!

STAR (short for “Student Transition Activities Record”) is Vocational Rehabilitation’s (VR) new application, which is designed help VR Staff provide services for school age youth that are not “traditional” VR clients but have been referred to VR by school districts for limited (pre-employment) services under the Workforce Innovation and Opportunity Act (WIOA).

WIOA established VR as the primary agency for preparing youth with disabilities for employment while the youth are still in school. The Act requires VR to deliver specific pre-employment transition services including:

- career exploration
- work readiness training
- work experience
- self-advocacy training, and
- counseling for postsecondary education

Under WIOA, pre-employment transition services must be offered to students with disabilities without requiring them to apply for, or be determined eligible for, these services. The STAR system is a web-based platform designed so that VR may deliver these services.

The STAR Web Form allows School District Staff a quick, user-friendly way of referring their students to VR for STAR services.

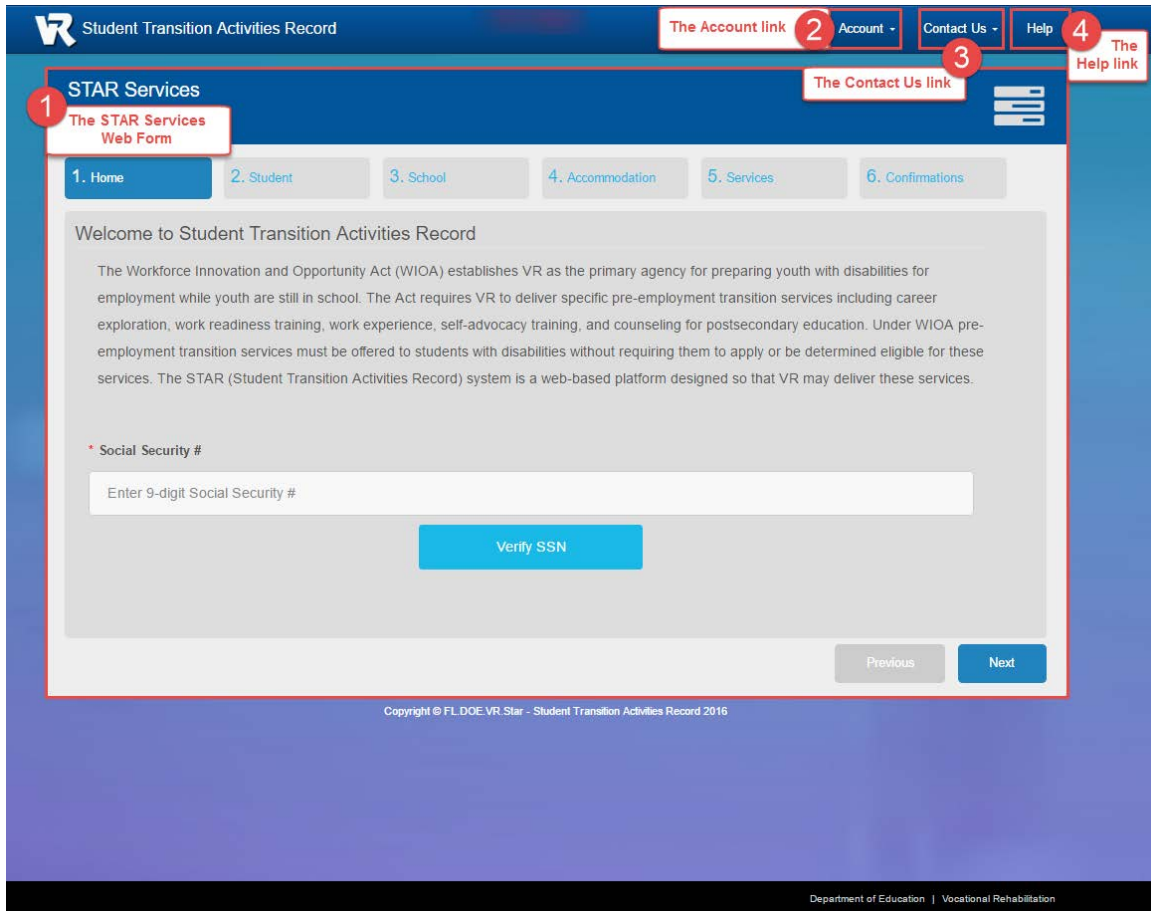
## IN THIS SECTION

- [Understanding the STAR Services site](#)
- [Understanding the STAR Services Web Form](#)
- [STAR Services Help Menu and Contact Us link](#)

# STAR Services Web Form User Guide

## 1.1 Understanding the STAR Services Site

School District Representatives (SDR) can refer students within their schools for STAR services by completing the Star Services Web Form (Web Form). The Web Form site consists of three parts: the STAR Services Web Form itself, the STAR Services Web Form Help Menu, and the STAR Services Contact Us button.



STAR

## 1.2 Understanding the STAR Services Web Form

The STAR Services Web Form (Web Form) should only be completed by School District Representatives. The Web Form itself has six (6) sections or “TABS”:

1. Home
2. Student
3. School
4. Accommodation
5. Services
6. Confirmations

# STAR Services Web Form User Guide



The tabs across the top of the STAR Web Form

The first five (5) tabs gather specific information to assist School District Representatives in evaluating and determining which services they feel are appropriate for their students. The last tab provides acknowledgement of the receipt of forms and allows **School District Representatives** to both confirm all of the information entered and select the appropriate action for the Web Form.

Sections	Description
Home	<p><i>This tab welcomes School District Representatives to the web form and allows them to choose an appropriate option below:</i></p> <ol style="list-style-type: none"> <li><i>1. Verify if the student already exists within the STAR System.</i></li> <li><i>2. Allow the user to enter a SSN pseudo code (<b>meaning a random number</b>) by leaving the <b>Social Security #</b> field blank.</i></li> <li><i>3. Allow the user to enter a pseudo code (<b>meaning a random number</b>) and the system will verify if the number is in use.</i></li> </ol>
Student	<i>This section gathers necessary student information in order to receive STAR Services.</i>
School	<i>This section gathers the School District Representative's contact information.</i>
Accommodations	<i>This section allows School District Representatives to select the appropriate accommodations their students may need to receive STAR Services.</i>
Services	<i>This section allows School District Representatives to select the appropriate services for their students.</i>
Confirmations	<i>The Confirmations Section provides checkboxes to serve as acknowledgement of receipt of the Release of Information and Waiver of Confidentiality forms and action buttons which allow School District Representatives to review the information entered, 'Close' the STAR Services Web Form, 'Reset' the fields of the STAR Services Web Form to the form defaults or 'Submit' the completed STAR Services Web Form.</i>

# STAR Services Web Form User Guide

Table 1.0: STAR Services Web Form Sections and Descriptions

## 1.3 STAR Services Account Menu, Help Menu, and Contact Us link

The **Account Menu** allows School District Representatives to update their account profiles or log out of the STAR Web Form.

The Web Form **Help Menu** contains the STAR Web Form User Guide (User Guide). The User Guide provides detailed information about the Web Form and the different sections of the form. It also delivers a thorough set of step-by-step instructions including screenshots, walking School District Representatives through the process of completing and submitting the Web Form to the STAR Services Application for further review and processing.

The STAR Services **Contact Us** link information is an email/phone number that School District Representatives can use to ask questions and receive guidance if needed and also provides a link to a page on our website (RehabWorks.org) where they can find out more information.

## 2 STAR Services Web Form

The STAR Web Form allows School District Representatives (SDRs) a quick, user-friendly way of referring their students to VR for STAR services.

In this section, SDRs will learn how to:

- Verify a Student doesn't currently exist in STAR
- Enter Student information
- Enter their contact information
- Select Accommodations for their Student (if needed)
- Select their requested Pre-Employment Transition Services
- Submit their form

SDRs who have questions that aren't answered by this guide can contact VR Help at:

- 1(800)451-4327
- VRTransitionYouth@vr.fldoe.org

### IN THIS SECTION

- **Verify Social Security Number field**
- **Student Tab on the Web Form**
- **School Tab on the Web Form**
- **Accommodations Tab on the Web Form**
- **Services Tab on the Web Form**
- **Confirmations Tab on the Web Form**
- **"Action" Buttons on the Web Form**



# STAR Services Web Form User Guide

## 2.1 Verify the Social Security Number field

The Social Security Number verification field prevents the duplicate entry of a student's information into the STAR Application.

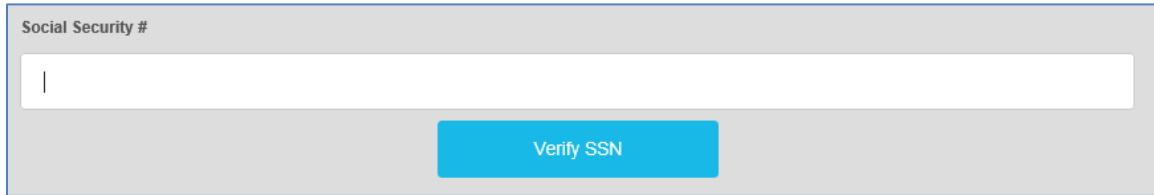


Image of the Social Security Verification Field of the Web Form (optional)

### 2.1.1 Steps to Verify the Social Security Number



## Steps to Verify the Social Security Number

1. Enter the Student's **required Social Security Number** in the Social Security # field.
2. Click the **Verify SSN** button.
3. **One** of the following will display once the SSN is verified:
  - a. **If the SSN is not found** in the STAR Application, the screen will display a message that reads "Click Next button to continue."

Click Next button to continue.

OR

- b. **If the SSN is found** in the STAR Application, a message will display stating "**Student found with specified Social Security #. Please make sure that the Social Security # is correct. If it is correct, please contact VR Youth Services.**"



**NOTE: You WILL NOT be allowed to move to the next tab when a matching SSN is found.**

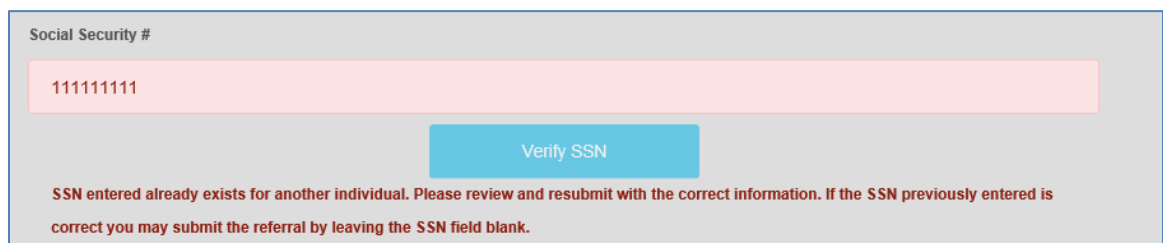


Image of the SSN Verification message stating 'SSN match is found'.

4. Do one of the following:

- a. Enter a different SSN
- b. Leave the field blank
- c. Close your browser window

## 2.2 Student Tab on the Web Form

The “Student” tab gathers necessary student information in order for that student to receive STAR Services.

Student Transition Activities Record

Account - Contact Us - Help

STAR Services

\* Denotes required field.

1. Home 2. Student 3. School 4. Accommodation 5. Services 6. Confirmations

Student Information

\* First Name Enter First Name

\* Last Name Enter Last Name

\* DOB Enter Date of Birth

\* Phone # Enter Phone #

\* Gender Male

EMail Enter E-Mail Address

\* Zip Code Enter Zip Code

\* Address 1 Enter Address 1

Address 2 Enter Address 2

\* City

State Florida

\* County

Previous Next

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Image of the Student Tab on the Web Form

### 2.2.1 Steps to Complete the Student Tab



## Steps to Complete the Student Tab

**Note: The School District Representative will complete the Web Form.**

1. Enter the **required First Name**. The field may contain alphabet characters, hyphen (-), and an apostrophe (') and is limited to 50 characters.
2. Enter the **required Last name**. The field may contain alphabet characters, a hyphen (-), and an apostrophe (').
3. Select the **required Date of Birth (DOB)** from the drop-down calendar.

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The (DOB) may also be entered (typed) into the field in the following format, (MM/DD/YYYY).



**NOTE: The Student CANNOT be more than 22 years of age.**



*Calendar image – Step 4 of Completing the Student Information*

4. Enter the **required Phone Number**. (10 digits)
5. Select the **required Gender** from the drop-down menu.
6. Enter the **Email Address**. (100-character limit)
7. Enter the **required Zip Code**. (5 digits) This will populate the City and County fields.
8. Enter the **required Address 1**. (100-character limit)
9. Enter the **Address 2** if applicable. (100-character limit)
10. Click **Next** to the proceed to the '**School**' tab to continue completing the Web Form.

## 2.3 School Tab on the Web Form

This section is also completed by the School District Representative and gathers this person's contact information. (This person will also serve as the contact for the student's school.)

*Screen shot of the School tab appears on the following page...*

Student Transition Activities Record Account - Contact Us - Help

## STAR Services

\* Denotes required field.

1. Home 2. Student 3. School 4. Accommodation 5. Services 6. Confirmations

School District Representative

\* Title  \* Phone #

\* First Name  \* School A. CRAWFORD MOSLEY HIGH SCHOOL

\* Last Name

Previous Next

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*Image of School Tab on the Web Form*

### 2.3.1 Steps to Complete the School Tab



## Steps to Complete the School Tab

1. Enter the **required First Name**.
2. Enter the **required Last Name**.
3. Enter the **required Phone Number**.
4. Select the appropriate **required School** from the drop-down menu.
5. Click **Next** to proceed to the 'Accommodation' section to continue completing the Web Form.

### 2.4 Accommodation Tab on the Web Form

School District Representatives use the **Accommodation Tab** to request special accommodations for the student they are referring to VR for STAR services.

*Screen shot of the Accommodation tab appears on the following page...*

STAR Services

Denotes required field.

1. Home 2. Student 3. School 4. Accommodation 5. Services 6. Confirmations

Request for Accommodation

American Sign Language interpreter required.  Foreign language interpreter required.

Assistive listening device required.  Other accommodations required.

Translated documents required.

Previous Next

Copyright © FL.DOE.VR.Star - Student Transition Activities Record 2016

Image of the Accommodation Tab on the Web Form

## 2.4.1 Steps to Complete the Accommodation Tab

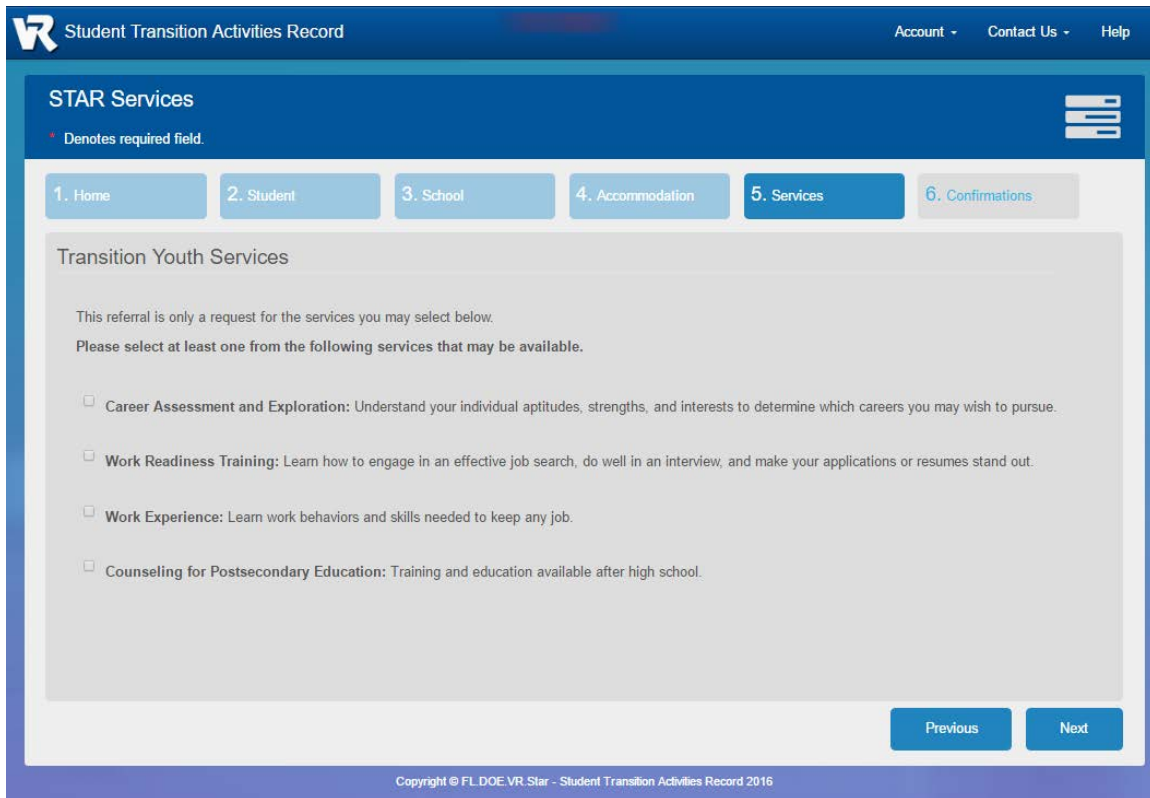


### Steps to Complete the Accommodation Tab

1. Check the box for “**American Sign Language interpreter required**” if needed.
2. Check the box for “**Assistive listening device required**” if needed.
3. Check the box for “**Translated documents required**” if needed.
4. Enter an **explanation** regarding this accommodation in the text box. (300-character limit)
5. Check the box for “**Foreign Language interpreter required**” if needed.
6. Enter an **explanation** regarding this accommodation in the text box. (300-character limit)
7. Check the box for “**Other accommodations required**” if needed.
8. Enter an **explanation** regarding this accommodation in the text box. (300-character limit)
9. Click **Next** to proceed to the ‘**Services**’ tab to continue completing the Web Form.

## 2.5 Services Tab on the Web Form

School District Representatives use the **Services Tab** to select which services the student is requesting/being referred for.



The screenshot shows the STAR Services Web Form interface. At the top, there is a navigation bar with the logo and text "Student Transition Activities Record" on the left, and "Account", "Contact Us", and "Help" on the right. Below this is a header section titled "STAR Services" with a sub-header "Denotes required field." and a hamburger menu icon. A horizontal navigation bar contains six tabs: "1. Home", "2. Student", "3. School", "4. Accommodation", "5. Services" (which is highlighted in blue), and "6. Confirmations". The main content area is titled "Transition Youth Services" and contains the following text: "This referral is only a request for the services you may select below. Please select at least one from the following services that may be available." Below this text are four checkboxes, each with a label and description: "Career Assessment and Exploration: Understand your individual aptitudes, strengths, and interests to determine which careers you may wish to pursue.", "Work Readiness Training: Learn how to engage in an effective job search, do well in an interview, and make your applications or resumes stand out.", "Work Experience: Learn work behaviors and skills needed to keep any job.", and "Counseling for Postsecondary Education: Training and education available after high school." At the bottom right of the form are two buttons: "Previous" and "Next". A copyright notice "Copyright © FL.DOE.VR.Star - Student Transition Activities Record 2016" is visible at the very bottom of the page.

*Image of the Services Tab on the Web Form*

### 2.5.1 Steps to Complete the Services Tab



## Steps to Complete the Services Tab

**NOTE: A minimum of one (1) service must be selected.**

1. Check the box for **“Career Assessment and Exploration”** if needed.
2. Check the box for **“Work Readiness Training”** if needed.
3. Check the box for **“Work Experience”** if needed.
4. Check the box for **“Counseling for Postsecondary Education”** if needed.
5. Click **Next** to proceed to the **‘Confirmations’** tab to continue completing the Web Form.

## 2.6 Confirmations Tab on the Web Form

The **Confirmations Tab** allows School District Representatives to review, and if needed, edit, the information they’ve entered and provides checkboxes to serve as

# STAR Services Web Form User Guide

acknowledgement of receipt of the Release of Information and Waiver of Confidentiality forms. They can also use the “Previous” button to return to the prior tab or click “Finish” to submit their completed STAR Web Form to VR for review and processing.

The screenshot shows the 'STAR Services' web form interface. At the top, there is a navigation bar with the 'STAR Services' logo and a header with 'Account', 'Contact Us', and 'Help' links. Below the navigation bar, there are six tabs: '1. Home', '2. Student', '3. School', '4. Accommodation', '5. Services', and '6. Confirmations'. The '6. Confirmations' tab is currently selected. The main content area is titled 'Review the Information' and contains four expandable sections: 'Student', 'School', 'Accommodations', and 'Services'. The 'Student' section is expanded, showing fields for Name, DOB / Phone #, Address, and Email, along with an 'Edit Student' button. The 'School' section is also expanded, showing an 'Edit School' button. The 'Services' section is expanded, showing a 'Work Experience' field and an 'Edit Services' button. Below these sections is a 'Confirmations' section with a checkbox and text: 'By checking this box the school district representative attests that they have the signed and dated written consent of the parent, guardian, or age of majority student to make this referral.' At the bottom of the form, there are 'Previous' and 'Finish' buttons. A copyright notice at the very bottom reads 'Copyright © FL.DOE.VR.Star - Student Transition Activities Record 2016'.

Image of the Confirmations Tab on the Web Form

## 2.6.1 Steps to Complete the Confirmations Tab



### Steps to Complete the Confirmations Tab

➔ **NOTE: Clicking 'Edit' in any of the information boxes returns you to that tab.**

1. Click **Edit** for the “**Student**” box if needed.
2. Click **Edit** for the “**School**” box if needed.
3. Click **Edit** for the “**Accommodations**” box if needed.
4. Click **Edit** for the “**Services**” box if needed.
5. Check the box “**By checking this box the School District attest...**” to acknowledge the School District’s receipt of the student’s completed and signed Release of Information and Wavier of Confidentiality.
6. Click **Finish** to submit your completed form.

## 2.7 The “Action” Buttons of the Web Form

Once School District Representatives have completed and reviewed their Web Form, they are ready to take the last step and submit it. Before hitting the **Finish** button though, they need to acknowledge receipt of the Release of Information and Waiver of Confidentiality forms by checking the acknowledgement check box. Only then will they be able to click **Finish** and submit the Web Form to the STAR Application team for further review and processing.



Action Buttons at the bottom of the Web Form

Previous	Finish
The <b>Previous</b> button will return School District Representatives to the previous tab in the web form.	The <b>Finish</b> button will submit the Web Form to the STAR Application Team for further review and processing.

Table 2.0: Action Buttons for Web Form



Success message upon successful submission.

### 2.7.1 Steps to Submit a Web Form



## Steps to Submit a Web Form

1. Check the box “**By checking this box the School District attest...**” to acknowledge the School District’s receipt of the student’s completed and signed Release of Information and Wavier of Confidentiality. *If you haven’t already done so in an earlier step.*



Checkbox for acknowledgement receipt of the Release of Information and Waiver of Confidentiality

2. Click the **Finish** button to submit your referral

The screen will refresh displaying a green bar across the top of the page with a message stating ‘Submission Successful’.



## 3 Appendix 1 – Cheat Sheets

Appendix 1 strips out the narrative found earlier in this user guide and provides you with a quick set of steps to perform each function described above.

### 3.1.1 Steps to Verify the Social Security Number



## Steps to Verify the Social Security Number

1. Enter the Student's **required Social Security Number** in the Social Security # field.
2. Click the **Verify SSN** button.
3. **One** of the following will display once the SSN is verified:
  - a. **If the SSN is not found** in the STAR Application, the screen will display a message that reads "Click Next button to continue."

Click Next button to continue.

OR

- b. **If the SSN is found** in the STAR Application, a message will display stating "**Student found with specified Social Security #. Please make sure that the Social Security # is correct. If it is correct, please contact VR Youth Services.**"

**NOTE:** You **WILL NOT** be allowed to move to the next tab when a matching SSN is found.

\*If the SDR wants a random number provided, leave the field blank.

Social Security #

111111111

Verify SSN

SSN entered already exists for another individual. Please review and resubmit with the correct information. If the SSN previously entered is correct you may submit the referral by leaving the SSN field blank.

Image of the SSN Verification message stating 'SSN match is found'.

4. Do one of the following:
  - a. Enter a different SSN
  - b. Leave the field blank (then select "Next")
  - c. Close your browser window

## 3.1.2 Steps to Complete the Student Tab



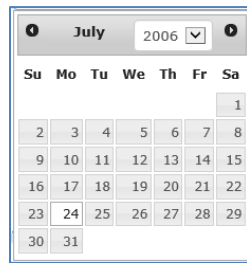
### Steps to Complete the Student Tab

➔ **Note: The School District Representative will complete the Web Form.**

1. Enter the **required First Name**. The field may contain alphabet characters, hyphen (-), and an apostrophe (') and is limited to 50 characters.
2. Enter the **required Last name**. The field may contain alphabet characters, a hyphen (-), and an apostrophe (').
3. Select the **required Date of Birth (DOB)** from the drop-down calendar. The (DOB) may also be entered (typed) into the field in the following format, (MM/DD/YYYY).



**NOTE: The Student CANNOT be more than 22 years of age.**



*Calendar image – Step 4 of Completing the Student Information*

4. Enter the **required Phone Number**. (10 digits)
5. Select the **required Gender** from the drop-down menu.
6. Enter the **Email Address**. (100-character limit)
7. Enter the **required Zip Code**. (5 digits) This will populate the City and County fields.
8. Enter the **required Address 1**. (100-character limit)
9. Enter the **Address 2** if applicable. (100-character limit)
10. Click **Next** to the proceed to the 'School' tab to continue completing the Web Form.

## 3.1.3 Steps to Complete the School Tab



### Steps to Complete the School Tab

1. Enter the **required First Name**.

2. Enter the **required Last Name**.
3. Enter the **required Phone Number**.
4. Select the appropriate **required School** from the drop-down menu.
5. Click **Next** to proceed to the 'Accommodation' section to continue completing the Web Form.

### 3.1.4 Steps to Complete the Accommodation Tab



#### Steps to Complete the Accommodation Tab

1. Check the box for "**American Sign Language interpreter required**" if needed.
2. Check the box for "**Assistive listening device required**" if needed.
3. Check the box for "**Translated documents required**" if needed.
4. Enter an **explanation** regarding this accommodation in the text box. (300-character limit)
5. Check the box for "**Foreign Language interpreter required**" if needed.
6. Enter an **explanation** regarding this accommodation in the text box. (300-character limit)
7. Check the box for "**Other accommodations required**" if needed.
8. Enter an **explanation** regarding this accommodation in the text box. (300-character limit)
9. Click **Next** to proceed to the 'Services' tab to continue completing the Web Form.

### 3.1.5 Steps to Complete the Services Tab



#### Steps to Complete the Services Tab

 **NOTE: A minimum of one (1) service must be selected.**

1. Check the box for "**Career Assessment and Exploration**" if needed.
2. Check the box for "**Work Readiness Training**" if needed.
3. Check the box for "**Work Experience**" if needed.
4. Check the box for "**Counseling for Postsecondary Education**" if needed.
5. Click **Next** to proceed to the 'Confirmations' tab to continue completing the Web Form.

## 3.1.6 Steps to Complete the Confirmations Tab



### Steps to Complete the Confirmations Tab

**NOTE: Clicking 'Edit' in any of the information boxes returns you to that tab.**

1. Click **Edit** for the “**Student**” box if needed.
2. Click **Edit** for the “**School**” box if needed.
3. Click **Edit** for the “**Accommodations**” box if needed.
4. Click **Edit** for the “**Services**” box if needed.
5. Check the box “**By checking this box the School District attest...**” to acknowledge the School District’s receipt of the student’s completed and signed Release of Information and Wavier of Confidentiality.
6. Click **Finish** to submit your completed form.

## 3.1.7 Steps to Submit a Web Form



### Steps to Submit a Web Form

1. Check the box “**By checking this box the School District attest...**” to acknowledge the School District’s receipt of the student’s completed and signed Release of Information and Wavier of Confidentiality. *If you haven’t already done so in an earlier step.*

By checking this box the school district attest that they have written for the parental, guardian, or age of majority student to make this referral.

*Checkbox for acknowledgement receipt of the Release of Information and Waiver of Confidentiality*

2. Click the **Finish** button to submit your referral
3. The screen will refresh displaying a green bar across the top of the page with a message stating ‘Submission Successful’.

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