

# STARS Local Log of Program Updates

## 10/21/2011

As per request from the STARS Local User Group, the following updates have been made in the STARS Local program.

In the State Training > Update Nominations section of the STARS Local program:

- Display nominations and allow changes up to 5 days before the training start date, regardless of the training registration deadline date.
- Display nominations, but don't allow changes, from 4 days before the training start date, until the training start date.
- Display the number of training participants and maximum number of trainees.
- If a trainee is cancelled after the registration deadline date, send an email alert to the training provider.

In the State Training > Nominate for State Training, Local Training > Manage Local Trainings, and Data Maintenance > Personnel sections of the STARS Local program:

- Update the Search by Last Name feature from a "starting with" search type to a "contains" search type.

## 10/18/2010

An option for certifying courses that meet the CPS In-service requirements is now available when a user is in the Manage Local Courses section of STARS. A link to the PDF Local Commissioners Memorandum (LCM) is also available for reference.

## 9/13/2010

As per request from OCFS, an option for "Technical Difficulties" has been added to the "Reasons for cancellation" drop-down that appears when a user cancels a nomination in the Update Nominations section of STARS. This option is in addition to the following:

- Already Taken the Course
- Court Appearance
- Did Not Take PreRequisite(s)
- Family Emergency
- Illness
- Left The Agency
- No Longer Needed
- Nomination Error
- Scheduled for Another Training
- Scheduling Conflict
- Slot Re-Assigned

- Told to by Supervisor / Employer
- Unable to Contact Nominee

## **9/2/2010**

When a user changes filters on the Trainee History Report screen, clicks on Generate Report, and then goes back to the Trainee History Report screen, the filters will be the same as the last time the report was generated. This will remain in effect until the user logs out, or closes the browser.

## **7/1/2010**

People Who Did Not Attend a State Master Course Training (Report #44) was added to the State Reports section. This report displays the Unit Name and Trainee Name and is filtered by Master Course and Unit. The report is grouped by Unit and sorted by Trainee Name.

Added the option to “Show All Trainings” to the Trainee Training History report. If unchecked (default setting), only attended, partial attended, and onsite attended are shown.

Upcoming Trainings By Course (Report #43) was added to the State Reports section. This report displays Training Title, Training Site, Start/End Dates, and Deadline Date for the selected Date Range and Course. The report is sorted by Training Title and then by Start Date.

## **6/17/2010**

The Local Training Roster (Report #13) was updated to include external trainees.

## **6/10/2010**

People Who Attended a State Master Course Training (Report #42) was added to the State Reports section. This report displays the Trainee Name, Training Start/End Dates, Completed Hrs/Sessions, and Training Site for the selected Master Course, Date Range, and Unit, and is sorted by Trainee Last Name. The Master Course filter allows users to generate a listing of people who attended a State master course for a date range that spans across multiple years.

## **5/5/2010**

Added trainee last name search for smaller sized counties on trainee add screen.

Added training title search to Nominate for State Training screen.

## **4/19/2010**

iLinc courses now require both an email address and user id.

## **1/13/2010**

When a user selects “Pending/notification for meeting CPS in-service requirements” in the course profile screen via the Manage Local Courses option, the text field “Provided By” will display. The name of the provider agency should be entered in this field.

## **12/8/2009**

As per request from STARS Local users, we added the option to register external trainees to local trainings. This option allows counties to register active staff from other local districts, private human service agencies, public agencies, and foster parent/adoptive/daycare providers to their local training events.

## **7/22/2009**

As per request from the state, we have updated the CPS In Service Completed report (#30) and the CPS In Service Not Completed report (#31) to look at the *completion status* for registrants of Training Space training that meets in service CPS requirements. Previously, the reports only looked at attendees for Training Space classes with the status of “Delivery Closed”. Now, when the trainee status changes to “Attended”, the trainee will get CPS in service credit for Training Space training that is still “Open Nomination”.

## **6/10/2009**

Teleconferences were removed from State Training Activity (Report #39), as these are already being reported in the Quarterly Training Activity Log (DSS 2138-B Report #22).

State Training At County Building Trainees (Report #41) was added to the State Reports section for counties that host state trainings. This report displays Trainee Name and Agency and is sorted by Last Name.

The option to display the training description was added to the Trainee History Report.

The Training Title was added to “People Who Attended a State Training (Report #15). This report is now grouped by Training Title.

The SDC memo was added to the Local Confirmations.

When an SDC nominates a trainee for a state training, an email indicating the nomination is sent to the trainee if the trainee has an email address entered in the STARS personnel profile.

## **5/26/2009**

The Participant Reactions (Report #32) was updated to include a button labeled “Open Ended Questions”. This button allows users to view the responses to open ended questions for participant reaction questionnaires that were either scanned to PDF format or submitted online.

## **5/15/2009**

Conference Workshop Selection (Report #40) was added to the State Reports section. This report displays conference workshop selections by session and is sorted by person.

## **5/14/2009**

When a user cancels a nomination in the Update Nominations section of STARS, the user must choose a reason for cancellation from the corresponding drop-down.

## **2/24/2009**

State Training Activity (Report #39) was added to the State Reports section. This report is based on State trainings and displays the Training Name and Training Dates, Number of Sessions, Number of Hours, Number of Trainees, Number of Trainee Hours, and Number of Trainees and Trainee Hours by Functional Area, sorted by Start Date and then by Training Name. This report also includes grand totals.

## **2/11/2009**

When a supervisor’s personnel record is set to inactive, or the “Is A Supervisor” box is unchecked, a new screen will appear when the record is saved. This screen allows you to select a new supervisor for all active personnel associated with the previous supervisor.

## **2/6/2009**

Supervisor fields were added in the Personnel Maintenance screen. Checking the box labeled “Is a Supervisor” will flag a staff record as a supervisor. Staff records that are flagged as supervisors become part of the “Supervisor” drop-down field which is used to select the supervisor name for a staff record. Local districts are encouraged to update the supervisor fields in the STARS Personnel Profile. This information will be used by the State training providers when participants are registered for Common Core Trainings and other State trainings.

## **2/5/2009**

A Status filter (No Show, Attended, and Registered) was added to the No Shows, Attended, and Registered Report (Report #24).

## **12/18/2008**

State Training Hours (Report #38) was added to the State Reports section. This report displays the Unit Name, Trainee Name, and State Training Hours, sorted by Unit Name and then by Trainee. The report also includes total hours by unit and a grand total.

## **12/16/2008**

A Staff Type filter was added to the No Shows, Attended, and Registered Report (Report #24).

The tab movement was improved to follow the proper order in the Manage Local Trainings scheduling screen.

When scheduling a local training, the program checks that the Sessions and Hours fields do not contain a zero value.

A last name search feature was added to the training registration screen when adding trainees for State trainings for smaller counties (counties with 400 or less personnel).

## **11/25/2008**

Online Training Completion Status (Report #37) was added to the State Reports section. This report displays the last module completed by each trainee registered for the online components of the CW/CPS Common Core Training.

## **11/4/2008**

A menu option for SITTS was added to the STARS Local web-based program. It opens SITTS in a separate window.

## **10/22/2008**

A filter for job unit was added to the Trainee History Report that is part of the Reports section in the STARS Local web-based program. The Unit filter allows you to generate trainee history reports for staff assigned to a specific job unit.

## **7/16/2008**

We have updated the program to alleviate refreshing of the Manage Local Training screen. It now only refreshes when choosing a training site or clicking the Submit or Cancel button. This enhancement required removal of the Compute Hours button. Therefore, you will need to manually enter hours and sessions when scheduling or editing local trainings.

## **6/20/2008**

A link to SITTS (STARS Individual Training Tracking System) was added in the STARS portal.

## **6/16/2008**

The number of staff displayed was increased in both the State and Local Nomination screens.

The Training Site and Training Provider columns were removed from the Nominate for State Training screen for less scrolling.

All parts and locations were added to the Successfully Registered screen for multi part trainings.

If the first part of multi part training is iLinc, then the city displayed in the Nominate for State Training screen will be for the first non-iLinc part.

For counties with 400 or more active staff: A select group option was added to both the State and Local Training Registration screen. How this option works - The user selects a group of last names, for example A to E, and then clicks the Go button. Names that are part of this group will load in the grid.

The Additional Information section on the State Training Announcement has been moved so that it is below the training times. Also, this section is now in bold text.

The middle initial was added to the Trainee column in both the Update Nominations screen and Manage Local Trainings screen.

A Course Name search function was added to the Manage Local Courses screen.

The following filters were added to the Manage Local Trainings screen: Course Content; From and To dates, which replace the Year filter.

The View Training Details option was added to the Manage Local Trainings screen.

Announcement and Confirmation Memo options were added to the Manage Local Trainings section.

The phone number was updated in the Personnel Maintenance section so that it is entered in separate parts.

The Training List (Report #26) was renamed to Upcoming Trainings with Registered Staff from County (Report #26).

Courses Meeting CPS Requirements (Report #34) was added to the State Training Reports section. This report displays the Course Name and Provider and is sorted by Course Name and then by Provider.

Upcoming Local Trainings with Registered Staff (Report #35) was added to the Local Training Reports screen. This report displays the Training Title, Training Site, Start Date, and End Date for trainings for which staff are registered and the training end date has not passed. It is sorted by Training Title.

The Local Trainee List (Report #36) was added to the Local Training Reports screen. This report displays the Trainee and Unit. It is filtered by trainings for which staff are registered and the training end date has not passed. It is sorted by Trainee.

A sign-in line was added to the Local Training Roster (Report #13).

The Training List report restriction that would only show trainings before their deadline date had passed was replaced with the training end date.

The Demographics Report was modified to show active status column only if all personnel is selected. Otherwise, active/inactive is displayed in the report header.