

# STARS: Major Upgrade Coming Soon!



## Overview

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.

### New Capabilities of HSLC will include:

- ❖ Enable trainees to take online classes, such as Web Based Training Courses (WBTs) within HSLC. Once a transitional phase has been completed, this will eliminate the need to use a separate website and logon process such as for TrainingSpace.
- ❖ Share resource materials associated with classes, such as Power Point documents, videos, and Computer Based Training modules.
- ❖ 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, state, and voluntary agency staff
- ❖ Provide a more accessible system of online help available from each. Help will include not only written content, but also videos that demonstrate procedures step-by-step.

The HSLC will be used by state, local, and voluntary agency 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 users.

## Important Information for Voluntary Agencies

### User Access:

- ❖ Access to STARS HSLC should be given on an individual basis – each Registration Coordinator should receive their own account (there should be no sharing of accounts).
- ❖ Permission to STARS HSLC is quite granular and may be customized for each user.
  - For example, staff may be assigned as Training Coordinator or Assistant Training Coordinator and access at each of those levels may be limited as needed.
  - Your staff member’s level of access can be changed at any time upon your request.
- ❖ For guidance in assigning permissions, please contact STARS HSLC Support at: [starssupport@bsc-cdhs.org](mailto:starssupport@bsc-cdhs.org).

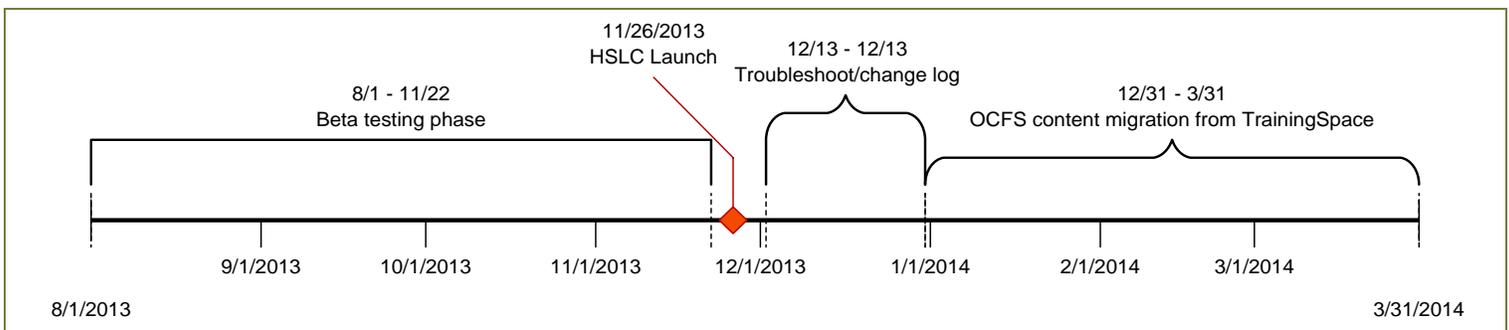
## What is the Implementation Plan?

HSLC is currently being tested by and the final bugs are being identified and fixed. Training has been offered throughout the year – if you have not already received STARS HSLC Training, check STARS for current training dates or contact STARS HSLC Support at: [starssupport@bsc-cdhs.org](mailto:starssupport@bsc-cdhs.org).

The HSLC’s statewide implementation is slated for November 26, 2013. 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 similar to the current STARS Format.

In Early January, the new user-interface will be made fully available to all users. As you are aware, there will still be a transitional period for WBTs —many WBTs will be accessed directly via the new STARS HSLC system, while some will continue to be accessed via Training Space during the initial implementation phase.

## What is the Implementation Timeline?



## How can I prepare for the release of STARS/HSLC?

	Yes/No
Do I have an account to login to <a href="https://www.hslcnys.org">https://www.hslcnys.org</a> ?	
Have I attended training for STARS/HSLC?	
Have I accessed the online help documents and reference guides?	
Have I verified the accuracy of my agency and staff data?	
Have I ensured each personnel record has a valid and unique email address?	
Have I verified the accuracy of my training sites in STARS?	
Have I verified the accuracy of my Agency / Branch Contact information in STARS?	

## Who do I contact for help with STARS / HSLC?

- ❖ For assistance with HSLC, please contact the HSLC Help Desk at this toll-free number: 1 (800) 413-3210.
- ❖ You can also send an email to: [starssupport@bsc-cdhs.org](mailto:starssupport@bsc-cdhs.org).
- ❖ HSLC Support Specialists are available to provide technical assistance between 8:00 AM and 4:00 PM each weekday.