

VIVÉ READINESS GUIDANCE

To ensure your events are migrated into VIVÉ as active, please follow these instructions.

Date Issued: October 8, 2025 - Updated

Subject: Confirming Event Profile End Dates

OVERVIEW

- Some events entered into STARS have end dates that have passed yet are still being used.
 - Any currently used/active events should not have an end date to show they are still being used.
 - Please review all your active Event Profiles and remove end dates.
 - **This issue must be addressed by October 24, 2025, to avoid any impact on data migration.**
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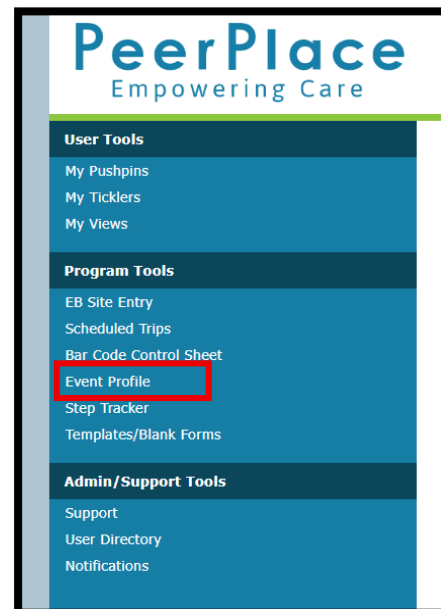
IMPACT

- **Address Issue BEFORE Migration:**
 - Any event migrated with an end date that has passed will show as inactive. You cannot enter units or sign clients up for inactive events.
- **If Issue is NOT Addressed Prior to Migration:**
 - Providers will be unable to sign up clients or enter units to the inactive events.

INSTRUCTIONS

Below is guidance on removing end dates from Event Profiles you are still using to enter units.

Step 1: Select **Event Profile** from the STARS home page.



Step 2: Look for events that have an end date. Click on the event.

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TRAINING SITE - NYC DEPARTMENT FOR THE AGING:
Senior Tracking, Analysis and Reporting System (STARS)

Event Profile [Search](#) [Logout](#)

Status: Date Range Start (mm/dd/yyyy): Date Range End (mm/dd/yyyy): Sort By: Sort Ascending: ☒ Sort Descending: ☐

View Filters [Add Another Filter](#)

Select Field (1): Relation: Choose or Enter Value: ☐ and ☐ or ☐ Remove Filter (1):

Select Field (2): Relation: Choose or Enter Value: Remove Filter (2):

3 Results

Event Description	Location	Event Type	Funder	Service Type	Unit Type	Start Date	End Date
Chair Yoga		Event	DFTA Funded Service	Physical Health/Exercise	Participants	07/01/2025	-
Water Color Class		Event	DFTA Funded Service	Arts and Culture	Group Session	07/01/2025	-
Zumba		Event	DFTA Funded Service	Physical Health/Exercise	Participants	07/01/2001	06/30/2019

Step 3: Click the **Edit** button.

Event Profile

[Event Details](#)
[Event Units History](#)

Start Date *	End Date	Status *
07/01/2001	06/30/2019	Open

Name *: Zumba

Is this an EB Event?: No

Location:

Event Type *: Event

Host Type *: In-Person

Service Type*: Physical Health/Exercise

Funder *: DFTA Funded Service

Unit Type *: Participants

Fee Amount: 0.00

Event Comments:

Required fields are marked with an * asterisk.

Event Profile

[Event Details](#)
[Event Units History](#)

Start Date *: End Date:

Name *:

Is this an EB Event?:

Location:

Event Type *:

Host Type *:

Service Type*:

Funder *:

Unit Type *:

Fee Amount:

Event Comments:

(0 characters of 512 allowed)

[\[Next>>\]](#)

Step 4: Remove the end date and click **Save & Exit**.

CONTACT INFORMATION

If you have questions or experience additional issues about VIVE, please email VIVESupport@aging.nyc.gov.