



CONNECTIONS Training Bulletin

Documenting Casework Contacts with Foster Children in CONNECTIONS (HSLC web)

TRAINING LENGTH

45 minutes

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.

REQUIRED PLUG-IN

Adobe Flash Player version 10.0 or newer is required to complete the course simulations, demonstrations, and interactive knowledge checks.

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

Provider:
"SUNY Albany - PDP"

Course Content:
"Systems Connections"

PURPOSE

The purpose of this course is to provide district and voluntary agency casework and supervisory staff with detailed instruction on the proper completion of progress notes that document casework contacts with foster children. Proceeding at their own pace, learners will discover how to properly complete the fields on the Progress Notes window, the appropriate content of narratives, and supports available to help maintain compliance with the contact requirements.

COVERED TOPICS

Module 1: Course Introduction - Discover how to navigate and complete the course.

Module 2: Casework Contact Requirements - Learn what comprises a casework contact with a foster child.

Module 3: Recording a Casework Contact - Learn how to properly record casework contacts in CONNECTIONS.

Module 4: Support and Compliance Monitoring Tools - Discover additional tools available to help determine whether all required casework contacts for a child have been made.

Module 5: Course Wrap-Up - Review covered topics and learn how to receive credit for course completion.

RECOMMENDED PREPARATION

Learners taking this course should be experienced CONNECTIONS users or if new to CONNECTIONS, should have already completed the *Introduction to Your CONNECTIONS Workload (HSLC web)* computer-based training and the *LL: Working with Progress Notes in CONNECTIONS* iLinc training, or the *CONNECTIONS Case Management for Child Welfare Workers* classroom training.

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.

STARS/HSLC TECHNICAL SUPPORT

For assistance with STARS/HSLC, please call the 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:
starsupport@bsc-cdhs.org

FORGOTTEN YOUR CREDENTIALS?

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

STARS/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.

