

Center for Development of Human Services – CDHS

Statewide Training Automated Registration System

STARS

*Web-Based Program
for HRA*

Field Definitions

STARS for HRA Definitions

1. Login Screen

- a. **STARS ID:** User name; User id that allows user access
- b. **Password:** Characters that allow user access

2. Agency Maintenance Screen

- a. **Name:** Label that identifies your agency.
- b. **Address:** Address of the agency.
- c. **City:** Metropolis, municipality.
- d. **Zip Code:** Zip code.
- e. **Phone:** Telephone number of agency.
- f. **Phone Ext:** Phone extension
- g. **Fax:** Facsimile number of agency.
- h. **Primary Contact:** Name of STARS person responsible for agency.

3. Job Title Maintenance Screen

- a. **Job Title:** Name that represents a person's employment. User-defined field. When entering a personnel record, job title is required information.

4. Job Unit Maintenance Screen

- a. **Unit:** Organizational component to which people are assigned. User-defined field. When entering a personnel record, job unit is required information.

5. Personnel Profile

- a. **Status:** Indicates whether the person is working or no longer working for the agency. The options are Active or In-Active. Note: The default selection is Active.
- b. **First Name:** Given name.
- c. **Middle Initial:** First letter of middle name.
- d. **Last Name:** Surname, family name.
- e. **Last 4 SSN:** Last four digits of Social Security Number.
- f. **Gender:** Male or Female.
- g. **Email:** E-mail address.
- h. **Job Title:** Name that represents a person's employment position. User-defined field. When entering a personnel record, you will need to select a job title.
- i. **Job Unit:** Organizational component to which people are assigned. User-defined field. When entering a personnel record, you will need to select the unit to which the person belongs.
- j. **Job Type:** Occupational category. This is a State-defined field. Options available for selection include: Administrator, Caseworker/CaseMgr/SocialWork, Clerical/Support Staff, Consultant, Direct Child Care Worker, Eligibility Worker, Foster/Adoptive Parent, Health Care Worker, Investigator, Professional (Policy, ProgDev),

Recreation Specialist, Supervisor/Manager, Teacher Vocational Specialist, and Volunteer Worker.

- k. Date Hired:** Date that employment began.
- l. Job Change:** Reason for alteration of employment status. This is a State-defined field. Options available for selection include: Change of Job Status, Change of Unit, Deceased, End of Temporary Assignment, Leave of Absence, New Hire, Part Time, Permanent, Promotion, Reassigned, Resigned, Retired, Return from Leave of Absence, Temporary, Terminated, and Transfer.
- m. Job Change Date:** Date of employment status change due to a promotion, termination, transfer, etc.
- n. Staff Type:** Organizational category. Options available for selection include: Employee, Student, Other and Foster Parent.
- o. Functional Area:** Represents the job functional group within the agency. This is a State-defined field. Options available for selection include: Administrative Functions, Adoption, Adult Services, Blind & Visually Handicap, Child Protective Services, Child Support Enforce, Day Care, Dept of Health/Other, Dept of Labor/Other, Disability Determinations, Domestic Violence Prev, Energy Programs, F-30 NonAdmin/Local, Food Stamps, Foster Care, Fraud & Abuse, Homeless Services, Indian Affairs Services, Legal Affairs / Counsel, Managed Care, Medicaid Eligibility, Medicaid Skills, OCFS Rehabilitative Srv, Prev/Family Supp Svc, Residential Child Care, Program Services, Program Support Comm Serv, Quality Assurance, Services / Other, Temporary Assistance, Transitional Services, and Welfare to Work. Note: Up to three may be specified. At least one is required.
- p. Percent:** The proportion of resources allocated to each functional area. If a person has more than one functional area, all the percentages will add up to 100.
- q. Notes:** Additional comments you may wish to add regarding personnel, such as emergency information, special medical conditions, etc.

6. Connections Build 18 Training Registration Screen

- a. Course Name:** Name of the course.
- b. Course Description:** Summary of the course.
- c. Training Title:** Specific training name.
- d. Training Site:** Training location; generally a hotel or other building.
- e. Start Date:** The date training begins.
- f. End Date:** The date training ends.
- g. Deadline Date:** Last day users can register on-line, usually two weeks prior to the start date of training, unless the training becomes full prior to this date. Otherwise, training is closed for nomination after the deadline date.

7. Connections Build 18 Only Trainee Selection Screen

- a. **Name:** Trainee name.
- b. **Register:** Clicking in the corresponding check box will nominate the selected trainee name.

8. Training Registration Screen

- a. **From: and To:** Start Date range for which you wish to view deliveries.
- b. **Provider:** You can view deliveries for a specific provider or all providers.
Note: The default selection is <ALL>.
- c. **Course Content:** You can view deliveries for a specific content or all contents. Note: The default selection is <ALL>.
- d. **Region:** You can view deliveries for one or more regions.
- e. **Training Title:** Specific training name.
- f. **Start Date:** The date training begins.
- g. **End Date:** The date training ends.
- h. **Deadline Date:** Last day users can register on-line, usually two weeks prior to the start date of training. Training is closed for nomination after the deadline date.
- i. **Training Site:** Training location; generally a hotel or other building.
- j. **Training City:** Metropolis, municipality of training location.

9. Trainee Selection Screen

- a. **Name:** Trainee name.
- b. **Register:** Clicking in the corresponding check box will nominate the selected trainee name.
- c. **Priority:** Ranking system used by providers when making cuts (rejections). The lowest number has the greatest priority and vice versa.

10. Lodging Information Screen

- a. **Trainee:** Trainee Name.
- b. **Arrival Date:** The date the trainee arrives at the hotel.
- c. **Departure Date:** The date the trainee leaves the hotel.
- d. **Room Type:** Options are Commuter, Single, Double, Triple, Quadruple.
- e. **Gender:** Male or Female.
- f. **Handicap:** Flagged for trainees with special needs.
- g. **Smoking:** Flagged for trainees who require a smoking room.
- h. **Notes:** Used to indicate roommate or special needs.