



CONNECTIONS Training Bulletin

Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 4

TRAINING LENGTH

2 hours

REGISTRATION

Pre-registration in STARS/HSLC is required for both of these trainings. Once registered, participants can access the instructor-led training via iLinc (<https://nysocfs.ilinc.com>) and the self-paced training via STARS/HSLC.

(<https://www.hslny.org>).

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 Assessment and Service Plan and Service Plan Review windows in CONNECTIONS.

REQUIRED PLUG-IN

Adobe Flash Player version 10.0 or newer is required for *Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 4 (HSLC web)*. This technology enables the simulations and interactive exercises to run.

PURPOSE

Training on Phase 4 of the Family Services Stage (FSS) modernization will be available in two forms: an instructor-led iLinc webinar and a self-paced, web-based training. Participants are encouraged to complete either training, based on their ideal learning style and agency preference.

The purpose of both trainings is to familiarize district and voluntary agency workers with the system changes being implemented in Phase 4. Participants will receive a brief overview of the major changes, instruction on the modernized Family Assessment and Service Plan and Service Plan Review windows, and details of the system changes that support the Preventing Sex Trafficking and Strengthening Families Act.

INSTRUCTOR-LED VIA ILINC

LL: Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 4

This training is intended for workers who would prefer to receive a narrated overview of the Phase 4 changes from a live instructor, with the opportunity to ask and receive answers to questions. **There are a limited number of seats available for this training.**

COVERED TOPICS

Specifically, discussion will include details of the following:

- modernized *Family Assessment and Service Plan* and *Tracked Children Detail* windows
- certain FASP nodes/sub-nodes
- modernized *Removal Update* and *Check FASP Detail* windows
- modernized windows of the Service Plan Review functionality
- new windows and other changes that support the Preventing Sex Trafficking and Strengthening Families Act

SELF-PACED VIA STARS/HSLC

Changes to the CONNECTIONS Family Services Stage (FSS) - Phase 4 (HSLC web)

This training is intended for workers who would prefer to learn about the Phase 4 changes at their own pace, with the aid of hands-on practice using the modernized windows.

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





CONNECTIONS Training Bulletin (continued)

Launching Asynchronous Web-Based Training in STARS/HSLC

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.

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.





CONNECTIONS Training Bulletin (continued)

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2016 Training Schedule (all classes are 2 hours)

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- ✓ **Monday, April 11**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Tuesday, April 12**
10:00am and 1:30pm
(one session each)
- ✓ **Wednesday, April 13**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Friday, April 15**
10:00am and 1:30pm
(one session each)
- ✓ **Monday, April 18**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Thursday, April 21**
10:00am and 1:30pm
(one session each)
- ✓ **Friday, April 22**
10:00am and 1:30pm
(one session each)
- ✓ **Monday, April 25**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Tuesday, April 26**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Thursday, April 28**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Friday, April 29**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Monday, May 2**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Tuesday, May 3**
10:00am and 1:30pm
(one session each)
- ✓ **Wednesday, May 4**
10:00am and 1:30pm
(one session each)
- ✓ **Thursday, May 5**
10:00am and 1:30pm
(multiple sessions)
- ✓ **Friday, May 6**
10:00am and 1:30pm
(multiple sessions)





CONNECTIONS Training Bulletin (continued)

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Instructions for Congregate Viewing

Some training locations may find it is more effective to set up a single computer with a projector and have multiple trainees follow the iLinc webinar using a single iLinc account. When using this group/congregate viewing approach, the Professional Development Program (PDP) requests that you follow the procedures below.

Prior to Training:

1. The agency's Staff Development Coordinator (SDC) or equivalent **must** notify PDP staff Tammy Nardini (tnardini@albany.edu) or Tricia Gagnon (tgagnon@albany.edu) **at least one week prior to target training session** that the agency will hold congregate viewing for that session, providing the date and time of the session.
2. The agency identifies a site contact (preferably the SDC) and registers this person in STARS/HSLC for each session that will use congregate viewing at their location. The iLinc account for this site contact must be used to join the training in iLinc.
3. The SDC reserves a room that has a computer with Internet connection, projector and screen, computer speakers, and sufficient space for all trainees.
4. PDP provides the SDC with an attendance roster and level 1 and 2 evaluations for each session scheduled at the location.

At Training Delivery:

1. The SDC assures completion of the attendance roster for all trainees who attend the session.
2. The SDC distributes and collects training evaluation forms from all trainees.

Post Training:

1. The SDC scans and emails the training attendance roster and all training evaluation forms to: CONNECTIONS@albany.edu.
2. PDP completes registration in STARS/HSLC of all trainees listed on the provided attendance roster.

