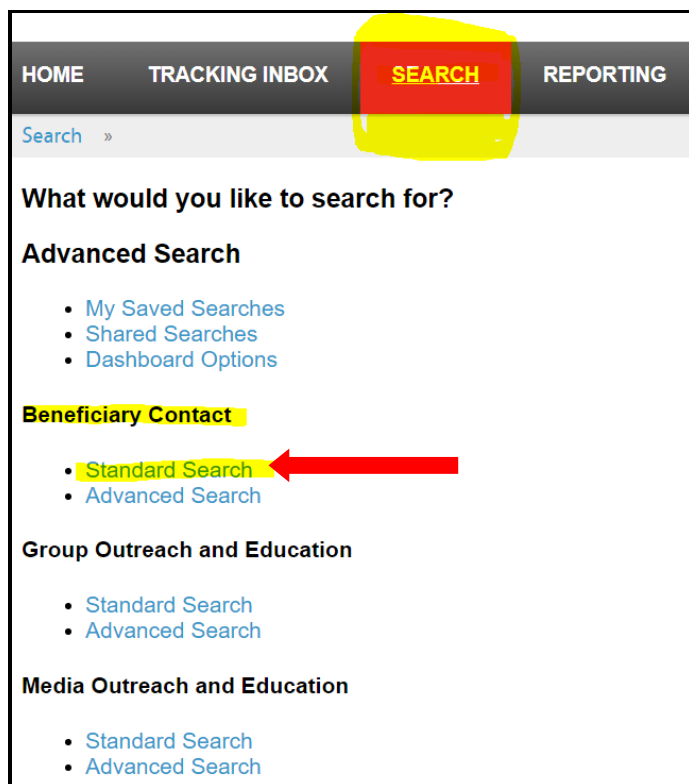


STARS search tips for Beneficiary Contacts

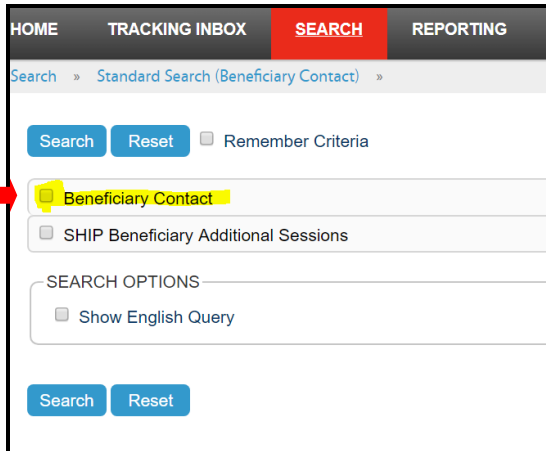
SHIBA job aid

Your ability to search is based upon your role (level of access) in STARS. You can search within your own organization and at your access level and below. Most SHIBA volunteers are “Team Members,” which means they should be able to search for Beneficiary Contacts (BC) entered by their fellow Team Members within their organization.

1. From your Home page, click in the red “Search” tab. A new page will open up.
2. Under “Beneficiary Contact,” click on “Standard Search.”
These instructions will give tips on searching by the SHIP Reference Number (BC Number), Beneficiary’s name, or Beneficiary’s phone number. You can use the same steps to search for any field collected in a BC. It is best to only search by only one or two fields at a time.



3. Click in the box next to “Beneficiary Contact.” A new page will open up.



HOME TRACKING INBOX **SEARCH** REPORTING

Search » Standard Search (Beneficiary Contact) »

Search Reset ☐ Remember Criteria

☒ **Beneficiary Contact**

☐ SHIP Beneficiary Additional Sessions

SEARCH OPTIONS

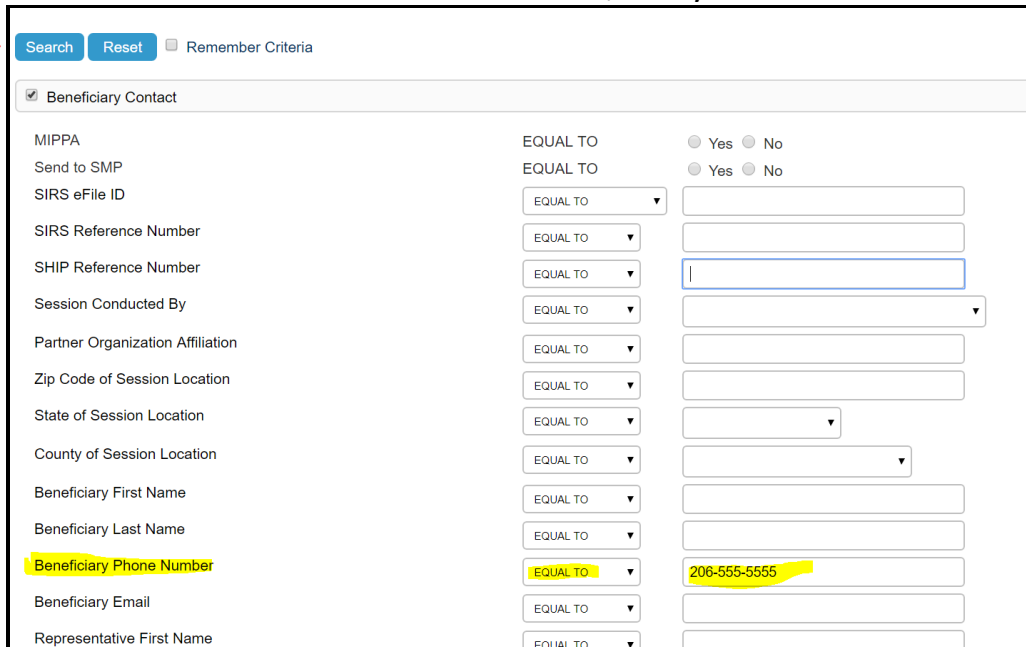
☐ Show English Query

Search Reset

4. Complete the field you’re searching for - recommended just one or two fields per search.

- SHIP Reference Number (BC Number): Type the whole number, with no spaces into the “SHIP Reference Number” space. Example: WA-19-1975961
- Beneficiary Phone Number: Type the 10-digit phone number. **You need to add the dashes.** Example: 206-555-5555. *Screen snip below shows a phone number search.*
- Beneficiary First Name, Beneficiary Last Name: Type in the field, remember that other entries may have spelled the name differently.

5. Click on the blue “Search” button, and your BC’s should show up.



Search Reset ☐ Remember Criteria

☒ Beneficiary Contact

MIPPA	EQUAL TO	<input type="radio"/> Yes <input type="radio"/> No
Send to SMP	EQUAL TO	<input type="radio"/> Yes <input type="radio"/> No
SIRS eFile ID	EQUAL TO	<input type="text"/>
SIRS Reference Number	EQUAL TO	<input type="text"/>
SHIP Reference Number	EQUAL TO	<input type="text"/>
Session Conducted By	EQUAL TO	<input type="text"/>
Partner Organization Affiliation	EQUAL TO	<input type="text"/>
Zip Code of Session Location	EQUAL TO	<input type="text"/>
State of Session Location	EQUAL TO	<input type="text"/>
County of Session Location	EQUAL TO	<input type="text"/>
Beneficiary First Name	EQUAL TO	<input type="text"/>
Beneficiary Last Name	EQUAL TO	<input type="text"/>
Beneficiary Phone Number	EQUAL TO	206-555-5555
Beneficiary Email	EQUAL TO	<input type="text"/>
Representative First Name	EQUAL TO	<input type="text"/>