



CONNECTIONS Training Bulletin

Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 1

TRAINING LENGTH

2 hours

REGISTRATION

Pre-registration in STARS/HSLC is required. Once registered, participants can access the course within STARS/HSLC. (<https://www.hslcnys.org/hslc>).

Please note: There are no training fees charged to local district social services and voluntary agency personnel for CONNECTIONS trainings.

RECOMMENDED PREPARATION

Prior to beginning this training, it is highly recommended that all participants be familiar with the existing Family Services Stage (FSS) in CONNECTIONS.

REQUIRED PLUG-IN

Adobe Flash Player version 10.0 or newer is required to view the self-paced web-based trainings and to complete the practice simulations in the iLinc training.

LOOKING FOR CONNECTIONS TRAINING IN STARS/HSLC? SEARCH UNDER...

Provider:
"SUNY Albany - PDP"

Course Content:
"Systems Connections"

PURPOSE

Training on Phase 1 of the Family Services Stage (FSS) modernization will be available in two forms: an instructor-led iLinc training and a self-paced, web-based training. The purpose of both trainings is to familiarize workers with the system changes being implemented in Phase 1. Participants will receive a brief overview of the major changes, demonstration of the enhanced Person List and Stage Summary windows, and several opportunities for hands-on practice with these new windows. Both training options will be available the week of April 20, 2015.

INSTRUCTOR-LED VIA LEARNLINC

LL:Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 1

This live training is intended for key users who will act as support to other staff members learning to work with the modernized FSS. Key users may include supervisors and/or resource users. **There will be a limited number of seats**

COVERED TOPICS

Demonstrations and practice will focus on the following CONNECTIONS features:

- FSS-specific links in the **NAVIGATION PANE** of the workload
- modernized Progress Notes window
- Person List window for an FSS stage
- new **Addit. Detail** tab
- Multiple Person Update
- Stage Summary window

SELF-PACED VIA STARS HSLC

Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 1 (HSLC web)

This training is intended for any district and voluntary agency workers who maintain the family composition and demographic

Questions regarding these trainings or inquiries regarding special requests can be directed to: CONNECTIONS@albany.edu





CONNECTIONS Web-Based Training

Launching Asynchronous Web-Based Training in STARS/HSLC

Logging in to STARS/HSLC to Access Web-Based Training

- 1 Open a browser window.
- 2 Navigate to STARS/HSLC (<https://www.hslcnys.org/hslc/>).
The STARS Human Services Learning Center logon page displays.
- 3 Enter your username and password in the respective fields.
- 4 Click the **Login** button.
Your customized home page displays.

Accessing a Training

- 1 Place your cursor over the **User** drop-down menu at the top of your home page and click the **My Registration** link.
*The **Current Registration** page displays.*
- 2 Click the **Open/Close** icon () for the training you wish to access.
The content grid displays, listing one or multiple course components.
- 3 Click the **Launch** icon for the appropriate content ().
The training displays in a new browser window/tab.
- 4 When you have completed the training, return to the **Current Registration** page.
- 5 Press the **F5** key on your keyboard to refresh the page.
*The **Participant Reaction Questionnaire** link enables under the content grid.*
- 6 Click the **Participant Reaction Questionnaire** link.
The questionnaire displays.
- 7 When you have completed the questionnaire, click the **Submit Questionnaire** button.
Upon submitting the questionnaire, the level 2 post-test will be available for you to complete.

HSLC TECHNICAL SUPPORT

For assistance with HSLC, please call the HSLC Help Desk at this toll-free number:

(800) 413-3210

Support Specialists are available weekdays between the hours of 8:00am and 4:00pm to provide technical assistance and information.

You may also send an email to:
starssupport@bsc-cdhs.org

FORGOTTEN YOUR CREDENTIALS?

HSLC USERNAME: Your HSLC Username is an email address, typically the one you use for work correspondence.

HSLC PASSWORD: Click the **Forgot password?** link on the logon page. You will then be guided through a series of steps to reset your password.





CONNECTIONS LearnLinc (iLinc) Training Bulletin

LL:Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 1

2015 TRAINING SCHEDULE (all classes are 2 hours)

- ✓ **Monday, April 20** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Tuesday, April 21** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Wednesday, April 22** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Thursday, April 23** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Friday, April 24** - 9:30am and 11:30am (multiple sessions)
- ✓ **Monday, April 27** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Tuesday, April 28** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Wednesday, April 29** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Thursday, April 30** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Friday, May 1** - 9:30am and 1:30pm (multiple sessions)
- ✓ **Thursday, May 7** - 9:30am and 1:30pm (one session each)
- ✓ **Friday, May 8** - 9:30am and 1:30pm (multiple sessions)

TRAINING LENGTH

2 hours

REGISTRATION

Pre-registration in STARS/HSLC is required. Once registered, participants can access the course within STARS/HSLC. (<https://www.hslcnys.org/hslc>).

Please note: There are no training fees charged to local district social services and voluntary agency personnel for CONNECTIONS trainings.

RECOMMENDED PREPARATION

Prior to beginning this training, it is highly recommended that all participants be familiar with the existing Family Services Stage (FSS) in CONNECTIONS.

REQUIRED PLUG-IN

Adobe Flash Player version 10.0 or newer is required to view the self-paced web-based trainings and to complete the practice simulations in the iLinc training.

LOOKING FOR CONNECTIONS TRAINING IN STARS/HSLC? SEARCH UNDER...

Provider:
"SUNY Albany - PDP"

Course Content:
"Systems Connections"

