BHSDSTAR

**User Guide-BHSD Treat First
Version 1.2**
Updated 6/1/17

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1. Purpose and Introduction

This document describes the basics of navigating in the BHSDSTAR Treat First application.

1.1 General Information

1. You must have your own unique email address to have an account.
2. All activity done using an account is tracked and recorded in BHSDSTAR. Do not share your account information.
3. It is important to know your organizations primary and/or secondary account manager for BHSDSTAR. They will be able to answer most questions for you about how they want you to use the application.
4. Online videos, super-quick guides and comprehensive user guides are available on bhsdstar.org. For question that can't be answered by the online resources or your primary/secondary contact, or any issues you may encounter in BHSDSTAR, please email support@bhsdstar.org to create a support ticket.
5. Any identifying client information sent through email is a HIPAA violation. Use only the BHSDSTAR Client ID when needing to reference a specific client.
6. The Tracking module for any given program provides quick links and information about important items specific to the program. This is located on the landing page for the program.

## 2. Log In and Account Settings

2.1 To Log in:

1. From the desktop double-click your internet browser to launch. (For best results we recommend Goggle Chrome but other browsers can also be used.)

2. Enter bhsdstar.org/ in the browser window and press the Enter key.

3. Click the Login button.
4. Click in the Username field and enter user name.
5. Press the Tab key or click in the Password field and enter user password.
6. Click the Login button.
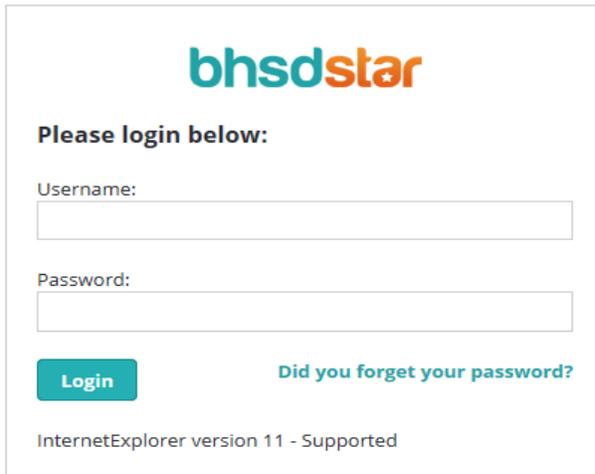
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Please login below:

Username:

Password:

Login   *Did you forget your password?*

InternetExplorer version 11 - Supported

7. The Home screen will display listing Programs on the Left Navigation when selected their Tracking Icons and Graphs.
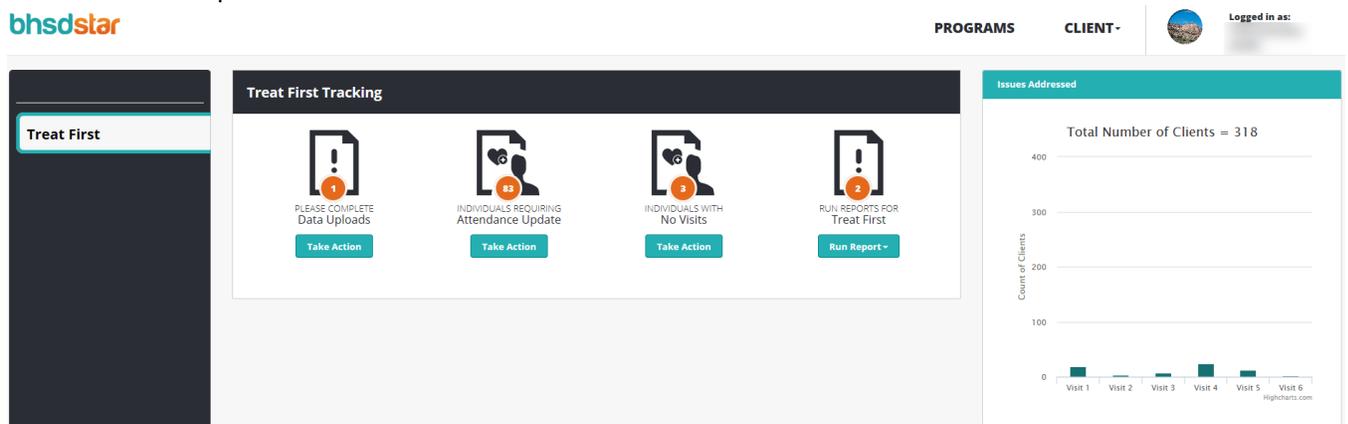
Tip: This screen can be viewed at any time by clicking Programs in the upper right corner of the screen or by clicking the program on the left navigation.

Tip: Items requiring action are displayed with an [21] *Icon listing the # of items for each Tracking Item and the Take Action button is displayed.*

2.2 To edit Profile Settings:

1. Click on your logged in Name in the upper right corner.
2. Click Update Profile.
3. Click the field you want to edit and enter new information.
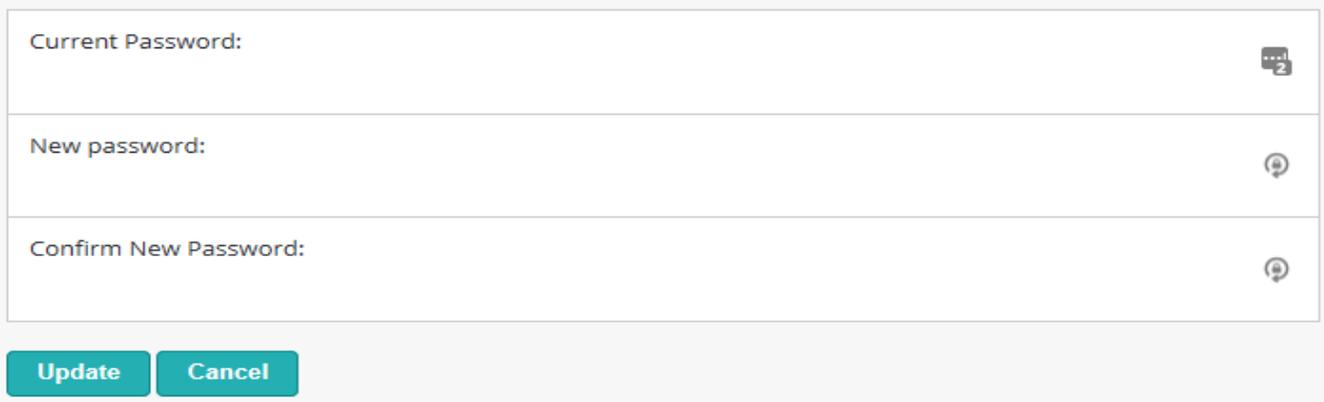4. Click Save.
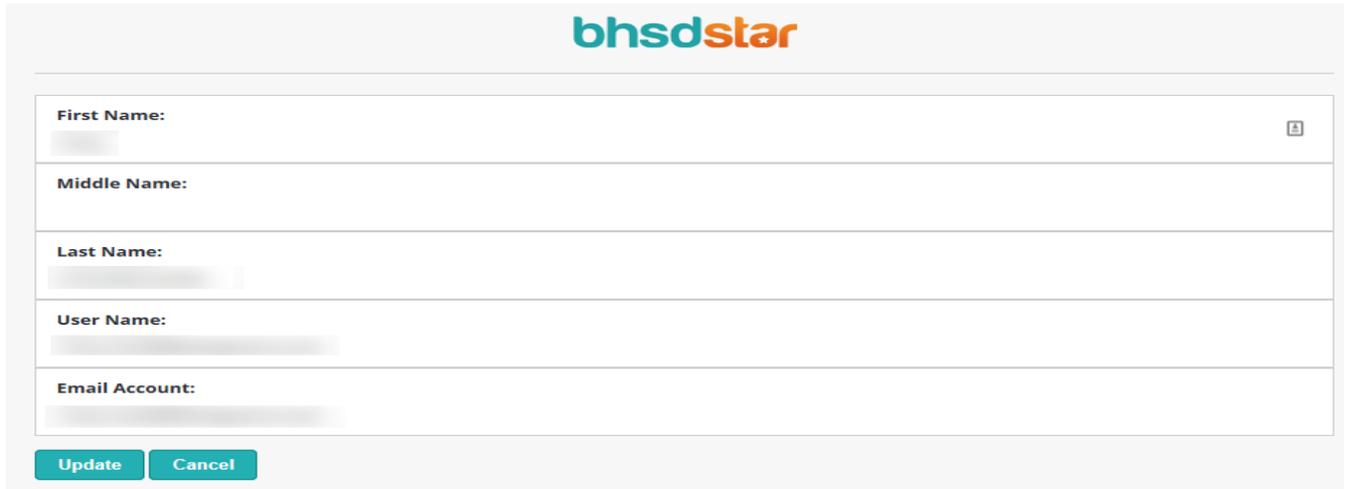
2.3   To edit Password:

1. Click on your logged in Name in the upper right corner.
2. Click Change Password.
3. Enter current password.
4. Enter a new password.
5. Re-enter the new password.
6. Click Update.

Tip: Password must be changed every 90 days, contain at least eight characters, contain at least one number, contain at least one lower case letter, contain at least one upper case letter, and contain at least one special character.

2.4   To contact Support via Email:

Tip: Never send a client's name in the free text section of the email-refer to them by the last 5 digits of their BHSDSTAR Client ID.

1. Click on your logged in Name in the upper right corner.
2. Click Contact Support.

Contact Us

Please send your question via email. Please remember that it is a HIPAA Violation to send client names through email.

If your question does not contain a client's name, please click here to use your default email program, or copy the following address in to your email program of choice: **support@bhsdstar.org**.

If your question is about a client and you do not know the individual's Id number, click on the Find tab above, enter their name or part of their name and click search. Use the Id number when communicating a question about a client.

2.5   To Logout:

1. Click on your logged in Name in the upper right corner.
2. Click Logout.

3.   Client Find

Tip: Find is used to find clients registered at your provider only.

From the Home screen:

1. Click Client, Find Client.
2. Click the First Name field and enter name.
3. Click the Last Name field and enter name.
4. Click the Date of Birth Field and enter DOB.
5. Click the Individual ID field and enter ID.
6. Click the Last 4 SSN field and enter the last 4 digits of the SSN.
7. Click Medical Record Number and enter number.
8. Click the Medicaid ID field and enter number.

Tip: Not all fields are required to Find a Client. You can Find by First Name only as an example.

9. Click Find Client.
10. Click the Client ID of the individual found on the list of possible matches.

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11. The Client Dashboard is displayed.

4. Client Mandated Data

From the Client Dashboard:

1. Click Mandated Data tab.
2. Click Initial Registration, Update, or Deactivation to view details.

5. Client Visits

From the Client Dashboard:

1. Click Treat First Visits tab.
2. Click Visit Date to view details.

6. Reports

From the Home screen:

1. Click Run Report drop-down and click report.
2. Click/Select Report Criteria.
3. Click Run Report.
4. Report details are displayed.

7. Questions

For any questions email support@bhsdstar.org.