

Center for Development of Human Services – CDHS
Statewide Training Automated Registration System

STARS

for Training Providers

Quick Start

January 2012

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Logging In

Overview

A STARS ID and Password were assigned to you. This unique login is used to access the STARS Provider program.

Walk-through

1. Open Internet Explorer.
2. In the address line, type: <http://stars.bsc-cdhs.org>
3. Select Training Providers > Online Applications > STARS Registration
The STARS Log In screen will appear.
4. Enter the User Name and Password assigned to you.
5. Click the **Log In** button. The STARS Main Menu is displayed across the top of the page.



The screenshot shows the STARS Provider Application login screen. At the top, there is a blue header bar with the CDHS logo on the left, the STARS logo (Statewide Training Automated) in the center, and the New York State Office of Children & Family Services logo on the right. Below the STARS logo is a navigation menu with the following items: Training Management, Evaluation, Reports, Data Maintenance, Utilities, User Accounts, and Logout. The main content area is white and contains the text "STARS Provider Application" in bold, followed by "Welcome to the Stars Application. Please select a menu option above to continue." At the bottom of the page, there is a green footer bar with the text "Contact Us ©1997 - 2011 CDHS/Research Foundation of SUNY/BSC/CDHS".

Changing the Active Agency

Overview

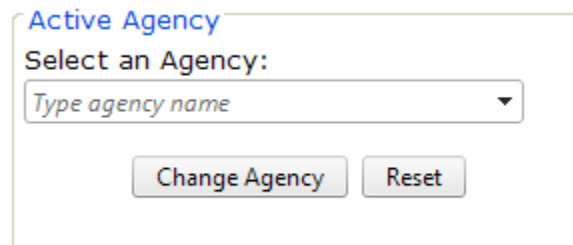
Certain options that are part of the Data Maintenance tab allow the user to change the active agency. By default, the active agency is the training provider. Changing the active agency becomes necessary when the training provider needs to add a record for an agency that does not have access to STARS, for whatever reason. The following steps for selecting the active agency are applicable to the Job Titles, Job Units, and Personnel options.

Walk-through

1. On the **Data Maintenance** tab, select one of the following options: **Job Titles**, **Job Units**, or **Personnel**.
2. In the Active Agency section, click the link to change the agency. The link appears similar to the following:

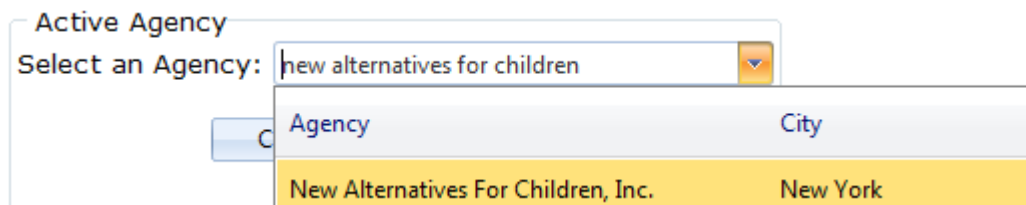
Active Agency
[SUC Buffalo - CDHS \(click to change agency\)](#)

Upon clicking the link, the Select an Agency field appears:



Active Agency
 Select an Agency:
 Type agency name
 Change Agency Reset

3. Put your cursor in the field and enter at least three letters of the agency name. The drop-down list displays results which match the characters you entered:



Active Agency
 Select an Agency: new alternatives for children
 Agency City
 New Alternatives For Children, Inc. New York

4. Select the name of the agency that you want to set as the active agency.
5. Click the **Change Agency** button.

Verifying the Job Unit Exists

Overview

The Job Unit is an organizational component to which personnel and courses are assigned. The Job Unit field is part of the personnel profile and should reflect the unit to which staff is assigned. It is also part of the course profile and should reflect the unit or training department that is delivering the instruction. Before adding a personnel record or a course, you should first verify that the job unit exists.

Walk-through

1. On the **Data Maintenance** tab, select **Job Units**. The Job Unit Maintenance screen appears similar to the following:

Active Agency
[SUC Buffalo - CDHS \(click to change agency\)](#)

+ Add new Job unit	
	Description
	<input type="text"/>
	Administration
	Adolescent Service Resource Network
	Child Welfare
	Children's Aid Society
	College Relations
	Connections
	Cost Sharing
	Curriculum Developme
	CW Common Core
	CW NYC Risk Academy

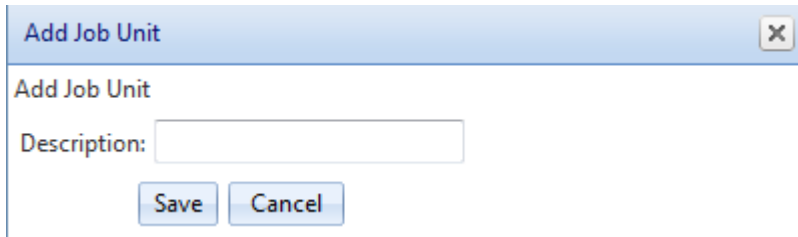
Page size: 10

Job units are sorted alphabetically.

2. Verify whether the job unit is part of the job unit listing. You can search for the job unit quickly by entering its description in the Description text box and pressing Enter. The information table updates to show only the results that match the description you entered.

If the job unit was not found:

1. Click the **Add new Job Unit** link in the upper left portion of the grid. The Add new Job Unit form appears.



The image shows a screenshot of a web-based form titled "Add Job Unit". The form has a light blue header bar with the title "Add Job Unit" and a close button (an 'x' in a square). Below the header, the text "Add Job Unit" is displayed. There is a text input field labeled "Description:". At the bottom of the form are two buttons: "Save" and "Cancel".

2. Enter the Job Unit in the **Description** field.
3. Click the **Save** button. A pop-up message indicates that the job unit was inserted.
4. Click the **OK** button on this message.

Verifying the Job Title Exists

Overview

The **Job Title** is the name that represents a person's employment position and to which personnel records are assigned. The job title drop-down is part of the personnel profile. Before adding a personnel record, you should verify that the job title exists in the Job Title Maintenance screen.

Walk-through

1. On the **Data Maintenance** tab, select **Job Titles**. The Job Title Maintenance screen appears similar to the following:

Job Title Maintenance

Active Agency
[SUC Buffalo - CDHS \(click to change agency\)](#)

+ Add new Job Title		
	Description	
	<input type="text"/>	
	Account Clerk	✗
	Accountant II	✗
	Accountant IV	✗
	Accounting Manager	✗
	Adm. Director CW	✗
	Admin Assistant I	✗
	Admin Assistant II	✗
	Admin Staff Assistant	✗
	Admin. Staff Asst. II	✗
	Administrative Analyst	✗

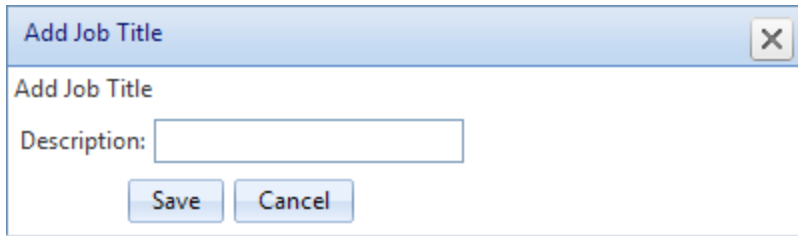
Page size: 10 230 items in 23 pages

Job titles are sorted alphabetically.

2. Verify whether the job title is part of the job title listing. You can search for the job title quickly by entering its description in the Description text box and pressing Enter. The information table updates to show only the results that match the description you entered.

If the job title was not found:

1. Click the **Add new Job Title** link in the upper left portion of the grid. The Add Job Title form appears:



The image shows a standard Windows-style dialog box titled "Add Job Title". The dialog box has a light blue header bar with the title and a close button (X) in the top right corner. Below the header, the text "Add Job Title" is displayed. Underneath, there is a label "Description:" followed by a rectangular text input field. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

2. Enter the Job Title in the Description field.
3. Click the **Save** button. A pop-up message indicates that the new job title was added.
4. Click the **OK** button on this message.

Adding a Personnel Record

Overview

The **Personnel** option on the **Data Maintenance** tab allows you to enter demographic information about agency staff into the STARS database. A personnel record for a staff person must be entered into the STARS database before that person can be registered for state or local training. Also, a personnel record for a trainer must be entered into the STARS database before the trainer can be assigned to trainings.

Note: Training providers are not able to modify or add personnel records for other training providers, state offices or local DSS offices.

Walk-through

1. On the **Data Maintenance** tab, select **Personnel**. The Personnel Maintenance screen appears similar to the following:

Personnel Maintenance

Active Agency
[SUC Buffalo - CDHS \(click to change agency\)](#)

Scope
 Active All Agencies

+ Add new Personnel						
	First Name	Last Name	Agency	UserId	Active	
	<input type="text"/>	<input type="text"/>			<input checked="" type="checkbox"/>	
	Anthony	Antonucci	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Susan	Appleby	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Jacquelyn	Arnold	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Charles	Bachman	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Michelle	Barbarossa	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Marianne	Barber	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Christine	Barberio	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Geraldine	Bard	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Michael	Barron	SUC Buffalo - CDHS	xm5863	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Michelle	Battisti	SUC Buffalo - CDHS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Page size: 10 372 items in 38 pages

2. Before adding a personnel record, you should verify that a record does not already exist by entering the person's last name in the Last Name text box and pressing Enter.
3. If the personnel record does not already exist, click the **Add new Personnel** link in the upper left portion of the grid. The Add Personnel form appears similar to the following:

The screenshot shows a web form titled "Add Personnel" with a close button in the top right corner. The form has five tabs: "Personal Info" (selected), "Educational Info", "Job Info", "Functional Area", and "Additional Info". Under the "Personal Info" tab, there are the following fields:

- Salutation: A dropdown menu with the text "(Select a salutation)".
- Agency: A text input field.
- First Name: A text input field.
- Middle Initial: A text input field.
- Last Name: A text input field.
- Gender: Two radio buttons labeled "Male" and "Female".
- Address: A large text input field.
- City: A dropdown menu with the text "(Not Defined)".
- Postal Code: A text input field with a hyphen separator.
- Phone: A text input field with a country code dropdown and a hyphen separator.
- Phone Extension: A text input field.

 At the bottom of the form are two buttons: "Save" and "Cancel".

Use the information in the following table to interpret the form.

Field Name	Description
Salutation	This field is optional. Options available for selection include: (No Salutation), Chief, DDS, Doctor, Honorable, Jr., Major, MD, Minister, MPH, Pastor, Reverend, RN BSN, Sister, and Sr.
First Name	Given name
Middle Initial	First letter of middle name
Last Name	Surname, family name
Gender	Male or Female
Address	Office address
City	Metropolis, municipality
Postal Code	Zip code
Phone	Office phone number
Phone Extension	Phone extension
Degree/Major	Education level
Degree Description	Concentration of study

Status	Indicates whether the person is working or no longer working for the agency. The options are Active or Inactive.
Staff Type	Organizational category
Hired	Date that employment began
Job Type	Occupational category
Job Title	Name that represents a person's employment position
Unit	Organizational component to which courses and people are assigned
Email	Email address to which STARS notifications should be sent
Supervisor check box	If the person is a supervisor, you would put a check in the box for this field.
Trainer	If the person is an instructor, you would put a check in the box for this field.
Supervisor drop down	Names that are flagged as supervisors become part of the Supervisor drop-down from which you can specify the supervisor for a staff record.
UserID	New York State Directory Services (NYSDS) ID
Functional Areas 1, 2 & 3	Represents the job functional area group within the agency. This is a State-defined field. Up to three areas may be defined. At least one is required.
Notes	Additional comments you may wish to add, such as additional contact information

4. Enter the personnel information in each tab, making sure to use the drop-down lists where applicable.
5. Click the **Save** button.

Adding a New Course

Overview

The **Manage Courses** option on the **Training Management** tab is used to add, edit, and view course offerings associated with state training contracts.

Walk-through

To add a new course, please perform the steps outlined below. If you need to add a course that is the same as the previous year, please go to the next section, titled ‘Modeling a Course’.

1. On the **Training Management** tab, select **Manage Courses**. The Manage Course screen appears similar to the following:

Manage Courses

Year

2011 ▾

Projects

CC03 ▾

+ Add new Course			
	Course Name	Course Content	
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
	Child Protective Services Response Training	Child Protection	✘
	Child Protective Services Response Training AUDIT	Child Protection	✘
	CPS Supervisory Core Module II A	Casework Practices	✘

Hover over a course name for more details about the Course

Model Course

2. Using the corresponding drop-down lists, select the year and project for which you want to add a course.
3. Before you proceed to add a course, verify that it does not already exist. You can search for the course quickly by entering the course name in the **Course Name** text box and pressing **Enter**. The information table updates to show only the results that match the course name you entered. If there are no matching courses, a status message will indicate this.
4. If the course does not already exist for the selected year and project, click the **Add new Course** link in the upper left portion of the grid. A pop-up message asks whether this is a BT course:

The screenshot shows a window titled "Add Course" with a close button in the top right corner. Inside the window, there is a question: "Is this a BT Course?" followed by two radio buttons labeled "Yes" and "No".

5. Make the appropriate selection:
 - a. If the course is funded by the Bureau of Training, select the **Yes** radio button. This will make the training visible to the target population.
 - b. If the course is not funded by BT, select the **No** radio button. The training will not be visible to the target population.

The **Course Profile** appears similar to the following:

The screenshot shows a window titled "Add Course" with a close button in the top right corner. The window contains a section titled "Enter new Course details" with several input fields:

- Course Name: A text input field.
- Course Description: A large text area.
- Target Population Description: A text input field.
- Prerequisites: A text input field.
- Course Code: A text input field.
- Unit: A dropdown menu with "Administration" selected.
- Content: A dropdown menu with "(Not Defined)" selected.
- Contact: A dropdown menu with "Type Contact's name" selected.
- Number of Offerings: A text input field.
- Maximum Trainees: A text input field.
- Minimum Trainees: A text input field.
- Project: A dropdown menu with "CC02" selected.

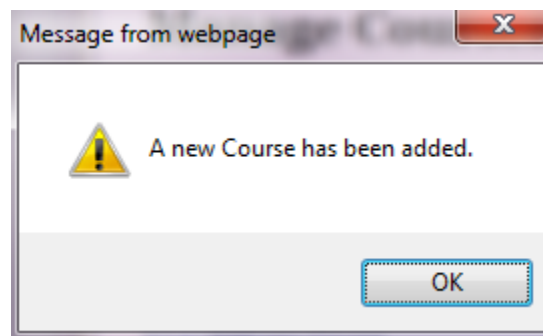
 At the bottom of the window are "Save" and "Cancel" buttons.

Use the information in the following table to interpret the course profile form.

Field Name	Description
Course Name	Name of the course as spelled out in the contract.
Course Description	Summary of the course description in the contract.
Target Population Description	Defined in the contract. Might include region or worker type.
Prerequisites	If there are requirements, they are listed in the contract.
Course Code	Code that is listed in the component section of the contract.
Unit	Job unit as defined by the training provider and assigned to the course.
Content	State-defined field and filter used by STARS users to nominate participants for training.

Contact	Course contact person. The name, phone number, and email address of the contact is displayed in the training announcement and confirmation memo.
Number of Offerings	The number of trainings/deliveries which may be offered for the course.
Maximum Trainees	The largest number of trainees that can participate in the training as specified per the contract. The maximum number of trainees automatically carries over to any training event scheduled for that course.
Minimum Trainees	The lowest number of trainees that are required by contract to run a training session. The minimum number of trainees automatically carries over to any training event scheduled for that course.
Project	When BT Course = Yes, a project must be selected.

6. Enter the course information, making sure to use the drop-down lists where applicable.
7. Click the **Save** button. A pop-up message indicates that a new course has been added.



8. Click the **OK** button on this message.

Modeling a Course

Overview

The **Model Course** button that is part of the **Manage Courses** screen is used to model a course from the previous year to the current year.

Walk-through

1. On the **Training Management** tab, select **Manage Courses**. The Manage Course screen appears similar to the following:

Manage Courses

Year: 2011 Projects: CC03

+ Add new Course			
	Course Name	Course Content	
	<input type="text"/>	<input type="text"/>	
	Child Protective Services Response Training	Child Protection	✘
	Child Protective Services Response Training AUDIT	Child Protection	✘
	CPS Supervisory Core Module II A	Casework Practices	✘

Hover over a course name for more details about the Course

Model Course

2. Using the corresponding drop-down lists, select the year, project, and course you want to model.
3. Click the **Model Course** button. The Model a Course screen appears similar to the following:

Model a Course

Model Course on: STARS User Group Meetings

Course Name	STARS User Group Meetings	Course Code	LDST06.3
Course Description	Regular STARS Local User & Provider meetings.	Unit	Management Information !▼
Target Population Description	State training providers and local districts	Content	Systems Microcomputer ▼
Prerequisites	None	Contact	Lisa Zdon ▼

Number of Offerings: 3
Maximum Trainees: 40
Minimum Trainees: 5

Project: CC02 ▼

4. Verify the information and if necessary, make changes, and then click the **Model Course** button.

Model a Course

Course Modelled Successfully

You have successfully modelled a new Course. You may perform other tasks by using the navigation menu on the top. If you want to view the list of courses please [click on this link](#)

Adding a Test Name

Overview

The **Manage Tests** option on the Evaluation tab allows you to add test names.

Walk-through

1. On the **Evaluation** tab, select **Manage Tests**. The Manage Tests screen appears similar to the following:

Manage Tests

Filters to select Test

Project:

+ Add new Test		
	Test Name	
	STARS Local Training	
	STARS Provider Training	
	STARS Voluntary Training	
	Test STARS User Group	

2. Using the corresponding drop-down list, select the project for which you want to add a test.
3. Before you proceed to add a test, verify that it does not already exist. By default, tests are sorted by Test Name.
4. If the test does not already exist for the selected year and project, click the **Add new Test** link in the upper left portion of the grid. The Test form appears similar to the following:

Test ✕

Add Test

Project:

Test Name:

5. Using the corresponding drop-down, select the Project and then enter the Test Name.
6. Click the **Save** button. A pop-up message indicates that the new test has been added.
7. Click **OK** on this message.

Adding Test Questions and Answers

Overview

The **Manage Questions** option on the Evaluation tab allows you to add test questions and answers. Questions should be entered in the order for which you want them to appear in the test booklet. This is very important since the question number cannot be changed. If a question is entered in the wrong order, then the question and any questions which follow will need to be deleted in order to correct the question number.

Walk-through

1. On the **Evaluation** tab, select **Manage Questions**. The Manage Questions screen appears similar to the following:

Manage Questions

Filters to select Questions

Project: Test:

Questions

+ Add new Question			
	Number	Question	
		<input style="width: 90%;" type="text"/> <input type="button" value="Y"/>	
	1	What is the mission of child welfare?	X
	2	Which statement about case documentation is true?	X
	3	Which is a condition for sharing case information:	X
	4	Which statement about poverty is true?	X

2. Using the corresponding drop-down lists, select the project and test for which you want to add test questions and answers.
3. Click the **Add new Question** link in the upper left portion of the grid. The Add Question form appears similar to the following:

The screenshot shows a dialog box titled "Add Question". It has a close button (X) in the top right corner. The dialog is divided into several sections:

- Question Number:** A text input field.
- Question:** A large text area for entering the question text.
- Answers:** A section containing "No. of Choices offered:" followed by radio buttons for 1, 2, 3, 4, 5, and 6.
- Correct Answer Answer Choices:** A table with two columns: "Correct Answer" and "Answer Choices".

At the bottom of the dialog are two buttons: "Save" and "Cancel".

4. Enter the question and answer information:
 - Type the question in the **Question** field.
 - Specify the number of answers by selecting the corresponding radio button. The maximum number of answers is six.
 - Type the answers in the **Answer Choice** fields.
 - Select the correct answer by clicking the **Correct Answer** radio button that corresponds with the correct answer.
5. Click the **Save** button.

Assigning a Test to a Course

Overview

The **Assign Test to Course** option on the **Evaluation** tab allows you to assign a test to a course. When a test is assigned to a course, any training created for the course will use the same test. Normally, this is a one-time step. If you need to change a test for a course in the middle of the contract year, then you need to use the Assign Test to Training option.

Walk-through

1. On the **Evaluation** tab, select **Assign Test to Course**. The Assign Test to Course screen appears similar to the following:

Assign Test to Course

Filter to select Course
Year: 2010 Project: LDST05

Select a Course
Please highlight a Course to view the Tests associated with it.

Course Name
CARS Test - 2010
Financial Management Training for Local Administrators

Assign Test to Course
Course: **CARS Test - 2010**
Assign Pre-Test: (None)
Assign Post-Test: (None)
Trainee ID options: Require Trainee ID
Save Test Assignments

2. Using the corresponding drop-down lists, select the year and project of the course for which you want to assign a test.
3. Highlight the course name to view the tests associated with it.
4. Using the corresponding drop-downs, assign the pre and/or posttest to the course. Require Trainee ID is selected by default. If the test should not be tied to the trainee, select Do Not Require ID from the Trainee ID options. To have a random ID generated for a pre and/or posttest, select Require Random ID from the Trainee ID options.
5. Click the **Save Test Assignments** button. A pop-up message indicates that the test assignment for the selected course has been successfully saved.
6. Click **OK** on this message.

Verifying the Training Site Exists

Overview

The training site is a place where training is conducted. The training site field is part of the scheduling screen. Therefore, before scheduling training, you should verify that the training site exists.

Walk-through

1. On the **Data Maintenance** tab, select **Training Sites**. The Training Sites Maintenance screen appears similar to the following:

Training Sites Maintenance

+ Add new Training Site			
	Name	City	
	<input type="text"/>	<input type="text"/>	
	1st Presbyterian Church-A Children's Place Day Care	Jamestown	✗
	220 Church Street	Albany	✗
	300 Aaron Court Building #3	Kingston	✗
	6881 County Route 19	Cameron Mills	✗
	99 Pub Restaurant	Albany	✗
	A C S - Bk - 1274 Bedford Ave	Brooklyn	✗
	A Child Based Organization	Buffalo	✗
	A Child's GArden Day Care	Johnson City	✗
	A Child's World	Queensbury	✗
	A Children's Place	Jamestown	✗

Page size: 10 | 4109 items in 411 pages

Training sites are sorted alphabetically.

2. You can search for the training site quickly by entering its name in the Name text box and pressing Enter. Additionally, you can search by city. The information table updates to show only the results that match the information you entered, as illustrated in the following example:

Training Sites Maintenance

+ Add new Training Site			
	Name	City	
	<input type="text" value="holiday inn"/>	<input type="text" value="albany"/>	
	Holiday Inn - Albany (Turf)	Albany	✗
	Holiday Inn Express	Albany	✗
	Holiday Inn Express - Albany (Western Avenue)	Albany	✗

If the training site does not exist:

1. Click the **Add new Training Site** link in the upper left portion of the grid. The Training Site form appears:

The screenshot shows a web form titled "Add Training Site". The form is divided into a header area and a main content area. The header area contains the title "Add Training Site" and a close button (X). The main content area is titled "New Training Site Details" and contains several input fields: "Name" (text box), "Address" (text box with a vertical scrollbar), "City" (dropdown menu showing "(Not Defined)"), "Postal Code" (text box with a hyphen), "Phone" (text box with a hyphen and a small circle), "Phone Ext" (text box with a hyphen), "Fax" (text box with a hyphen and a small circle), "Contact Name" (text box), and "Driving Directions" (text box with a vertical scrollbar). To the right of these fields is a "Type" section with three radio buttons: "Training Site" (selected), "Hotel", and "Both". At the bottom of the form are two buttons: "Save" and "Cancel".

Use the information in the following table to interpret the form.

Field Name	Description
Name	Label that identifies the site
Address	Address of the site
City	Metropolis, municipality
Postal Code	Zip code
Phone	Telephone number of contact person of site
Phone Ext	Phone extension
Fax	Facsimile number of site
Contact Name	Name of STARS person responsible for training site
Driving Directions	Directions to the training site
Type	Training Site, Hotel, or Both

2. Enter the training site information, making sure to use the City drop-down where applicable.
3. Click the **Save** button.

Adding a Target Population Group

Overview

Target population groups are user-defined groups of agencies which become available for selection when specifying the target population criteria for training. Target population groups should be set up when the target population is limited to an individual agency or a group of agencies that meet specific criteria. When target population groups are added via the Target Population Groups option in the Data Maintenance section of the Main Menu, they become available for selection in the Target Population Selection screen when training is scheduled.

Walk-through

Part I: Add a target population group:

1. On the **Data Maintenance** tab, select **Target Population Groups** from the drop-down list. The Target Population Groups screen appears similar to the following:

Target Population Groups

Target Population Groups

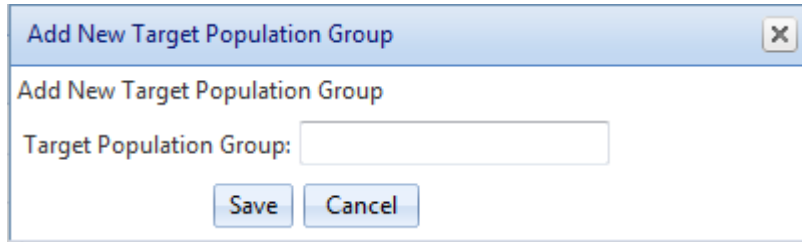
You can click on the "Add/Remove Agencies" link next to a target population group to view/modify the agencies that are associated with the group.

+ Add new Target Population Group			
	Target Population Group		
	"LDSS & ACS SDCs	Add/Remove Agencies	✗
	_A Herm Group	Add/Remove Agencies	✗
	Abbott House1	Add/Remove Agencies	✗
	Access NY Health Care Application	Add/Remove Agencies	✗
	Agency Specific Onsite	Add/Remove Agencies	✗
	AIDS01 - FP, AP, RCP	Add/Remove Agencies	✗
	AIDS01 - Staff	Add/Remove Agencies	✗
	Albany County DSS	Add/Remove Agencies	✗
	Allegany County DSS	Add/Remove Agencies	✗
	Allegany County DSS Foster Parents	Add/Remove Agencies	✗

Page size: 10 287 items in 29 pages

Target population groups are sorted alphabetically.

2. Click the **Add new Target Population Group** link in the upper left portion of the grid. The Add New Target Population Group form appears similar to the following:



3. Enter a name which identifies the target population group you want to add.
4. Click the **Save** button. A pop-up message indicates that a new target population group has been added.
5. Click the **OK** button on this message.

Part II: Add an agency to a target population group:

1. On the **Data Maintenance** tab, select **Target Population Groups**. The Target Population Groups screen appears similar to the following:

Target Population Groups

Target Population Groups

You can click on the "Add/Remove Agencies" link next to a target population group to view/modify the agencies that are associated with the group.

+ Add new Target Population Group			
	Target Population Group		
	<input type="text"/>		
	"LDSS & ACS SDCs	Add/Remove Agencies	
	_A Herm Group	Add/Remove Agencies	
	Abbott House1	Add/Remove Agencies	
	Access NY Health Care Application	Add/Remove Agencies	
	Agency Specific Onsite	Add/Remove Agencies	
	AIDS01 - FP, AP, RCP	Add/Remove Agencies	
	AIDS01 - Staff	Add/Remove Agencies	
	Albany County DSS	Add/Remove Agencies	
	Allegany County DSS	Add/Remove Agencies	
	Allegany County DSS Foster Parents	Add/Remove Agencies	

Page size: 10 287 items in 29 pages

Target population groups are sorted alphabetically.

2. Find the target population group for which you want to add an agency. You can search for a target population group quickly by entering the target population group name in the Target Population Group text box and pressing Enter. The information table updates to show only the results that match the target population group name you entered, as illustrated in the following example:

Target Population Groups

You can click on the "Add/Remove Agencies" link next to a target population group to view/modify the agencies that are associated with the group.

+ Add new Target Population Group			
Target Population Group			
local districts			
Local Districts		Add/Remove Agencies	

3. Click the **Add/Remove Agencies** link in the row which contains the target population group for which you want to add an agency.

If agencies have not been added yet, the screen appears similar to the following:

Target Population Groups

Agencies associated with Local Districts

+ Add new Agency				
Agency	Address	City	Contact	
<input type="text"/>		<input type="text"/>		

No records to display.

If agencies have been added to the group, the screen appears similar to the following:

Target Population Groups

Agencies associated with Local Districts

+ Add new Agency				
Agency	Address	City	Contact	
<input type="text"/>		<input type="text"/>		
Albany County Department for CVF	112 State Street - Room 240	Albany	John Viggiani	
Albany County DSS	162 Washington Ave., 7th floor	Albany	David Kircher	
Allegany County DSS	County Office Building, 7 Court St.	Belmont	Rose Scott	
Broome County DSS	36-42 Main Street	Binghamton	Jean Houghtalen	
Cattaraugus County DSS	One Leo Moss Drive, Suite 6010	Olean	Kristin Rocheleau	
Cayuga County HHS	160 Genesee Street	Auburn	Casey Meyer	
Chautauqua County DSS	H R Clothier Bldg, 7 N. Erie	Mayville	Lessinger, Mark	
Chemung County DSS	425-447 Pennsylvania Ave.	Elmira	Karen Gardiner	
Chenango County DSS	P.O. Box 590	Norwich	LoPresti, Lois	
Clinton County DSS	13 Durkee Street	Plattsburgh	Clarke, Stephanie	

Page size: 10 59 items in 6 pages

- Verify whether an agency is part of the group by entering the agency name in the Agency text box and pressing Enter. The information table updates to show only the results that match the name you entered, as illustrated in the following example:

Target Population Groups

Agencies associated with Local Districts

+ Add new Agency

Agency	Address	City	Contact	
albany county				
Albany County DSS	162 Washington Ave., 7th floor	Albany	David Kircher	✖

Done

- If the agency is not part of the target population group, click the **Add new agency** link in the upper left portion of the grid. The Add Agency to Target Population Group form appears similar to the following:

Add Agency to Target Population Group

Add a new Agency to this Target Population Group

Agency

Add Agency Cancel

- Put your cursor in the Agency field and enter at least the first three characters of the agency name. The drop-down list displays results which match the characters you entered.

The screenshot shows a dialog box titled "Add Agency to Target Population Group". At the top, there is a search bar with the text "Add a new Agency to this Target Poluation Group" and a dropdown menu showing "columbia". Below the search bar is a table of agencies. The table has columns for Agency, Address, City, Region, and Agency Type. The "Columbia County DSS" row is highlighted in yellow.

Agency	Address	City	Region	Agency Type
Catholic Charities-Columbia/Greene Cty	431 East Allen Street	Hudson	4	Private Hum Svc Agencies (NonProfit) Type
CCE - Columbia	479 NYS Route 66	Hudson	4	Private Hum Svc Agencies (NonProfit) Type
Child Care Council of Columbia & Greene	160 Fairview Ave, Fairview Plaza, Suite 207	Hudson	4	Private Hum Svc Agencies (NonProfit) Type
Columbia Children's Center, Inc.	142 Union Turnpike	Hudson	4	FP, Adoptive, DayCare Providers Type
Columbia County - TC Attendee	Columbia Co Viewing Site	Hudson	4	FP, Adoptive, DayCare Providers Type
Columbia County Attorney's Office	401 State Street	Hudson	4	Public Agencies (City,County,State,Fed) Type
Columbia County DSS	25 Railroad Ave, P O Box 458	Hudson	4	Local Districts Excluding HRA & ACS Type

7. Select the agency that you want to add to the target population group.
8. Click the **Add Agency** button. A pop-up message indicates that the agency has been added to the target population group.
9. Click the **OK** button on this message.

Scheduling a Training Delivery

Overview

Training deliveries are scheduled via the Schedule Training option that is part of the Manage Trainings menu on the Training Management tab.

Walk-through

1. On the **Training Management** tab, select **Manage Trainings > Schedule Training**. The Schedule a new Training screen appears similar to the following:

Schedule a New Training

Select a Course

Year: 2010

Project: CC02

Course:

Schedule Training Cancel Clear Session

2. Select the Year, Project, and Course for which you want to schedule training.
3. Click the **Schedule Training** button. The Schedule a New Training form appears:

[help](#)

Multi Part
 Yes No
 Parts

Enrollment Option
 Open Closed

Evaluation Option
 Participant Reaction
 PR
 Asynchronous Distance Learning
 PR Alternative
 Learning Gain
 Learning Gain Alternative
 LG Not Done
 Transfer

Billing Option
 Billable
 Non Billable

Reimbursement
 None
 Mileage
 Hotel
 Both

Registration
 Pre-Registered
 On-Site

[Target Population](#)

[Training Description](#)

[Overflow Hotel](#)

Training Title
 STARS Classroom Training

Training Dates
 Start Date:
 End Date:
 Deadline Date:

Training Site
 County: All
 City:
 Site:
 Details:

Trainers

Trainer	Select
Anderson Ernest	<input type="checkbox"/>
Andrzejewski Jeffrey	<input type="checkbox"/>
Barron Michael	<input type="checkbox"/>
Beamon Cheryl	<input type="checkbox"/>
Bell Cheryl	<input type="checkbox"/>
Bishop Iris	<input type="checkbox"/>

Training Times
 Start Time: 9:00 AM
 End Time: 4:00 PM

Miscellaneous
 Training Type: Classroom Training
 Maximum Trainees: 12
 Minimum Trainees: 5
 Room:
 Sessions: 2
 Hours: 7.0

Target Population Groups

Mailing Group	Select
"LDSS & ACS SDCs	<input type="checkbox"/>
Abbott House	<input type="checkbox"/>
Abbott-Irvington	<input type="checkbox"/>
Access NY Health Care Application	<input type="checkbox"/>
Agency Specific Onsite	<input type="checkbox"/>
AIDS01 - FP, AP, RCP	<input type="checkbox"/>

* indicates a special OCFS target group whose members are controlled by OCFS.

[Create new Training](#)

Use the information in the following table to interpret the form.

Field Name	Description
Multi Part - No	Accept the default value of No if the training is one day or takes place over consecutive days.
Multi Part - Yes	Select Yes if the training takes place in different time frames. For example, Part 1 runs Monday – Wednesday for the first week. Part 2 runs Monday – Wednesday for the following week. Input the total number of parts in the Parts field. All of the information you enter for Part 1, with the exception of the training dates, will carry over to the subsequent parts when you click the Create New Training button.
Enrollment Option - Open	<p>If the default option of Open is accepted, the system will allow more than the maximum number of trainees to be nominated for a training event. On the registration deadline date, the system will check the number of trainees “Nominated” versus the maximum number of trainees:</p> <ul style="list-style-type: none"> - If the number of trainees “Nominated” is between the minimum and maximum number of trainees, the system will change the delivery status from “Open Nomination” to “Closed Nomination OK” and it will update the status of the trainees from “Nominated” to “Accepted”. -If the number of trainees nominated is greater than the maximum number of trainees, the system will change the delivery status from “Open Nomination” to “Closed Nomination Over” and it will update the status of the trainees from “Nominated” to “Pending Acceptance”. The training provider will then make cuts based on the priority ranking system, assigning a status of “Accepted” or “Rejected” to each nominee. -If the number of trainees nominated is less than the minimum number of trainees, the system will change the delivery status from “Open Nomination” to “Closed Nomination Under” and it will update the status of the trainees from “Nominated” to “Pending Acceptance”. The training provider will then need to make a decision on whether to recruit more trainees or cancel the event. <p>Open enrollment is usually done so that a training provider can gather information on demand for training events. It is considered a fair enrollment system, as the target agencies have the opportunity to submit nominations during the</p>

	<p>“Open Nomination” period without being closed out. For open enrollment trainings, registrants receive email confirmation of acceptance/or non-acceptance after the registration deadline date passes.</p>
Enrollment Option - Closed	<p>If a training event is set to Closed enrollment, the system will not allow more than the maximum number of trainees to be “Accepted” for the training event. If the number of trainees reaches the maximum before the registration deadline date, the system will change the delivery status from “Open Nomination” to “Training Full”. When you register a trainee for a closed enrollment training event, the trainee is automatically “Accepted”. You can think of closed enrollment as a first-come, first serve system.</p>
Evaluation Option – Participant Reaction	<p>The Participant Reaction Questionnaire is required for the following categories of deliverables regardless of the length of activity: classroom training, virtual classroom (synchronous) training, teleconferences, seminars, forums, meetings, computer-based (asynchronous) training, and technical assistance. If the Participant Reaction field is selected, but the Participant Reaction is not conducted, for whatever reason, this field should be unchecked to remove the training from the level I non-compliance report.</p>
Evaluation Option – PR Asynchronous Distance Learning	<p>This PR option should only be used for asynchronous distance learning trainings.</p>
Evaluation Option – PR Alternative	<p>In some instances of technical assistance, a standard Participant Reaction Questionnaire may not be appropriate. In this is the case, the training provider may use an alternate form with BT project manager approval. The PR Alternative option should be selected for participant reaction questionnaires that are generated outside of STARS.</p>
Evaluation Option – Learning Gain	<p>Training providers are expected to measure new knowledge and skills gained by participants in training activities they deliver. A pre/posttest of trainee knowledge is required for classroom training or virtual classroom training over 2 hours in length offered three or more times annually. At minimum, a posttest of trainee knowledge is required for any classroom or virtual classroom training 2 hours or less offered 3 or more times, and for teleconferences with a training curriculum. The Learning Gain field is checked automatically when a test is assigned to the course. If a test is not assigned to the course or if the training is scheduled prior to assigning a test to the course, the box remains unchecked. In the latter case, once the test is assigned to the course, it would then need to be manually assigned to the</p>

	training via the Assign Test to Training menu option.
Evaluation Option – Learning Gain Alternative	For certain activities, some of the evaluation requirements may not be applicable. Alternative evaluation proposals from contractors will be considered. However, the <u>Learning Gain Alternative</u> option can only be used when the request is made in writing and approved by BT in writing. The alternative evaluation is administered outside of the STARS system.
Evaluation Option – LG Not Done	The <u>LG Not Done</u> option is only available in Edit mode and only after the training has ended. It may be used when the Evaluation Level II: Learning Gain was not conducted for whatever reason, but was required, as indicated by the check mark next to Learning Gain. Checking the LG Not Done box will remove the training from the level II non-compliance report. In this situation, a reason for not conducting the evaluation should be entered in the LG Notes field in the Manage Trainings screen. The LG Notes field may also be used whenever another situation occurs that has an impact on your evaluation submittal; e.g. – difficulty retrieving answer sheets from participants; or other unusual factors that might have a negative impact on the test results.
Evaluation Option – Transfer	The transfer of learning (impact on job performance) check box is available for selection. However, it is not currently being measured in STARS.
Billing Option – Billable	Select Billable if training fees are involved.
Billing Option – Non Billable	Accept the default value of Non Billable if no training fees are involved.
Reimbursement – None	Accept the default value of <u>None</u> if there is no reimbursement for mileage or hotel.
Reimbursement – Mileage	Select <u>Mileage</u> if only mileage is being reimbursed.
Reimbursement – Hotel	Select <u>Hotel</u> if only lodging is being reimbursed.
Reimbursement – Both	Select <u>Both</u> if both mileage and lodging are being reimbursed.
Registration – Pre-Registered	Accept the default value of <u>Pre-Registered</u> if STARS users can nominate participants for training.
Registration – On-Site	Select <u>On-Site</u> if training attendance is to be taken on-site. If On-Site is selected, STARS users cannot nominate participants for training.
Target Population	The target population options appear when the Target Population button is pressed. The target population selection determines which agencies will receive the email training announcement and be able to nominate staff for the training delivery. Agency types and target regions are selected by clicking the corresponding check box fields.
Target Groups	The target group options appear when the Target Groups

	button is pressed. Target population groups are selected by clicking the corresponding check box fields.
	<p>Possible case scenarios for selecting the training target population include the following:</p> <ol style="list-style-type: none"> 1. <u>Only the target population groups are selected.</u> Then, only the agencies included in these groups will see the training listed when registering for state sponsored training in STARS. 2. <u>Target population groups and regions are selected.</u> Then, only the agencies included in these groups AND situated in the regions selected will see the training listed when registering for state sponsored training in STARS. 3. <u>Agency types and regions are selected.</u> Then, only the agencies matching the types selected AND situated in the regions selected will see the training listed when registering for state sponsored training in STARS. 4. <u>Training target groups, regions, and agency types are selected.</u> Then, only the agencies included in these groups AND situated in the regions selected will see the training listed when registering for state sponsored training in STARS. In addition, agencies of the agency types AND situated in the regions selected will see these trainings as well.
Training Description	This field auto-populates with the course description in the course profile, but may be modified. If it is not customized, then the Training Description in the email training announcement will display “Same as Course Description”.
Overflow Hotel	This option is only to be used for an event which involves a large group of participants and for which a secondary hotel is needed, for example, a conference. This option is only visible when Hotel or Both is selected in the Reimbursement section. To select an overflow hotel, simply click the Overflow Hotel button, click the corresponding check box, and using the filters for County, City, and Name, select the overflow hotel.
Training Title	This field auto-populates with the course name, but may be modified.
Training Dates – Start Date	The training start date is selected using the calendar pop-up. Please be sure to click on the date inside the calendar.
Training Dates – End Date	The training end date is selected using the calendar pop-up. Please be sure to click on the date inside the calendar.
Training Dates – Deadline Date	The registration deadline date automatically defaults to two weeks prior to the training start date, but may be modified



	using the calendar pop-up.
Training Site – County	The county or district where the training will occur.
Training Site – City	Metropolis where the training will occur.
Training Site – Name	Name of the place where the training will occur
Trainers	Select the instructor(s) assigned to teach the training deliverable
Training Times – Start Time	The training start time defaults to 9:00 AM, but may be overwritten by typing in the time or using the time view pop-up.
Training Times – End Time	The training end time defaults to 4:00 PM, but may be overwritten by typing in the time or using the time view pop-up.
Hotel – County	The county or district where the hotel is situated. This field is only visible when Hotel or Both is selected in the Reimbursement section.
Hotel – City	Metropolis where the hotel is located. This field is only visible when Hotel or Both is selected in the Reimbursement section.
Hotel – Name	Name of the hotel. This field is only visible when Hotel or Both is selected in the Reimbursement section.
Miscellaneous – Training Type	Options available for selection include Classroom Training, Computer Based Training, Conference, Foster Parent iLinc, iLinc, Meeting, MR Classroom, MR Computer Based Training, MR iLinc, MR Teleconference, MR Training of Trainers, Technical Assistance, Teleconference, and TrainingSpace.
Miscellaneous – Maximum Trainees	This field auto-populates with the maximum number that was entered in the course profile, but may be modified.
Miscellaneous – Minimum Trainees	This field auto-populates with the minimum number that was entered in the course profile, but may be modified.
Miscellaneous – Room	Enter the room name or number.
Miscellaneous – Sessions	The number of training sessions auto-calculates, but may be overwritten. 3.5 hours or less = 1 session.
Miscellaneous – Hours	The number of training hours auto-calculates, but may be overwritten.


4. Enter the training delivery information, making sure to use the drop-downs where applicable.
5. Click the **Create New Training** button. A pop-up message indicates that a new training event has been scheduled and now you must set up the training announcement.
6. Click **OK** on this message. The Training Announcement Memo screen appears similar to the following:

Training Announcement Memo

Selected Training
[TS: CW/CPS Common Core Rollout - \(AUDIT\) - Pre-Class \(click to change\)](#)
 From: 01/01/2010 To: 12/31/2010

Additional Information for the Announcement Memo

Announcement Email Date:  Scheduled Email Date: 

B *I* U A  Font Name Real ...

Attach registration form when sent

File Attachments:

[Add File](#)

File Name	
173632_Registration_Form.pdf	<input type="button" value="Delete"/>

[Send a test email](#)

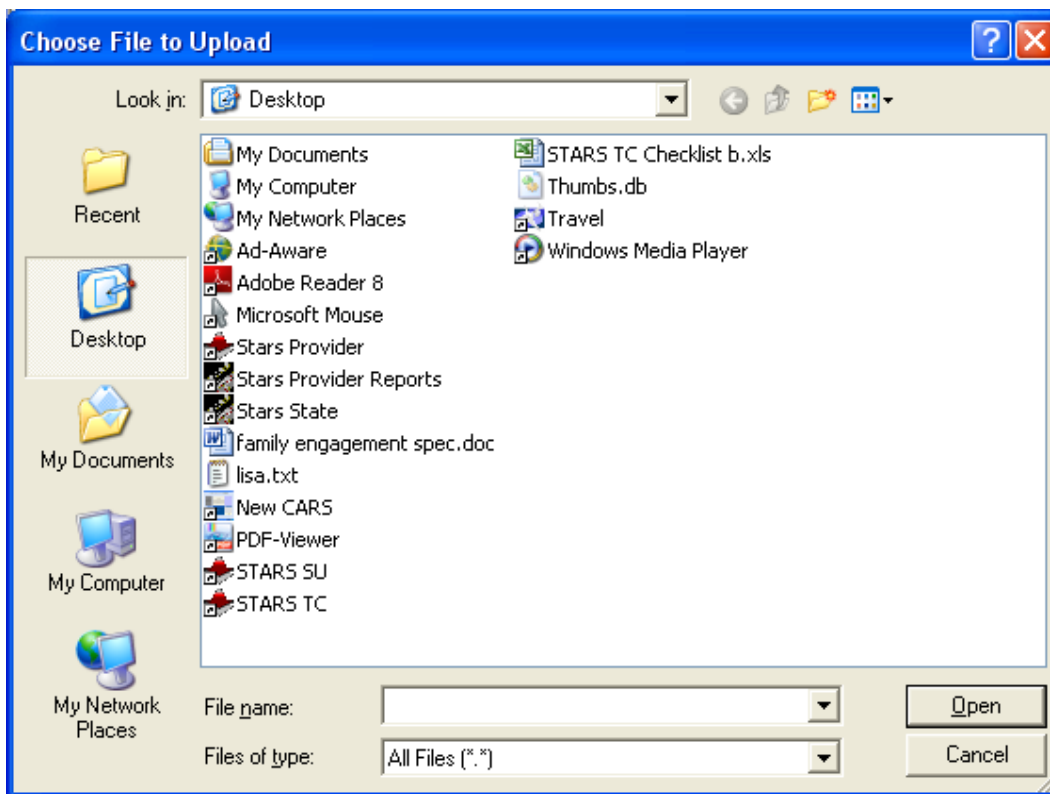
7. Using the pop-up calendar which corresponds with the **Scheduled Email Date** field, select the date for emailing the training announcement. The system will email the training announcement on the selected date. If this field is left blank, the system will not email the announcement.
8. Use the additional information text box field to enter additional information to be included in the training announcement.
9. The Announcement set up screen contains the option to attach a registration form when the announcement is sent. If this option is selected prior to the date the announcement is scheduled to be emailed, a new registration form attachment will be created on the fly when the announcement is emailed (test announcement or otherwise). The registration form attachment will not be visible in the Attachments section until the announcement has been emailed. This is to make sure that the attachment contains the most current training information when it is sent. If the announcement is resent, the file is re-created on the fly, replacing the previous file.

10. To add an attachment, such as a customized registration form or travel policy, click the **Add File** link in the File Attachments section. This section will display fields for selecting the files to upload:

The screenshot shows a form titled "Select file(s) to upload". It contains three empty text input boxes, each followed by a "Select" button. At the bottom of the form are two buttons: "Upload File(s)" and "Cancel".

Only *.pdf files can be attached to email announcements. To upload a file:

- a. Click the **Select** button next to the text box. The Choose File to Upload screen appears similar to the following:



- b. Use the **Look in:** drop-down to browse to the location which contains the file you want to upload, select the file, and then click **Open**.

- c. Repeat the previous two steps if you need to select additional files for upload. When you are done selecting the files for upload, click the **Upload Files** button. The name of the file(s) appears in the File Name section similar to the following:

File Name	
196648_CDHS_Buffalo_Map.pdf	<input type="button" value="Delete"/>

[Send a test email](#)

- To delete an attachment, click the **Delete** button in the row which contains the file name that you want to delete. A pop-up message asks whether you are sure you want to delete the file. Click **OK** on this message.
 - To send a test announcement, click the **Send a test email** link. By default, the recipient email address field populates with the email address for the course contact selected in the course profile (Manage Courses). You may change the email address for which you want to send a test training confirmation memo. Click the **Send Email** button. A pop-up message indicates that the training confirmation email has been sent. Click the **OK** button on this message.
 - To resend a revised announcement or to recruit trainees, click the **Email Now** button.
11. When the training announcement has been set up, click the **Save** button to save your changes. A pop-up message indicates that you must now set up the training confirmation.
 12. Click **OK** on this message. The Training Confirmation Memo screen appears similar to the following:

Training Confirmation Memo

Selected Training
[STARS Provider Training \(click to change\)](#)
 From: 04/27/2011 To: 04/27/2011

Additional Information for the Confirmation Memo

B *I* U A A A Font Name Real ...

File Attachments:

[Add File](#)

File Name
No attachments have been uploaded for this Memo

[Send a test email](#)

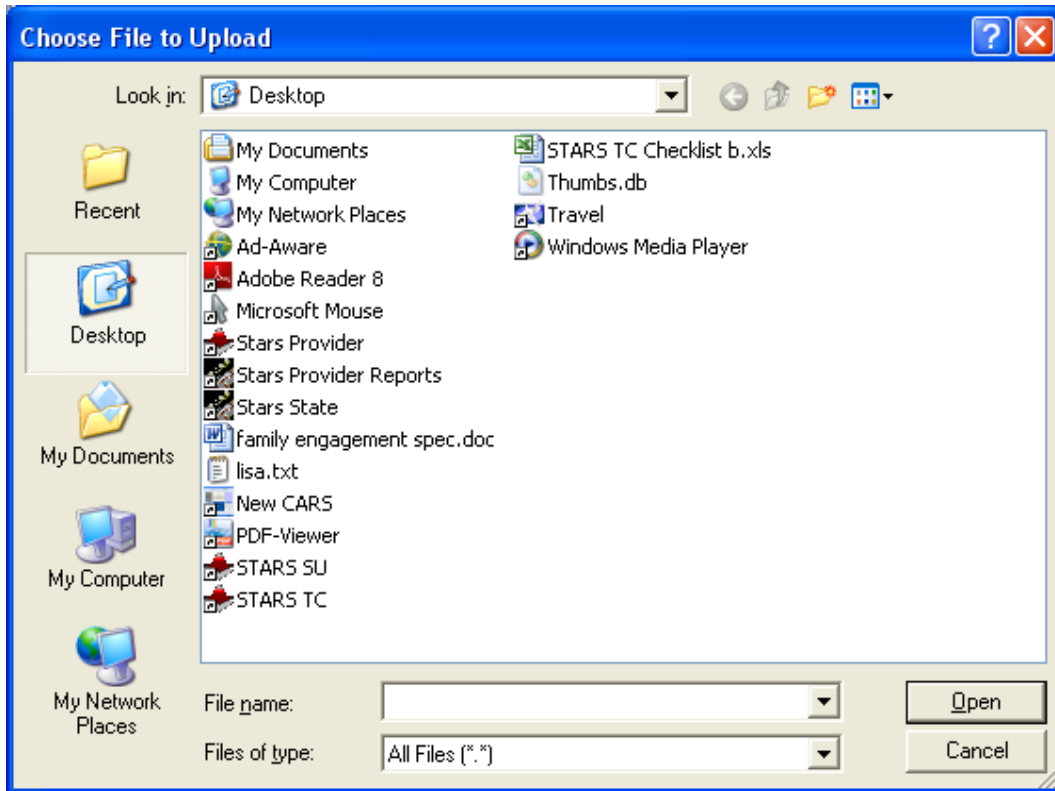
13. Use the additional information text box field to enter additional information to be included in the training confirmation memo.
14. To add an attachment, click the **Add File** link in the File Attachments section. This section will display fields for selecting the files to upload:

Select file(s) to upload

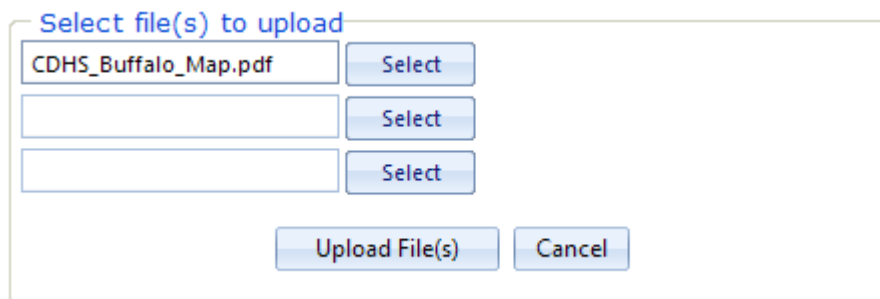
	<input type="button" value="Select"/>
	<input type="button" value="Select"/>
	<input type="button" value="Select"/>

Only *.pdf files can be attached to email announcements. To upload a file:

- a. Click the **Select** button next to the text box. The Choose File to Upload screen appears similar to the following:



- b. Use the **Look in:** drop-down to browse to the location which contains the file you want to upload, select the file, and then click **Open**.



- c. Repeat the previous two steps if you need to select additional files for upload. When you are done selecting the files for upload, click the **Upload Files** button. The name of the file(s) appears in the File Name section similar to the following:

Select file(s) to upload

<input type="text"/>	Select
<input type="text"/>	Select
<input type="text"/>	Select

Upload File(s) Cancel

File Name	
196648_CDHS_Buffalo_Map.pdf	Delete

[Send a test email](#)

- To delete an attachment, click the **Delete** button in the row which contains the file name that you want to delete. A pop-up message asks whether you are sure you want to delete the file. Click **OK** on this message.
 - To send a test confirmation memo, click the **Send a test email** link. By default, the recipient email address field populates with the email address for the course contact selected in the course profile (Manage Courses). You may change the email address for which you want to send a test training confirmation memo. Click the **Send Email** button. A pop-up message indicates that the training confirmation email has been sent. Click the **OK** button on this message.
15. When the training confirmation has been set up, click the **Save** button to save your changes. A pop-up message indicates that the new training event has now been successfully scheduled.

Nominating Participants

Overview

Agencies that are not up and running on STARS, or do not have access to STARS for whatever reason, will require the training provider's assistance with registering participants. Participants are nominated for training via the **Nominate Participants** option that is part of the **Manage Trainings** menu on the **Training Management** tab.

Walk-through

Part I: Nominate Participants:

1. On the **Training Management** tab, select **Manage Trainings** > **Nominate Participants**. If the program does not "remember" the last training selected, the Register Participants screen appears similar to the following:

Register Participants for Training

Select a Training

Year:

Project:

Course:

Training deliveries:

Note: If the training for which you want to register participants is already selected, as illustrated in the below example, please proceed to step 4. If the selected training is not the training for which you want to register participants, click on the training name to change it, and then proceed to the next step.

Register Participants for Training

Selected Training

[STARS Classroom Training \(click to change\)](#)

From: 05/02/2011 To: 05/02/2011

2. Using the corresponding drop-downs, select the year, project, course name, and training for which you want to register participants.
3. Click the **Register Participants** button. The Register Participants for Training screen appears similar to the following:

Register Participants for Training

Selected Training
[STARS Provider Training \(click to change\)](#)
 From: 05/05/2011 To: 05/05/2011

New Nominee(s)

Select an Agency *(All Agencies)*

Nominate

Designated Driver

Notes

List of people already nominated for this Training event.

Last Name	First Name	Status
Brathwaite	Deborah	Nominated
McLeod	Yolanda	Nominated
Ryan	Sheila	Nominated
Shortslef	Donald	Nominated

4. Find the participant that you want to add to the training:
 - a. Put your cursor in the **Select an Agency** field, enter the name of the agency that the participant is affiliated with, and then select the agency using the drop-down. (Only accept the default option of All Agencies when you don't know which agency the participant is affiliated with.)
 - b. Put your cursor in the Nominate field, enter the last name of the participant, and then select the name using the drop-down.
 - c. Put a check in the box for Designated Driver if the trainee is eligible for mileage reimbursement.
 - d. Use the Notes field to enter any required information.
5. Click the **Add Nominee** button. A pop-up message indicates that the nominee has been added to the training.
6. Click the **OK** button on this message.

Part II: Verify the training status:

On the **Training Management** tab, select **Verify Training Status**. The Training Status screen appears similar to the following:

Training Status

Selected Training
[STARS Classroom Training \(click to change\)](#)
 From: 05/02/2011 To: 05/02/2011

Registration Statistics

Dates		Enrollment	
Nomination Deadline	4/18/2011	Max # of Trainees	12
Announcement Created		Min # of Trainees	5
Confirmation Memo Created		Nominated	1
Training Cancelled		Cancelled Provider	0
Training Closed		Cancelled User	0
Pre-Training		Post-Training	
Pending Acceptance	0	Completed Attendance	0
Accepted/Confirmed	0	Partial Attendance	0
Rejected Notification	0	Walk-Ins	0
Cancelled Under Nomination	0	No Shows	0
Cancelled	0		

Alert

Need to recruit

Updating Nominations

Overview

Nominating agencies can update nominations any time prior and up to the registration deadline date. However, if a nominating agency needs to update a nomination after the registration deadline date has passed, the agency will need to contact the training provider. The training provider can make the necessary adjustments via the **Update Nominations** option that is part of the **Manage Trainings** menu on the **Training Management** tab. The **Update Nominations** menu option is used to cancel a nomination, update trainee notes, and adjust priority ranking.

Walk-through

1. On the **Training Management** tab, select **Manage Trainings > Update Nominations**. The Update Nominations screen appears similar to the following:

Update Nominations

Select a Training

Year:

Project:

Course:

Training deliveries:

Note: If the training for which you want to update nominations is already selected, as illustrated in the below example, please proceed to step 4. If the selected training is not the training for which you want to register participants, click on the training name to change it, and then proceed to the next step.

Update Nominations

Selected Training

[STARS Classroom Training \(click to change\)](#)

From: 05/02/2011 To: 05/02/2011

2. Using the corresponding drop-downs, select the year, project, course, and training for which you want to update nominations.
3. Click the **Update Nominations** button. The Update Nominations screen appears similar to the following:

Update Nominations

Selected Training
[STARS Provider Training \(click to change\)](#)
 From: 05/05/2011 To: 05/05/2011

	Last Name	First Name	Sessions	Priority	Status	Agency	Functional Area	Notes	See more details	
	Brathwaite	Deborah	0	2	Nominated	SUNY Albany - PDP	Administrative Functions		Hover to see details	
	McLeod	Yolanda	0	1	Nominated	Council of Fam&Child Caring Agy (COFCCA)	Administrative Functions		Hover to see details	
	Noble	Michael	0	4	Nominated	SUNY Albany - PDP	Administrative Functions		Hover to see details	
	Ryan	Sheila	0	1	Nominated	SUNY Albany - PDP	Temporary Assistance		Hover to see details	
	Shortslef	Donald	0	3	Nominated	SUNY Albany - PDP	Temporary Assistance		Hover to see details	

[Global Status Change](#)

Add Walk-Ins

- Click the pencil icon in the row which contains the name of the nominee for which you want to update the nomination. The Update Nomination screen appears similar to the following:

Update Nominations

Selected Training
[STARS Provider Training \(click to change\)](#)
 From: 05/05/2011 To: 05/05/2011

	Last Name	First Name	Sessions	Priority	Status	Agency	Functional Area	Notes	See more details	
	Brathwaite	Deborah	0	2	Nominated	SUNY Albany - PDP	Administrative Functions		Hover to see details	
Designated Driver <input type="checkbox"/> Status: <input type="text" value="Nominated"/> Priority: <input type="text" value="2"/> Sessions: <input type="text" value="0"/> Notes: <input type="text"/> <div style="text-align: center;"> <input type="button" value="Update"/> <input type="button" value="Cancel"/> </div>										
	McLeod	Yolanda	0	1	Nominated	Council of Fam&Child Caring Agy (COFCCA)	Administrative Functions		Hover to see details	
	Noble	Michael	0	4	Nominated	SUNY Albany - PDP	Administrative Functions		Hover to see details	
	Ryan	Sheila	0	1	Nominated	SUNY Albany - PDP	Temporary Assistance		Hover to see details	
	Shortslef	Donald	0	3	Nominated	SUNY Albany - PDP	Temporary Assistance		Hover to see details	

[Global Status Change](#)

Add Walk-Ins

5. Update the nomination accordingly:
 - Use the Designated Driver check box to indicate mileage reimbursement.
 - To cancel the nomination, using the Status drop-down, select *User Cancelled*.
 - To adjust the priority ranking, using the corresponding drop-down, select the priority number.
 - To update the trainee notes, enter the notes in the Notes text box.
6. Click the **Update** button to save the changes.

Updating Lodging

Overview

Nominating agencies can update lodging information any time prior and up to the registration deadline date. However, if a nominating agency needs to update a lodging record after the registration deadline date has passed, the agency will need to contact the training provider. The training provider can make the necessary adjustments via the **Update Participant's Lodging** on the **Training Management** tab. The **Update Participant's Lodging** menu option is used to update the arrival date, room type, roommate, and trainee notes.

Walk-through

1. On the **Training Management** tab, select **Update Participant's Lodging**. The Update Lodging Information screen appears similar to the following:

Update Lodging Information

The screenshot displays the 'Update Lodging Information' interface. It features a 'Date Range' section with 'From' and 'To' date pickers, both set to 4/28/2010 and 6/28/2010 respectively. Below this is a section titled 'Trainings offered in chosen date range' containing a dropdown menu with the text 'Choose a Training'. At the bottom, there is a message box that says 'Please select a training first'.

2. Using the corresponding drop-downs, select the date range and training for which you want to update lodging. The Update Lodging Information screen appears similar to the following:

Update Lodging Information

Date Range
 From: 2/22/2011 To: 4/22/2011

Trainings offered in chosen date range

Caring for Our Own Leader Certification

Lodging Preferences for Training: Caring for Our Own Leader Certification

	First Name	Last Name	Agency
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Angela	Al-Khamash	Episcopal Social Services
	Kathleen	James	Community Counseling & Mediation
	Loann	Martinez	Little Flower Children's Services
	Christina	McDonald	Graham Windham - Brooklyn
	Louisa	Santos	Episcopal Social Services

- Click the pencil icon in the row which contains the name of the nominee for which you want to update the lodging information. The Update Lodging Information screen appears similar to the following:

Update Lodging Information

Date Range
 From: 2/22/2011 To: 4/22/2011

Trainings offered in chosen date range

Caring for Our Own Leader Certification

Lodging Preferences for Training: Caring for Our Own Leader Certification

	First Name	Last Name	Agency
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Angela	Al-Khamash	Episcopal Social Services
Lodging preferences for: Angela Al-Khamash Arrival Date: 3/1/2011 Departure Date: 3/4/2011 Handicap: <input type="checkbox"/> Smoking: <input type="checkbox"/> Room Type: Commuter			
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Kathleen	James	Community Counseling & Mediation
	Loann	Martinez	Little Flower Children's Services
	Christina	McDonald	Graham Windham - Brooklyn
	Louisa	Santos	Episcopal Social Services

- Update the lodging information accordingly:
 - To update the arrival date, using the calendar popup, select the new arrival date.

- To indicate special needs, use the corresponding Handicap and Smoking check boxes.
 - To update the room type, using the corresponding drop-down, select one of the following options: Commuter, Single, or Double.
 - To update the roommate when the room type is double, highlight the name of the roommate and then click the corresponding arrow to either add or remove the name.
 - The Notes field can be used to type information regarding special needs, for example, the trainee needs a room on the first floor.
 - To update the trainee notes,
5. Click the **Save** button to save the changes.

Generating a Trainer Packet

Overview

When the registration deadline date has passed, agencies can no longer register online for the training. This is a good time to generate reports for inclusion in the trainer packet:

- Participant Reaction Questionnaire
- Training Test Booklet
- Trainee Specific Answer Form
- Check Attendance List
- Registration Form
- Rooming List

Walk-through

Generate the Participant Reaction Questionnaire.

1. On the **Reports** tab, select **Evaluation > Level I: Participant Reaction > Participant Reaction Questionnaire**.
2. Using the corresponding drop-downs and calendar popups, select the year, project, and date range.
3. In the below grid, select the training for which you want to generate the Participant Reaction Questionnaire.
4. Click the **Generate Report** button.

Generate the Training Test Booklet.

1. On the **Reports** tab, select **Evaluation > Level II: Knowledge Gain > Training Test Booklet**.
2. Using the corresponding drop-downs and calendar popups, select the year, project, and date range.
3. In the below grid, select the training for which you want to generate the Training Test Booklet.
4. Click the **Generate Report** button.

Generate the Trainee Specific Answer Form.

1. On the **Reports** tab, select **Evaluation > Level II: Knowledge Gain > Trainee Specific Answer Form**.
2. Using the corresponding drop-downs and calendar popups, select the year, project, and date range.
3. In the below grid, select the training for which you want to generate the Trainee Specific Answer Form.
4. Click the **Generate Report** button.

Generate the Check Attendance List.

1. On the **Reports** tab, select **Training > Check Attendance List**.
2. Using the corresponding drop-downs and calendar popups, select the year, project, and date range.
3. In the below grid, select the training for which you want to generate the Check Attendance List.
4. Click the **Generate Report** button.

Generate the Registration Form.

1. On the **Reports** tab, select **Training > Registration Form**.
2. Using the corresponding drop-downs and calendar popups, select the year, project, and date range.
3. In the below grid, select the training for which you want to generate the Registration Form.
4. Click the **Generate Report** button.

Generate the Rooming List.

1. On the **Reports** tab, select **Training > Rooming List**.
2. Using the corresponding drop-downs and calendar popups, select the year, project, and date range.
3. In the below grid, select the training for which you want to generate the Rooming List.
4. Click the **Generate Report** button.

Participant Reaction Notes

Overview

The Participant Reaction Notes field is intended for entering of provider comments on the completion of the participant reaction survey, if deemed necessary by the provider. This comment box is available for your use whenever a situation occurs that has an impact on your evaluation submittal. Situations might include: difficulty retrieving evaluation questionnaires from participants; unusual factors that occur during the training that might have a negative impact on the evaluation; or technical difficulties during training. The Participant Reaction Notes field is also used to enter a reason for not conducting the participant reaction. The **Participant Reaction Notes** option is part of the **Manage Trainings** menu on the **Training Management** tab.

Walk-through

1. On the **Training Management** tab, select **Manage Trainings > Participant Reaction Notes**. The Participant Reaction Notes screen appears similar to the following:

Participant Reaction Notes

Select a Training

Year: 2011

Project: LDST06

Course: STARS Classroom Training

Training deliveries: STARS Classroom Training

Manage Participant Reaction Cancel Clear Session

Note: If the training for which you want to enter participant reaction notes is already selected, as illustrated in the below example, proceed to step 4. If the selected training is not the training for which you want to enter participant reaction notes, click on the training name to change it, and then proceed to the next step.

Participant Reaction Notes

Selected Training

[STARS Classroom Training \(click to change\)](#)

From: 05/02/2011 To: 05/02/2011

2. Using the corresponding drop-downs, select the year, project, course name, and training for which you want to enter participant reaction notes.

3. Click the **Manage Participant Reaction** button. The Participant Reaction Notes screen appears similar to the following:

Participant Reaction Notes

Selected Training
[STARS Classroom Training \(click to change\)](#)
From: 05/02/2011 To: 05/02/2011

Participant Reaction Notes

4. Enter the participant reaction notes.
5. Click the **Save** button. A pop-up message indicates that the participant reaction notes have been successfully saved.
6. Click the **OK** button on this message.

Learning Gain Notes

Overview

When the Evaluation Level II: Learning Gain is *not* conducted and the LG Not Done box is checked in the scheduling screen, a reason for not conducting the evaluation should be entered using the **Learning Gain Notes** option that is part of the **Manage Trainings** menu on the **Training Management** tab. The Learning Gain Notes field may also be used whenever another situation occurs that has an impact on your evaluation submittal; e.g. – difficulty retrieving answer sheets from participants; or other unusual factors that might have a negative impact on the test results.

Walk-through

1. On the **Training Management** tab, select **Manage Trainings > Learning Gain Notes**. The Learning Gain Notes screen appears similar to the following:

Learning Gain Notes

Select a Training

Year: 2011

Project: LDST06

Course: STARS Classroom Training

Training deliveries: STARS Classroom Training

Manage Learning Gain Cancel Clear Session

Note: If the training for which you want to enter learning gain notes is already selected, as illustrated in the below example, proceed to step 4. If the selected training is not the training for which you want to enter learning gain notes, click on the training name to change it, and then proceed to the next step.

Learning Gain Notes

Selected Training

[STARS Classroom Training \(click to change\)](#)

From: 05/02/2011 To: 05/02/2011

2. Using the corresponding drop-downs, select the year, project, course name, and training for which you want to enter learning gain notes.
3. Click the **Manage Learning Gain** button. The Learning Gain Notes screen appears similar to the following:

Learning Gain Notes

Selected Training
[STARS Classroom Training \(click to change\)](#)
From: 05/02/2011 To: 05/02/2011

Learning Gain Notes

4. Enter the learning gain notes.
5. Click the **Save** button. A pop-up message indicates that the learning gain notes have been successfully saved.
6. Click the **OK** button on this message.

Updating Training Attendance

Overview

When training ends, the training provider updates attendance and closes the training in STARS. This can be accomplished one of two ways:

1. If the trainer has computer access to the Internet in the classroom, training attendance can be done via the web-based **Online Training Attendance** program. The Training Attendance Guide can be downloaded at <http://stars.bsc-cdhs.org> by selecting **Training Providers > Tutorials and Documentation > Training Attendance Guide**.
2. If the trainer does not have computer access to the Internet in the classroom, he or she can record attendance using the **Check Attendance List and Registration** form. The day after the training ends, the attendance is then updated using the STARS Provider program. This procedure is described below.

Walk-through

1. On the **Training Management** tab, select **Manage Trainings > Update Attendance**. The Update Attendance screen appears similar to the following:

Update Attendance

The screenshot shows a web form titled "Update Attendance". At the top, it says "Select a Training". Below this are four dropdown menus: "Year:" with "2010" selected, "Project:" with "CC02" selected, "Course:" which is empty, and "Training deliveries:" which is empty. At the bottom of the form are three buttons: "Update Attendance", "Cancel", and "Clear Session".

2. Using the corresponding drop-downs, select the year, project, course name, and training for which you want to update attendance.
3. Click the **Update Attendance** button. The Update Attendance screen appears similar to the following:

Update Attendance

Selected Training
[CW/CPS Common Core Training Z-3 \(click to change\)](#)
 From: 01/04/2010 To: 01/08/2010

Other related tasks

DD	Last Name	First Name	Status	Agency	See more details
	Bhuiyan	Tania	User Cancelled	Oneida County DSS	Hover to see details
	Butler-Perkins	Jordan	Attended	Cortland County DSS	Hover to see details
	Clark	Tammy	Attended	Seneca County DHS	Hover to see details
	Dalton	Wendy	Attended	Cortland County DSS	Hover to see details
	David	Arlene	User Cancelled	St. Regis Mohawk DSS	Hover to see details
	Diaz	Holly	Attended	Cortland County DSS	Hover to see details
	Evola	Jennifer	User Cancelled	Oneida County DSS	Hover to see details
	Faulisi	Linda	Attended	Schuyler County DSS	Hover to see details
	Francisco	Melinda	Attended	Delaware County DSS	Hover to see details
	Geary	Beth	User Cancelled	Oneida County DSS	Hover to see details

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[Global Status Change](#)

- Verify the status of all trainees.
- Click the pencil icon in the row which contains the participant name for which you want to view/edit attendance. The Update Attendance form appears similar to the following:

	<input type="checkbox"/>	Bowe	Ellen	8	1	Attended	Madison County DSS	Child Protective Services	Hover to see details
Designated Driver <input type="checkbox"/>									
Status	Attended								
Priority	1								
Sessions	8								
Notes	<input type="text"/>								
					Update Cancel				

- Make changes as needed:
 - Use the Designated Driver check box to indicate mileage reimbursement.
 - To change the registration status, click the Status drop-down and make the appropriate selection.
 - To adjust the priority ranking, using the corresponding drop-down, select the priority number.
 - To adjust the number of sessions attended, using the corresponding drop-down, select the actual number of sessions attended.
 - To update the trainee notes, enter the notes in the Notes text box.

7. Click the **Update** button to save the changes.
8. Repeat steps 5-7 for the remaining participants for which attendance needs to be updated.

The Add Walk-Ins button can be used to add participants that did not pre-register.

To add walk-ins:

1. Click the Add Walk-Ins button.
2. Find the participant that you want to add to the training:
 - a. Put your cursor in the **Select an Agency** field, enter the name of the agency that the participant is affiliated with, and then select the agency using the drop-down. (Only accept the default option of All Agencies when you don't know which agency the participant is affiliated with.)
 - b. Put your cursor in the Nominate field, enter the last name of the participant, and then select the name using the drop-down.
 - c. Put a check in the box for Designated Driver if the trainee is eligible for mileage reimbursement.
 - d. Use the Notes field to enter any required information.
3. Click the **Add Nominee** button. A pop-up message indicates that the nominee has been added to the training.
4. Click **OK** on this message.

The Global Status Change link can be used to update the status of multiple registration records, for example, to update all of a training delivery's records that have a status of Attended to Partial Attended. The Global Status Change link is located beneath the information grid in the Update Attendance screen:

Update Attendance











Selected Training

[CW/CPS Common Core Training Z-3 \(click to change\)](#)

From: 01/04/2010

To: 01/08/2010

[Other related tasks](#)

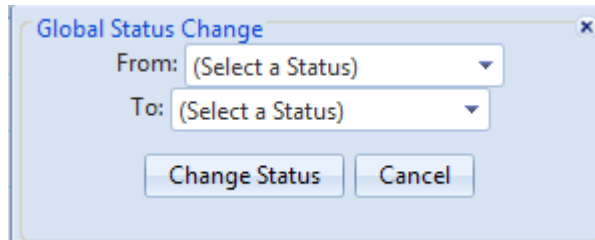
DD	Last Name	First Name	Status	Agency	See more details
 <input type="checkbox"/>	Bhuiyan	Tania	User Cancelled	Oneida County DSS	Hover to see details
 <input type="checkbox"/>	Butler-Perkins	Jordan	Attended	Cortland County DSS	Hover to see details
 <input type="checkbox"/>	Clark	Tammy	Attended	Seneca County DHS	Hover to see details
 <input type="checkbox"/>	Dalton	Wendy	Attended	Cortland County DSS	Hover to see details
 <input type="checkbox"/>	David	Arlene	User Cancelled	St. Regis Mohawk DSS	Hover to see details
 <input type="checkbox"/>	Diaz	Holly	Attended	Cortland County DSS	Hover to see details
 <input type="checkbox"/>	Evola	Jennifer	User Cancelled	Oneida County DSS	Hover to see details
 <input type="checkbox"/>	Faulisi	Linda	Attended	Schuyler County DSS	Hover to see details
 <input type="checkbox"/>	Francisco	Melinda	Attended	Delaware County DSS	Hover to see details
 <input type="checkbox"/>	Geary	Beth	User Cancelled	Oneida County DSS	Hover to see details

Page size: 10 37 items in 4 pages

[Global Status Change](#)

To make a global status change:

1. Click the **Global Status Change** link. The Global Status Change window appears in the center of the screen:



2. Using the From: drop-down, select the status of the records you want to update.
3. Using the To: drop-down, select the status that you want applied to the selected records.
4. Click the **Change Status** button. A pop-up message indicates that the statuses of the nominees have been successfully changed.
5. Click **OK** on this message.

Closing Training

Overview

Once training attendance has been updated by following the steps outlined in the previous section titled, 'Updating Training Attendance', the training should be closed. The **Close Training** option that is part of the **Manage Trainings** menu on the **Training Management** tab updates the training status from Post Required to Delivery Closed.

To close training:

1. On the **Training Management** tab, select **Manage Trainings > Close Training**. The Close Training screen appears similar to the following:

Close Training

Select a Training

Year: 2011

Project: CC03

Course: Child Protective Services Response Training

Training deliveries: Child Protective Services Response Training -A-1

Close Training Cancel Clear Session

2. Using the corresponding drop-downs, select the year, project, course name, and training you want to close.
3. Click the **Close Training** button. You will be prompted on whether you are sure you want to close the training and the attendance list will appear similar to the following:

Close Training

Selected Training
[Child Protective Services Response Training - A-1 \(click to change\)](#)
 From: 01/03/2011 To: 01/07/2011

Are you sure you want to close this Training?

Child Protective Services Response Training - A-1

DD	Last Name	First Name	Sessions	Status	Agency	Functional Area	See more details
<input type="checkbox"/>	Armbruster	Karen	8	Attended	Onondaga County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Bailey	Sherri	8	Attended	Allegany County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Bowe	Ellen	8	Attended	Madison County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Carnes	Novena	8	Attended	Onondaga County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Conmy	Suzanne	8	Attended	Tioga County DSS	Prev/Family Supp Svc	Hover to see details
<input type="checkbox"/>	Cook	Lisa	8	Attended	Jefferson County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Deuel	Jason	8	Attended	Onondaga County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Gorman	Shannon	0	User Cancelled	Oswego County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Guanciale	Nicholas	8	Attended	Onondaga County DSS	Child Protective Services	Hover to see details
<input type="checkbox"/>	Holliday	Richard	8	Attended	Onondaga County DSS	Child Protective Services	Hover to see details

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4. Click the **Yes, Close this training** button. A pop-up message indicates that the training has been successfully closed.
5. Click the **OK** button on this message. The training status updates from “Post Required” to “Delivery Closed”.

Note: After the delivery is closed, you still have the ability to modify the registration list.