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**CONNECTIONS INTRANET:**

<http://ocfs.state.nyenet/connect>

**CONNECTIONS INTERNET:**

<http://ocfs.ny.gov/connect>

## STARS: Major Facelift Coming Soon!

The State Training Automated Registration System (STARS) is about to receive a major facelift which will make it easier to use as well as significantly enhancing its capabilities.

This update will be the most momentous upgrade to the STARS system since its inception. The new, web-based version will be called: STARS Human Services Learning Center, or HSLC for short. Just like STARS now, HSLC will be able to:

- ⇒ **Schedule** training classes;
  - ⇒ Provide a comprehensive, searchable **catalog** of courses
  - ⇒ **Register** trainees for classes; and
  - ⇒ Maintain a current and historical **training record** for each staff person entered into the system.
- Additionally, *new capabilities* of the HSLC will include:
- ⇒ Enable trainees to **take online classes**, such as Web Based Training Courses (WBTs) within the HSLC. Once a transitional phase has been completed, this feature will eliminate the need to utilize a separate website and logon process in Training Space for online child welfare training. This capability is called a



**Learning Management System (LMS).**

- ⇒ **Share resource materials** associated with classes, such as Power Point documents, videos, and Computer Based Training modules. This capability is called a **Content Management System (CMS)**.
- ⇒ Complete online **class evaluations** and offer a more sophisticated class evaluation system.
- ⇒ Control the **sequencing of courses**, in cases where some classes or modules must be taken in a particular order.
- ⇒ Develop and track **individual training plans** for staff
- ⇒ Generate a more robust **array of reports** for local and state staff
- ⇒ Provide a more **accessible system of online help** available from each window with the click of a mouse. Help will include not only written content, but also videos that demonstrate procedures step-by-step.

As a result of these improvements, trainees will no longer need to sign onto Training Space to take either WBTs or iLinc classes. The HSLC will be used by state child welfare staff, as well as daycare providers, mandated reporters, and foster and adoptive parents. Its “look and feel” should be significantly easier to navigate for local users.

**What is the Implementation Plan?**

The HSLC’s statewide implementation is slated for late November, 2013. It is currently being tested by selected staff and the final bugs are being identified and fixed. Training has begun for district training coordinators and will begin to be offered to voluntary agency training coordinators in late October or early November. Keep your eyes on STARS for course announcements.

All of the individual training histories that are currently maintained in STARS will be electronically transferred into the new STARS HSLC electronic training record. There will be a transitional phase during the month of December during which the system’s user-interface will continue to look the same, while the new database structure and “behind the scenes” processes will begin to operate and will be closely monitored in a real environment. Sometime soon after the new year, the new user-interface will be made fully available to all local users. Once this has occurred, there is likely to still be a transitional period for WBTs—many WBTs will already be accessed directly via the new STARS HSLC system, while some will continue to be accessed via Training Space. Following the initial implementation phase, all of the current WBTs accessed on Training Space will be moved to the STARS HSLC system.

<b>HSLC Implementation Timeline: What to Expect</b>		
<b>Late October/ Early November</b>	<b>Late November</b>	<b>Early January</b>
<ul style="list-style-type: none"> <li>• Staff Development Coordinators at both districts and voluntary agencies will be trained on the new system</li> </ul>	<ul style="list-style-type: none"> <li>• Statewide Implementation</li> <li>• Transitional phase in which HSLC user-interface will remain similar to current STARS format</li> </ul>	<ul style="list-style-type: none"> <li>• HSLC new user-interface will be made fully available to all local users.</li> </ul>

## New Security Tip Sheet Now Available



A new CONNECTIONS security tip sheet: **Creating an On-Call Unit for Accepting After-Hours SCR Reports**, is now available on the CONNECTIONS website.

This tip sheet assists staff in creating an on-call unit for accepting after-hours SCR reports online, a prominent trend across the state. As all districts move towards receiving after-hours SCR reports online, they need to provide a number of staff to access these reports. The tip sheet offers helpful guidelines on how to create such a unit based on CONNECTIONS security procedures.

The tip sheet is available on both the CONNECTIONS intranet and internet pages at the following links:

*Creating an On-Call Unit for Accepting After-Hours SCR Reports Tip Sheet*  
[Intranet](#) / [Internet](#)

Additionally, you can learn more about the after-hours intake acknowledgement process project in the May 24th issue of CONNECTIONS *News for Users*, available on both the [intranet](#) and [internet](#).

## Citrix Desktop Upgrade Scheduled for October 28th

On Monday October 28th, the Citrix Desktop will be upgraded to the latest version. When this upgrade is complete, the look and feel of the Citrix Desktop will change. Nothing has to be done by local users when this change is completed, since the web addresses (URL's) and Citrix functionality will remain the unchanged.

A document outlining the changes users will experience is available on the CONNECTIONS Website at the following links:

Citrix Desktop Upgrade ([Intranet](#))

Citrix Desktop Upgrade ([Internet](#))

**Please notify all affected staff of this upcoming change.**



## New PHR Report Now Available

**Beginning on October 21st, two new PHR Reports will be available in COGNOS with data as of September 30th. The report will be refreshed the third Monday of each month.**

**The PHR Coming Due Detail Report** will provide supervisors and caseworkers with data on PHRs coming due in the coming quarter. The report will run the first day of each month and provide staff from local districts with PHR data on children for whom they are Case Manager and who are tracked in an open FSS with a program choice of Placement or Non-LDSS Custody. The report will provide staff in voluntary agencies with PHR data on

children for whom they are Case Planner in NYC/ACS stages.

**The PHR Management Report** will provide a retrospective look at the status of PHRs that were launched for a given three month period in the past (up to six months). It will be able to be produced on demand. Local district staff will see data for PHRs for which the district is Case Manager. NYC/ACS contract agencies will be able to obtain data for PHRS for which the agency is Case Planner.

**To access the PHR Reports and Report Descriptions follow this path in COGNOS:**

*Public Folders > Global Reports > OCFS > OCFS Data Warehouse > Child Welfare Services Reports > Permanency Hearing Reports*



## CONNECTIONS Fourth Quarter Training and Computer Training

A training calendar is now available that lists CONNECTIONS training opportunities throughout the entire second quarter, from October 1st through December 19th.

The CONNECTIONS Training Calendar begins with a chronological list of available classroom trainings. The final page of the calendar identifies CONNECTIONS web based trainings available at any time through [TrainingSpace.org](http://TrainingSpace.org).

The calendar is available at the following links:

CONNECTIONS Fourth Quarter Training Calendar  
( [Intranet](#) / [Internet](#) )

The fourth quarter CONNECTIONS training schedule, although accurate as of press time, is subject to change and should be regularly checked for updates on the Training Page of the CONNECTIONS Website.

Additionally, new **computer training** courses are available for the month of October in both instructor-led and via distance-learning options like Training Space and iLinc.

October training features Microsoft Visio, Excel, and Outlook. The full list of courses is available at the following links.

**October Classroom Training**  
([Intranet](#) / [Internet](#))

**October Distance Training**  
([Intranet](#) / [Internet](#))

# CONNECTIONS Clue

Got a new FSS on your Workload? Take 10 minutes now and save yourself time and aggravation later!

Doing some basic Data Maintenance now can save hours of “catch up” prior to a report Due Date! Making a habit of these simple steps every time a new FSS stage is assigned to you ensures that data is correct and up to date for the children in your care—and maintains your ability as the worker to access all areas within the case you need to complete.

- ◇ Review all demographic information for all members on the **Stage Composition tab**. Make sure contact information is up to date. Complete any missing information, including race/ethnicity information.
- ◇ Check each child’s **PPG/Program Choice** (FASP tab > Tracked Child button > Associate Worker tab) This will allow you to access and complete all goals and scales for the appropriate children.
- ◇ **Associate yourself** to the child(ren) you are responsible for (FASP tab > Tracked Child button > Associate Worker tab). This will allow you to access and complete all goals and scales for the appropriate child(ren).
- ◇ **Note:** Case Worker access is only available until the Case Planner Summary is launched and saved. If you are the Case Planner *be sure everyone has finished their contributions* before launching the



Case Planner Summary. There is no need to juggle roles from worker to worker to complete the FASP. This causes unnecessary delays in processing time and results in overdue reports.

- ◇ Make sure **Placement Information** is up to date and accurate (FASP tab > Tracked Child button > Placement Information tab). Note: Upstate Agency staff cannot update CCRS Placement information, so contact the Case Manager about any inaccuracies as soon as possible.
- ◇ Make sure your Agency is designated as **Health Responsible** so you can enter health information immediately. Case Managers and Case Planners (or those with access to their workloads) can designate Health Responsibility.
- ◇ Enter school/vocational information on the **Education tab**. School years run from August through July. Education information should be entered by October 1st of each year or whenever a child enters a new education program or school district. Be sure to add a new entry, not modify an existing one, so as to preserve the education history.

## Don't Forget Past CONNECTIONS Clues!

Past CONNECTIONS Clues are available on the CONNECTIONS Website at:

[CONNECTIONS Clues](#) (Intranet)

[CONNECTIONS Clues](#) (Internet)

