



ORGANISATION
STAR LEAD NAME
STAR LEAD E-MAIL

How to use the Star Online

A basic guide to getting started, entering information and completing Stars with the Star Online web application For further guidance, please contact your Star Lead or Triangle on <u>info@triangleconsulting.co.uk</u>, 0207 272 8765.

1 Accessing the Star Online

Once you have completed your Star training you will be licensed to use the Outcomes Star. Someone in your organisation will be your 'Star Lead' for the Star Online (the administrator for your organisation's account.) This person will set you up on the system with your work email address.

The system will then send an email to your work email address. Click on the link on this email and follow the instructions to set up a password and log in to the system. Please note the link in the email will only work once – to change your password at a later point, follow the instructions below.

2 What to do if you have forgotten your password

If you have been set up as a user on the Star Online (see above) and you have forgotten your password, go to the Star Online website – **www.staronline.org.uk** and click on the 'Forgotten your password' link.



Then check your email and follow the instructions on how to re-set your password.

3 Accessing Star resources via the Star Online

When you have logged into the Star Online, you get to the main dashboard (see next page).

In the 'Stars' box you can see a list of the Stars you have been set up to use. Click on each resource name to download a licence-stamped PDF copy of the resources, which you can print off. The main documents you will need to print are the Star Charts, as you will need copies of these before visiting every service user.

You will also need copies of the User Guide, Worker Guide, Scales or Quiz to use alongside the Star Chart. You can print these off from the Star Online or use the copy provided to you in Star training.





Please note: you will only be able to access the versions of the Star that you have been set up to use. If you want to access other versions, you should contact your Star Lead who can change the settings for you.

Top Tip: you can contact your Star Lead easily from the Star Online by clicking on the 'Contact my Star lead' button towards the top of the screen.

Star™ Online		
board Enter a Star reading Reports Suppor	Contact my Star lead	
lanager Dashboard		
elcome back, Charlie		
Tasks	Overview	
Enter a Star reading	My services View	Reports
add a new Star reading and notes	colleagues	Reports
Add or undate action plans		
create a new plan or update the current one	Convice Lleare	
A dd a wyarlaar	Service Osers	
set up a colleague to use the Star Online	Add a My clients	All clients
	service user	in my services
compare, resume, submit and delete Stars		
	Stars	
	+ Add another version of the Star	
Resources		
Jse the personalised resources below on your website and communications materials to promote	Community Star	Quiz
and validate your organisation's use of the Star.	Por Introduction	PDF
using mese resources	PDF Scales PDF Star Chart	
Badge		
Download your licensed user badge:	Family Star Plus	
Badge 72 DPI JPG Elcensed User Badge 150 DPI (IPG)	Leaflet for Parents Organisation Gu	Star Chart
11.00	E Har Calda	

4 How to add Service Users

From the main dashboard, click the 'Add a service user' button.

The **New Service User** screen will appear (see next page.)

	Sarah Owen's test account	My profile Log out
Dashboard Enter a Star reading Reports Support	Contact my Star lead	
Manager Dashboard Welcome back, Charlie		
Tasks	Overview	
Enter a Star reading add a new Star reading and notes	My services View colleagues	Reports
Add or update action plans create a new plan or update the current one	Service Use	
Add a worker set up a colleague to use the Star Online	Add a My clients service user	All clients in my services
View and manage Stars compare, resume, submit and delete Stars		
	+ Add another version of the Star	
Resources Use the personalised resources below on your website and communications materials to promote and validate your organisation's use of the Star.	Community Star	Por Quiz
Using these resources	POP Scales POP Star Chart	
Badge	Family Star Dive	
Licensed User Badge 72 DPI (PNG) Licensed User Badge 150 DPI (IPG)	Leaflet for Parents Organisation Gu	tide Star Chart
dstar	PDF User Guide	





Complete the questions to create a service user profile.

Ensure you include the **date they joined the service** (otherwise the Star Online will automatically select today's date.)

The service user's **Unique ID** is down to you to choose – you could use the same ID number that is used in another case management system to refer to the service user.

When you have completed all the questions, click **Save** to add them to your caseload.

Please note: the long list of checkboxes contains options to enter additional service user information/characteristics. Your organisation should provide guidelines to you as to whether you need to complete this information or not.

Enter a unique ID for this service user	
	i
Use a set of characters as an anonymous reference for this service user. The ID must unique to the service. <u>More info.</u>	be
Privacy	
I confirm that the unique ID does not include a real name, initials, address or door number or any information that is personal or sensitive	
Date of birth	
DD/MM/YYYY (DD/MM/YYYY)	
Don't know date of birth?	
Gender	
Please select	٠
Ethnicity	
Please select	٠
Joined service	
05/10/2017	
Left service	
Which worker is supporting this person?	
Please select	

Which of the following applies to the client/ Chronic health condition (child) Chronic health condition (parent) Drug misuse (child) Drug misuse (parent) English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (child) Mental health issues (child) Mental health issues (child) Mental health issues (parent) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (child) Physical disability (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	 Which of the following applies to the client? Chronic health condition (parent) Drug misuse (child) Drug misuse (parent) English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (parent) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Physical disability (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Chronic health condition (child) Chronic health condition (parent) Drug misuse (child) Brug misuse (parent) English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - victimg Teenage parent Victim of domestic abuse 	Chronic health condition (child) Chronic health condition (parent) Drug misuse (child) Trug misuse (parent) English is not first language Ex-offender (parent) Homeless/temporarily housed Learning disability (parent) Mental health issues (child) Mental health issues (child) Not in education, training or work NEET) Not in work or training (adult) Physical disability (parent) Physical disability (parent) Physical disability (parent) Physical disability (parent) Problem drinking (parent) Sensory impairment (parent) Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Chronic health condition (parent) Drug misuse (child) Drug misuse (parent) English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (parent) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	Chronic health condition (parent) Drug misuse (child) Ex-offender (child) Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (parent) Mental health issues (parent) Not in education, training or work NET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Young offender Young offender Other
 Drug misuse (child) Drug misuse (parent) English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (child) Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	Drug misuse (child) Drug misuse (parent) English is not first language Ex-offender (child) Learning disability (child) Mental health issues (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Physical disability (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Young offender Other
 Drug misuse (parent) English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (child) Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	 Drug misuse (parent) English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (parent) Mental health issues (child) Mental health issues (child) Not in education, training or work NET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (child) Sensory impairment (parent) Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
English is not first language Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (child) Learning disability (child) Mental health issues (child) Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	English is not first language Ex-offender (child) Ex-offender (parent) Homeless / temporarily housed Learning disability (child) Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (parent) Mental health issues (child) Mental health issues (child) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sesually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Ex-offender (child) Ex-offender (parent) Homeless/temporarily housed Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (parent) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Ex-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	EX-offender (parent) Homeless/temporarily housed Learning disability (child) Learning disability (child) Mental health issues (child) Mental health issues (parent) Not in education, training or work NET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Homeless/temporarily housed Learning disability (child) Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	Homeless/temporarily housed Learning disability (child) Learning disability (child) Mental health issues (child) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (parent) Problem drinking (parent) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Learning disability (child) Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - vistiga Sexually harmful behaviour - vistiga Yeathead Sensory impairment Victim of domestic abuse	Learning disability (child) Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Learning disability (parent) Mental health issues (child) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (child) Problem drinking (child) Sensory impairment (child) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Mental health issues (child) Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sesually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Mental health issues (child) Mental health issues (parent) Not in education, training or work NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (parent) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Mental health issues (parent) Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Mental health issues (parent) Not in education, training or work NET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (parent) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Not in education, training or work (NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Not in education, training or work NEET) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 (Net in work or training (adult) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	Net II) Not in work or training (adult) Not in work or training (adult) Parent (with children under 18) Physical disability (child) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Voc m Work of victuality (under 18) Parent (with children under 18) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Physical disability (child) Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	Physical disability (child) Physical disability (parent) Problem drinking (child) Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Physical disability (parent) Problem drinking (parent) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	 Physical disability (parent) Problem drinking (parent) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Problem drinking (child) Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Problem drinking (parent) Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Refugee or asylum seeker Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Sensory impairment (child) Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
Sensory impairment (parent) Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse	Sensory impairment (parent) Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Sexually harmful behaviour - instiga Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	Sexually harmful behaviour - instigato Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse 	Sexually harmful behaviour - victim Teenage parent Victim of domestic abuse Young offender Other
 Teenage parent Victim of domestic abuse 	 Teenage parent Victim of domestic abuse Young offender Other
Victim of domestic abuse	Victim of domestic abuse Young offender Other
	☐ Young offender ☐ Other
Young offender	Other
Other	

5 How to enter Star readings

From the main dashboard, click on the 'Enter a Star reading' button under the Tasks heading.

A new screen will appear, telling you that there are two ways to enter this reading.

Outcomes Star Online	ard Sarah Owen's test account	My profile Lo
board Enter a Star reading Reports Support	Contact my Star	
lanager Dashboard		
felcome back, Charlie		
Tasks	Overview	
Enter a Star reading add a new Star reading and notes	My services View colleagues	Reports
Add or update action plans		
create a new plan or update the current one	Service Users	
Add a worker		
set up a colleague to use the Star Online	Add a My clients	All clients in my services
View and manage Stars compare, resume, submit and delete Stars		
	Stars	
	+ Add another version of the Star	
Resources		
Use the personalised resources below on your	Community Star	Duiz
website and communications materials to promote and validate your organisation's use of the Star.	Introduction	POF
Using these resources	POF Scales POF Star Chart	
Badge		
Download your licensed user badge:	Family Star Plus	
Licensed User JPD Licensed User Badge 72 DPI (PNG) JPD Licensed User	Leaflet for Parents Organisation (Guide Star Chart
	User Guide	





If you have already completed a Star on paper with a service user, and just want to enter the data, choose the first option. Likewise, if you have a retrospective Star or any Star completed previously:



If you are sitting with a service user and want to complete a Star with them in real-time, on-screen, choose the second option:



6 How to enter a Star reading via quick data entry

Please note: this should never be used with completing a Star face-to-face with a service user. It will not general a visual of the completed Star.

The first step is to tell the system which worker completed the Star and which service user they have been working with.

Enter the **Client ID** of the relevant service user, or if you don't know it use the search facility to '**Find a service user**.'

When you have the correct service user ID, click on 'Continue.'

Worker Charlie Bull	Select a different worker	New service user? Add this user now
Service User Client ID		Don't know the ID? Find service user
Cancel	Continue	

Use this version when you have already completed a paper version of the Star with a service user and simply need to add the data to the system

Enter the readings from the paper Star Chart.

Ensure you enter the correct date for when the Star Chart was completed (NOT the date when you are entering the data.)

As the Star tracks a service user's journey over time, this date is important.

Once you have entered all the data, click on 'Submit.' You will then see a Star Notes page which you can complete or skip.

Clicking on 'Submit and add new' will take you back to the start of the process again and can save time if you have lots of paper Stars to enter.

		1	2	3	4	5	6	7	8	9	10
(1)	Physical health	0	0	0	0	0	0	0	0	0	0
(i)	Emotional well-being	0	0	0	0	0	0	0	0	0	0
(1)	Keeping your children safe	0	0	0	0	0	0	0	0	0	0
(i)	Social networks	0	0	0	0	0	0	0	0	0	0
(1)	Education and learning	0	0	0	0	0	0	0	0	0	0
(i)	Boundaries and behaviour	0	0	0	0	0	0	0	0	0	0
(1)	Family routine	0	0	0	0	0	0	0	0	0	0
(1)	Home and money	0	0	0	0	0	0	0	0	0	0
Wa	Date Star Chart completed			Comp	leted by	• w • w • c	orker an orker ient	d client			
Cancel Submit Submit and add new											

Please note: Your organisation should have provided you with guidance as to whether you should use the Notes page or not.





7 How to enter a Star via live Star completion

This method is designed specifically for completing a Star on screen during a session with a service user.

In this method, the date of the Star will always be the date the Star is entered into the system.

It is possible to save a partly-completed Star and return to it later, if completing the Star needs to be broken down in two or more sessions.

To use this method, the service user needs to be present and able to see the computer screen, so that you and the service user can work through the Star together.

From the 'Complete your Star' screen, click on a scale to expand it. You will then see a screen with the key points, Journey of Change and a numbered scale. Clicking on the 'i' circle will bring up a more detailed description of that step. If you need to go back, click on View all scales.

To choose a number, simply click on it. This will take you to a **Star notes** option which you can choose to complete or skip.

You will then be taken back to the empty Star visual and a tick will appear next to the scales you have entered a reading for.

Once you have entered all the readings, you will be asked to **Submit the Star** and can then view a completed Star visual, with the lines drawn and connected to show the Star shape at that time.

Dashboard Family Star Plus Complete your Star Need help? Save & exit Client ID: 12345 Choose a scale elect a scale. You car ales in any order. progres to work Physical healt Your well-being Meet home & our children sat E.L. ation and lea ries and hel Eamily 1 Home and me 6 education &



8 Further questions

If you have any further questions, contact your Star Lead as a first step – their details may be entered on the top of the first page of this document, or you can contact your Star Lead easily from the Star Online by clicking on the 'Contact my Star lead' button towards the top of the screen (once you are logged in.)

If you have spoken with your Star Lead and need further support or have a question about the Outcomes Star more broadly, please contact Triangle on <u>info@triangleconsulting.co.uk</u> or 0207 272 8765.

More information about the Outcomes Star can be found on <u>www.outcomesstar.org.uk</u>.