



STARS GROUP OUTREACH REPORT:

- Sign into STARS database: <https://smpship.acl.gov/etk-hhs-acl-prod/home.do>
- On home screen, you will see 'SEARCH'
- Go to SEARCH – Group Outreach and Education – Advanced Search

My Account Sign Out Help

HOME TRACKING INBOX SEARCH REPORTING CONFIGURATION

Home

Tracking Inbox : Beneficia

Beneficiary First Name	Last Name	Date of C
Sean		12/24/20
Cheryl		12/23/20
Jamie		12/23/20
Karen		12/19/20
John		12/19/20
Donnie		12/05/20
Mike		12/05/20
Jodi		12/05/20
Rick		12/05/20
Jack	Einsteron	12/04/20

(171 More) + New Beneficiary Contact

MY SAVED SEARCHES

SHARED SEARCHES

DASHBOARD OPTIONS

RUN LAST SEARCH

BENEFICIARY CONTACT

GROUP OUTREACH AND EDUCATION

MEDIA OUTREACH AND EDUCATION

SHIP TEAM MEMBER

TRAINING

STANDARD SEARCH

ADVANCED SEARCH

- Data Object: Click on Group Outreach and Education

My Account Sign Out Help

HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > Advanced Search (Group Outreach and Education)

Search Criteria Columns Organizational Unit Display Options Properties

Save Search Save As... Shared Permissions My Saved Searches Standard Search Search

Data Object	Operator	Value
Group Outreach and Education Additional Team Members		
ACL/SMP Consumer Alert County of Event Date of Initial Creation Date of Last Update Delivery Method End Date of Activity		

Add As Column
Add

-
- Data Element:
 - Start Date of Activity
 - Between (choose quarter start and finish – we only want to look at info by quarter since that’s what they’re getting paid for!)
 - 1st day of quarter
 - Last day of quarter

HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > Advanced Search (Group Outreach and Education)

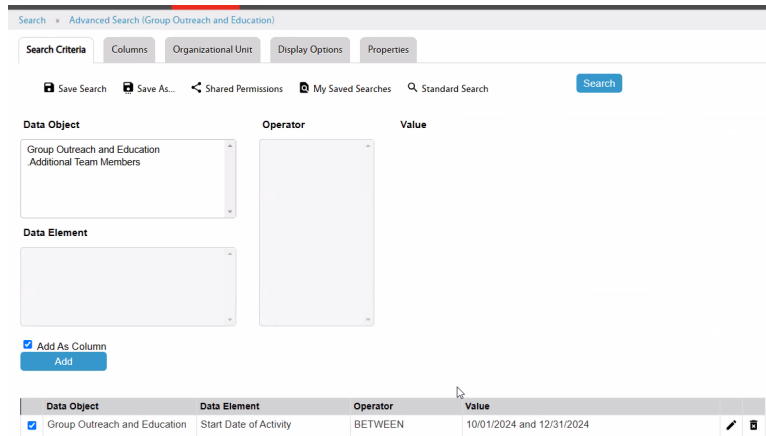
Search Criteria Columns Organizational Unit Display Options Properties

Save Search Save As... Shared Permissions My Saved Searches Standard Search

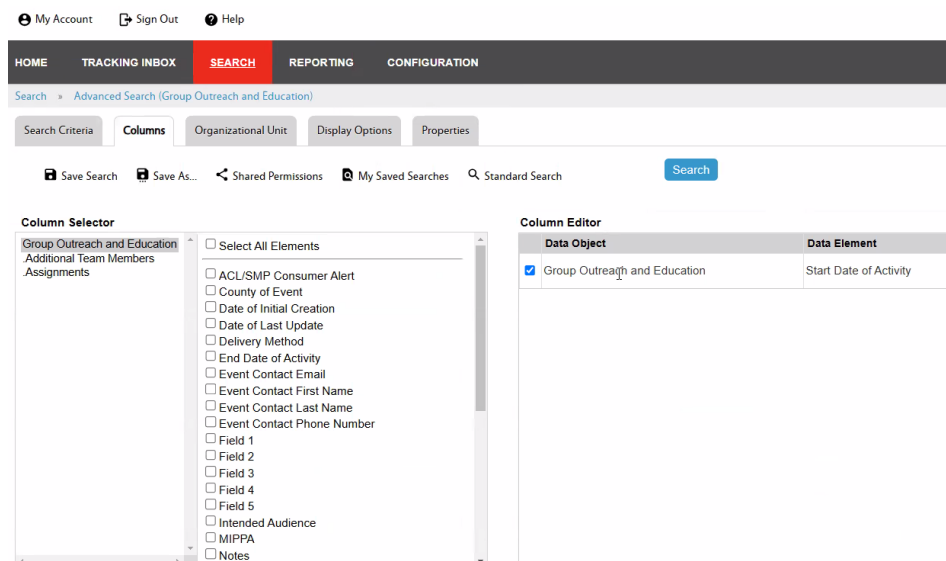
Data Object	Operator	Value
Group Outreach and Education Additional Team Members	EQUAL TO NOT EQUAL TO BEFORE AFTER BETWEEN IS BLANK IS NOT BLANK	10/01/2024 (mm/dd/yyyy) AND 12/31/2024 (mm/dd/yyyy)
Session Entered By Start Date of Activity State State of Event Target Beneficiary Group Title of Interaction		

Add As Column
Add

-
- Click Add as Column (Add)



- Click 'Columns' tab at top



- CHOOSE IN ORDER:

- County of Event (move to top – to right, click 'Up' so this is above Start Date of Activity)
- MIPPA (move to 2nd – to right, click 'Up' so this is above Start Date of Activity)
- Title of Interaction
- Type of Event
- Delivery Method
- Target Beneficiary Group
- Intended Audience
- Number of Attendees
- Topics Discussed
- *OPTIONAL: SHIP Reference Number*

Search > Advanced Search (Group Outreach and Education)

Search Criteria Columns Organizational Unit Display Options Properties

Save Search Save As... Shared Permissions My Saved Searches Standard Search Search

Column Selector

- Event Contact Phone Number
- Field 1
- Field 2
- Field 3
- Field 4
- Field 5
- Intended Audience
- MIPPA
- Notes
- Number of Attendees
- Partner Organization Affiliation
- Record Last Updated By
- SHIP Reference Number
- SIRS Reference Number
- SIRS eFile ID
- Send to SMP
- Session Conducted By
- Session Entered By
- Start Date of Activity
- State
- State of Event

Column Editor

Data Object	Data Element	Label	Sort
<input checked="" type="checkbox"/> Group Outreach and Education	County of Event	County of Event	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	MIPPA	MIPPA	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	Start Date of Activity	Start Date of Activity	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	Title of Interaction	Title of Interaction	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	Type of Event	Type of Event	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	Delivery Method	Delivery Method	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	Target Beneficiary Group	Target Beneficiary Group	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	Intended Audience	Intended Audience	Up Down
<input checked="" type="checkbox"/> Group Outreach and Education	Number of Attendees	Number of Attendees	Up Down

- NEXT TAB: Organizational Unit

- Expand our list – click the + to the left of Washington SHIP

HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > Advanced Search (Group Outreach and Education)

Search Criteria Columns **Organizational Unit** Display Options Properties

Save Search Save As... Shared Permissions My Saved Searches Standard Search

Only Organizational Units that you have access to are displayed below.

- Washington SHIP (include children)
 - AARP Washington Fraud Fighter Call Center
 - Aging & Long Term Care of Ea Wa
 - American Indian Health Commission
 - Benton Franklin Community Action Committee
 - Chinese Information and Services Center
 - Community Choice (include children)
 - DSHS Aging and Long Term Support Administration MIPPA Only (include children)
 - Edmonds Waterfront Center
 - Homage Senior Services (formerly Senior Services of Snohomish County)
 - Inter-Island HealthCare Foundation
 - Island Hospital
 - KHCN
 - Kitsap County Division of Aging and Long Term Care
 - Korean Women's Association

- Choose which Sponsor(s) you would like to see
 - Ex) King County would include CISC and Solid Ground

- NEXT TAB: Display Options

- Choose how you'd like to see the information
 - HTML is easy to save as a .pdf if do not want to make any edits
 - XLSX is easy to sort and filter data

- NEXT TAB: Properties

- Name it! Naming convention: YY-Quarter Sponsor Acronym Group Outreach (Example: 24-Q4 ALTCEW Group Outreach)

- Save Search

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HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > My Saved Searches > 24-Q4 ALTCEW Group Outreach Sample (Group Outreach and Education)

Search Criteria Columns Organizational Unit Display Options **Properties**

Save Search Save As... Shared Permissions My Saved Searches Standard Search

Name: 24-Q4 ALTCEW Group Outreach Sample *

Title: 24-Q4 ALTCEW Group Outreach Sample *

Description: 24-Q4 ALTCEW Group Outreach Sample *

Save Search

-
- Click 'Search'
- Report:

HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > My Saved Searches > 24-Q4 ALTCEW Group Outreach Sample (Group Outreach and Education) > Results

SEARCH SUMMARY

Group Outreach and Education Records 63

Total Rows 63

Search Name 24-Q4 ALTCEW Group Outreach Sample

Search Title 24-Q4 ALTCEW Group Outreach Sample

Criteria
 ALL criteria below must be true (AND).

Data Object	Data Element	Operator	Value
Group Outreach and Education	Start Date of Activity	BETWEEN	10/01/2024 and 12/31/2024

Organizational Unit Filters

Assignment Filters

<< < Page 1 of 1 > >> Display 63 per page Refresh Print Displaying 1 - 63 of 63

- You can print as a .pdf (if in HTML)
- NOTE: Once you've run the search once, you can save it and use it in future quarters by just changing the date.
 - Back on Home Page
 - Search
 - My Saved Searches
 - Find last report
 - Edit
 - Edit Search Criteria
 - Change to new quarter dates
 - Properties – update Name
 - 2024-Q3 ALTCEW Group Outreach
 - Run new report