

STARS User Roles Overview: At-A-Glance Reference

Capabilities by Role	SHIP Director	SHIP Assistant Director	State Staff	Sub-State Manager	Sub-State Staff	Site Manager	Site Staff	***Team Member	***STARS Submitter
Beneficiary Contact Forms (child object = Beneficiary Additional Sessions) Group Outreach Forms and Media Outreach Forms (child object = Additional Team Members)									
Create new forms; Edit those forms; Add child objects to those forms	yes	yes	yes	yes*	yes*	yes*	yes*	yes*	yes*
Edit forms about <u>own</u> efforts entered by others, + Add child objects to those forms	yes	yes	yes	yes	yes	yes	yes	yes	yes
View but not edit a form <u>entered by others about others'</u> efforts	yes	yes	yes	yes*	yes*	yes*	yes*	yes*	no
Edit forms <u>entered by others about others'</u> efforts + Add child objects to those forms	yes	yes	yes	yes*	yes*	yes*	yes*	no	no
Team Member Forms (child object = Activity Form)									
Create and edit <u>Team Member</u> forms	yes**	yes**	yes**	yes**	no	yes**	no	no	no
View <u>Team Member</u> forms	yes	yes	yes	yes*	yes*	yes*	yes*	no	no
Add/edit <u>Activity forms</u> (child object) to Team Member forms <u>entered by others</u>	yes	yes	yes	yes*	yes*	yes*	yes*	no	no
View own Team Member form and add/edit own Activity Forms (child objects)	yes	yes	yes	yes	yes	yes	yes	yes	yes
Searches and Reports (Search menu, Reporting Menu, and Configuration menu)									
Use Search menu	yes	yes	yes	yes*	yes*	yes*	yes*	yes*	no
Configuration menu: Performance Measures Reports, Part D Enrollment Outcome (PDEO) Reports, STARS Summary Reports, Data Export Reports, and Resource Reports	yes	yes	yes	yes*	no	yes*	no	no	no
Reporting menu: BCF and BAS data export reports	yes	yes	no	no	no	no	no	no	no
Unique IDs									
Unique IDs: create/manage/generate report	yes	yes	no	no	no	no	no	no	no
Unique ID: view <u>own</u> number (on Team Member form)	yes	yes	yes	yes	yes	yes	yes	yes	yes
Unique IDs: view <u>others'</u> numbers	yes	yes	no	no	no	no	no	no	no
Delete data	yes	yes	no	no	no	no	no	no	no
KEY: Single asterisk * = At and below their level on the hierarchy. Double asterisk ** = Roles lower than their own AND at and below their level on the hierarchy. Triple asterisk *** = Can be aligned at any level of the hierarchy (site, sub-state, or state). No asterisk = no additional hierarchy-related conditions apply. [Child object definition: A form that belongs to another form - i.e. has a "parent" form.]									