



Instructions on Registering for *LGBTQ+ Inclusive Case Management for RHY Providers* in HSLC

[20-OCFS-ADM-03](#) requires every certified residential Runaway and Homeless Youth program to create a training plan addressing specific concepts of LGBTQ cultural competency (<https://ocfs.ny.gov/main/youth/rhy/regulations.asp>). To support programs in meeting this requirement, OCFS provides *LGBTQ+ Inclusive Case Management for RHY Providers*, available 24/7 on HSLC. These instructions are provided to help staff locate and access the training in the HSLC system.

1. Use your Internet browser to go the Human Services Learning Center Website (<https://www.hslcnys.org/hslc/>) and click Log in.
2. Click on the tab “Learning” in the menu at the top of the page.

The screenshot shows the Human Services Learning Center website. The browser address bar displays <https://www.hslcnys.org/hslc/Home.cfm>. The website header includes a navigation menu with items: Home, User, Learning (highlighted with a red circle), Manage Staff, Reports, Help, and Logout. Below the header, there is a welcome message, a phone support update, and a table of mandated training completion. The table has columns for Course, In Compliance, Last Completed, and Due Date.

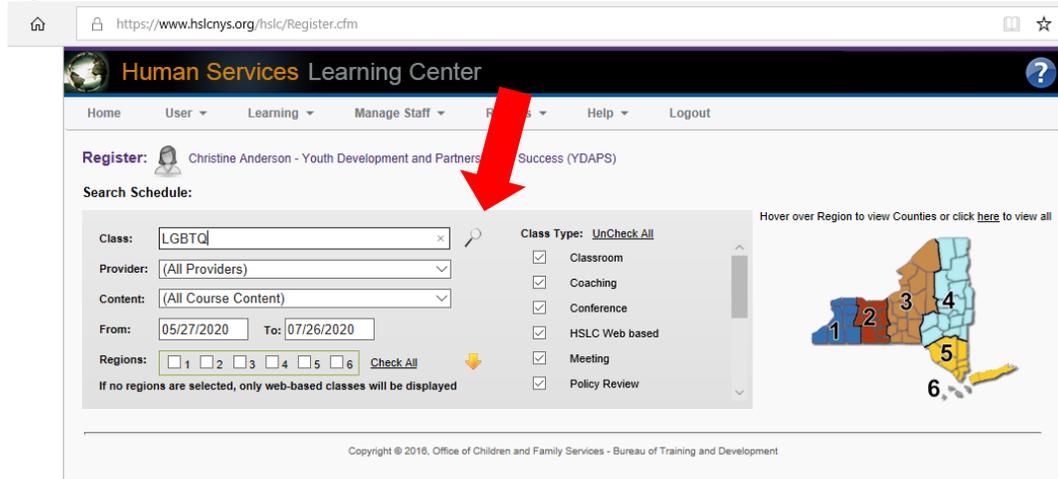
Course	In Compliance	Last Completed	Due Date
HIPAA Training		10/07/2018	12/01/2020
Human Trafficking/Commercial Sexual Exploitation of Children: An Overview	✓	09/30/2018	12/01/2020
Language Access Training		11/27/2019	12/01/2020
Prevention of Workplace Discrimination for Supervisors			12/01/2020
SLMS: Equal Employment Opportunity (EEO): Rights and Responsibilities		05/24/2019	12/01/2020
SLMS: Ethics for Employees		05/24/2019	12/01/2020
SLMS: Fire Safety and Emergency Evacuation		05/24/2019	12/01/2020
SLMS: Information and Cyber Security Awareness		05/24/2019	12/01/2020

3. Choose “schedule” from the drop-down items.

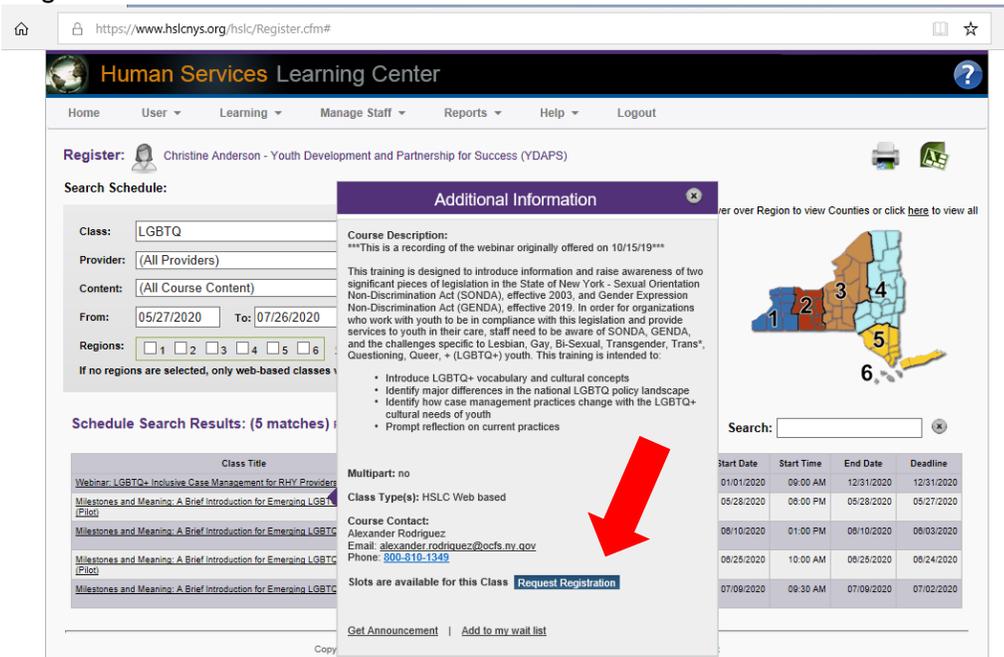
This screenshot shows the same website as the previous one, but with the 'Learning' dropdown menu open. The 'Schedule' option is highlighted with a red circle. Other options in the dropdown include 'Course Catalog' and 'Resource'. The rest of the page content, including the mandated training table, remains visible.



4. Find the “Class” search bar and enter “LGBTQ”. Click on the magnifying glass icon to begin the search.



5. The webinar “LGBTQ+ Inclusive Case Management for RHY Providers” will appear in the search results.
6. Hover over the title of the training and a pop-up will appear with training details. Within that pop-up box is a tab that states “request registration”. Click to register yourself for the training.



7. Each agency has a HSLC training coordinator. This person will receive your registration request and must approve it. Once approved, the participant will receive an email directly from HSLC informing them that the registration has been approved, as well as an email with the registration for the training.

For questions about the RHY training policy or regulations, please contact RHY@ocfs.ny.gov. For HSLC IT support, please contact: HSLCSupport@hslcnys.org.