

STARS Provider Log of Program Updates

1/6/2012

The following updates were made in the Web based STARS Provider program:

- On the Schedule/Edit Training screen, a new evaluation option, PR Asynchronous Distance Learning, is available for selection.
- Users may select only one of the following three PR options: Participant Reaction, PR Asynchronous Distance Learning, or PR Alternative.
- New Report: Reports\Evaluation\Level 1:Participant Reaction\Participant Reaction Async DL Questionnaire – Blank
- New Report: When Reports\Evaluation\Level 1:Participant Reaction\Participant Reaction Questionnaire is selected, the report for the new Async Distance Learning is displayed, if the training has this evaluation option selected; otherwise the same classroom version is displayed.

Notes:

- The new PR Asynchronous Distance Learning checkbox option will only be available in the Web based STARS Provider program.
- This option should only be selected for asynchronous distance learning trainings.
- An online evaluation form has been developed for online administration of the PR Async DL Questionnaire.

11/1/2011

As per request from the STARS Provider User Group, the following updates were made in the STARS Provider program:

- Sending a test announcement email wasn't working directly after scheduling a training. This is now fixed.
- The OTDA 2010 project was appearing by default, instead of the OTDA 2011 project. This is now fixed.
- Closing trainings having trainees with certain statuses was not working. This is now fixed.
- When deleting a course, the message that alerts the course couldn't be deleted because it contains trainings, etc. was difficult to notice. This message has been changed to red font.
- The OTDA application allowed a person to be registered for a cancelled training. The OTDA program has been fixed to prevent this.
- The menu bar was blocking several drop-down lists throughout the application. This has been fixed in several places throughout the application. Please let us know if we missed any screens!
- Numbering has been added to the Update Nominations screen.
- The Rooming List report in the Conference Reports section was showing all trainings, even trainings without reimbursement. This has been fixed.
- On the login screen, the enter key now activates the login button.

- The Trainee Roster report has been updated to a pop up report in order to preserve the user selections.

10/4/2011

As per the State, the following updates have been made to the web based STARS Provider program:

- The Pass/Fail field has been added to the Update Nominations section that is accessed via the Training Management > Manage Trainings menu.
- The Training Start Time has been added to the report design grid for both the Check Attendance List and Trainee Roster which are accessed via the Reports > Training menu.

2/11/2011

As per the State, the following update has been made to the *Training and Administrative Activities Quarterly Report Summary* in the STARS Provider program:

- The report will display information for attended trainees, not all nominated trainees.
- Multipart courses will be counted as one delivery.

2/8/2011

The M.I. (Middle Initial) column has been added to the personnel search results grid that is part of the Personnel Maintenance screen.

1/25/2011

The following update is effective as of 1/1/11: Providers must ensure that trainings are closed and evaluations are submitted within 14 calendar days. By using 14 calendar days, instead of 10 business days, it also eliminates any questions/ambiguity about how to deal with holidays.

11/16/2010

The County Code option has been removed from the Level I: Participant Reaction Questionnaire. (This information is already determined by the agency location.)

9/24/2010

The Evaluation Level II reports in the Evaluation Reports section of the STARS Provider program have been re-ordered by report name.

A new report, named List of Tests, has been added to the Level II Evaluation Reports section of the STARS Provider program. This report displays the Project, Test Code, and Test (name). The report is sorted by Test Code or Test (name) and is filtered by Project.

9/22/2010

As requested by STARS Provider users, an option for “Travel Restrictions” has been added to the “Reasons for cancellation” drop-down that appears when a provider updates a trainee status to “User Cancelled”. 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
- Technical Difficulties
- Told to by Supervisor / Employer
- Unable to Contact Nominee

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 provider updates a trainee status to “User Cancelled”. 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

7/8/2010

Providers are no longer able to edit ACS or HRA agency types in the Agency Maintenance screen, or select these agency types in the Agency Profile screen. The one exception is the ACS provider, which can still edit ACS agency types.

6/11/2010

As per the State's updated criteria, the following updates were made to the Other Activities option in STARS Provider:

- The Remarks field was updated from 256 characters to 3,000 characters. Also, a scroll bar was added to this field.
- Previously entered values can now be removed (blank) from the following fields: Percent Complete, Days Spent, Dollars Spent, and Number of Participants.

5/27/2010

The ability to filter tests by project was added to the Manage Test screen and Copy Questions screen. When a project is selected, only tests that are associated with the project will display.

4/19/2010

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

9/16/2009

As per OCFS decision, the SSN (Last 4) field was removed from the STARS database. The following updates were made:

- The Search by SSN (Last 4) option was removed from the Personnel Maintenance screen.
- The Last 4 SSN field was removed from the Personnel Profile screen.
- The Trainee ID (Last 4 SSN) column was removed from the Training Registration screen.
- The Trainee ID (Last 4 SSN) column was removed from the Lodging Information screen.
- The Last 4 SSN column was removed from all reports.

8/3/2009

A First Name search option was added to the Personnel Maintenance screen and the Add Trainees screen that is part of the Manage Trainings section.

7/24/2009

When a provider user selects the “Email Now” option in the Announcement set up screen for an announcement that was previously emailed, the user will be prompted to enter the reason for resending the announcement. The information entered in the Reason field will appear in the Additional Information section of the training announcement that is sent when the Submit button is pressed.

5/27/2009

When a provider updates a trainee status to “User Cancelled”, the provider must choose one of the following reasons for cancellation from the drop-down provided:

- Already Taken the Course
- Court Appearance
- Did Not Take PreRequisite(s)
- Family Emergency
- Illness
- Left The Agency
- Told to by Supervisor / Employer
- Unable to Contact Nominee

The User Cancelled Reason displays in the right-most column of the Training Registration screen.

5/12/2009

When a provider cancels a training in STARS, the provider must choose one of the following reasons for cancellation from the drop-down provided:

- Cancelled by State/Program Area
- Technical Difficulties (iLinc, Computer Training, etc.)
- Trainees Did Not Show-up
- Trainer Illness
- Undersubscribed
- Weather Emergency

The Model Training function now copies the evaluation level II test assignment and trainee Id option.

The PR Alternative option was added for participant reaction questionnaires that are generated outside of STARS.

5/4/2009

The “Answer Key” report was renamed to “Test Questions & Answer Key” and now includes the test questions, in addition to the test answers.

The instruction sheet of the Test Booklet was updated to remove the text “Make sure your name appears on the answer sheet” when the training evaluation does not require trainee Id or requires a random Id.

The Assign Test to Training section was updated to allow pre and post test assignments for each part of multi part training.

4/23/2009

In the Announcement set up screen, we added the option to attach a registration form when the announcement is sent. This option is selected by default. If it is not de-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.

The following statement was added to the bottom of the training announcement: “If special accommodations/needs are required, please contact the training provider for arrangements.”

The Trainee Contact Report was added to the Training Reports section of the STARS Provider program. This report displays the Trainee Name, Trainee Email, Agency Name, Agency Phone and Ext, Agency Contact, Contact Phone and Ext, and Contact Email for the selected training. The report is sorted by Trainee Name and is filtered by training dates and training name.

3/27/2009

In regard to administering the online PRQ and posttest for iLinc training that does not require trainee ID: When a trainer shares the link to the evaluation in the iLinc session, the trainees are no longer required to enter the training id. Instead, the link will take the trainees directly to the evaluation.

The option to re-order questions was added in the Manage Test screen for tests that have not been administered yet.

The iLinc Specific Participant Reaction Results report was removed, as the iLinc specific questions were removed from the online PRQ on 2/6/09.

The "Require Trainee Id" column heading in the Assign Test screens was renamed to "Trainee Id Options".

3/24/2009

As per request from the STARS Provider User Group, we have added the project code to the Test. This option facilitates the assigning of tests to courses or trainings, as the drop-down control will only show tests for the selected project.

The Trainee Specific Answer Form report was updated to prompt the user for the number of additional forms to print for walk-in participants when a test assigned to a pre-registered training is set to require trainee ID.

3/11/2009

As requested by the state, we have updated the option for conducting online evaluations (Level I & Level II) for iLinc trainings, and those classroom trainings where trainees have access to a computer, and therefore can perform the evaluation online. The main point of this change was to allow the trainees to complete the PRQ and the Level II together.

Trainers MUST administer the online evaluations from the STARS portal, <http://stars.bsc-cdhs.org>

iLinc Evaluations

1. For iLinc trainings, the trainer needs to login in with the STARS Provider program credentials.
2. Next, the trainer needs to enter the training ID.
3. If the training requires a PRQ only or a PRQ and posttest only, the trainer will have the option of emailing the link to the trainees or sharing the link.
4. If the training requires a PRQ, a pretest and posttest, or a PRQ and posttest, with trainee ID required, the trainer must email the link to the trainees.

Classroom Evaluations

1. For classroom trainings, the trainer will instruct the trainees to access the Classroom Evaluations menu option.
2. The trainer will administer the training id to the trainees, who will enter it and click the Submit button.

3. For tests with Trainee ID, a password is required. In this case, the trainer must run the *Level II Request Trainee Passwords Report* and administer the Password to each trainee in the classroom.

Note: The PRQ will appear before the posttest, when both Level I and II are required.

3/9/2009

As per request from the STARS Provider User Group, we have added the option to add questions to a new test by copying questions from existing tests. This process is similar to the current process of creating a new test, only now you have the option to copy questions when adding this test.

2/17/2009

The Participant Reaction Results Cumulative report was added in the Evaluation Reports section. This report provides the cumulative participant reaction results for a project for all trainings held during a selected time period. Group results for individual questions are included.

The Test Results Cumulative report was also added in the Evaluation Reports section. This report provides the cumulative test results for a course for all trainings held during a selected time period. Group results for individual questions are included.

The Trainee Specific Answer Form report was updated to prompt the user for the number of additional copies for walk-in participants when the test assigned to the training is set to "Require Random Id".

If a posttest is being administered online and the training requires a Level I: Participant Reaction, the trainee will be presented with the Level I: Participant Reaction Questionnaire before starting the posttest.

2/10/2009

When administering the online pretest and/or posttest for iLinc training, the trainer now has the option of requesting a link that will be administered to the trainees in the iLinc session. This option is in addition to the option for emailing the trainees a link to the Level II Evaluation.

2/6/2009

The second set of questions (iLinc specific) was removed from the online iLinc Participant Reaction Questionnaire.

2/3/2009

We have added the ability to edit a training delivery's reimbursement options from Mileage or None to Hotel or Both when there are registrants for the training. When this type of change is made, the existing registrants are automatically set to commuters and the provider will need to inform the registrants that lodging is available for selection.

Multiple PDF attachments can now be added at the same time in the Announcement and Confirmation set-up screens, as long as they are in the same folder.

2/2/2009

A new report, titled Answer Key, was added in the Evaluation Reports section. This report displays the answer key for a selected test. The report is filtered by the test code/test name.

1/26/2009

A new evaluation option, LG Not Done, was added in the Evaluation Options section of the Schedule Training Delivery screen. The LG Not Done option may be selected when the Evaluation Level II: Learning Gain is not conducted for whatever reason, but was required, as indicated by the check mark next to Learning Gain. In this situation, please enter a reason for not conducting the evaluation, in the LG Notes field, as explained below.

An option for entering LG Notes (Learning Gain Notes) was added to the Manage Trainings screen. Similar to the PR Notes (Participant Reaction Notes), the Learning Gain Notes field is intended for the entry of provider comments on the completion of the Evaluation Level II: Learning Gain, if deemed necessary by the provider, as well as for indicating the reasons of why the Evaluation Level II was not conducted, when it was required.

Note: The LG Notes field is optional. This comment box is available for your use whenever a situation occurs that has an impact on your evaluation submittal. Situations might include: not conducting the Evaluation Level II when required; difficulty retrieving answer sheets from participants; or unusual factors that occur during the training that might have a negative impact on the test results.

1/15/2009

We have added the option for entering additional notes in the non-acceptance memos that are emailed to those participants that you did not accept to the training. For example, this option may be used if you wish to include information regarding the selection process that is used.

This new option, labeled Non Acceptance, is located in the lower center portion of the Training Details screen, which is accessed by clicking the Manage Trainings menu option, selecting the year, contract, course name, training delivery, and then clicking the Ann/Memos button.

In addition to entering the notes, you may send a test email by clicking the Test Non-Acceptance button. The email address for the course contact auto populates by default, but this email address may be edited if needed, before clicking the Send button.

12/9/2008

Two Supervisor fields were added in the Personnel Maintenance screen. In the near future, we will be providing the local districts and voluntary agencies with the ability to flag a staff record as a supervisor. Names that are flagged as supervisors become part of the Supervisor drop-down from which users can also specify the supervisor for a staff record.

12/1/2008

A new option to have a random ID generated for a pre and post test was added to the Assign Test to Course/Training screens. This option is part of the Require Trainee ID drop-down list. When the Trainee Specific Answer Form report is generated for a training associated with a test which requires random ID, the system prints a form for each registrant, plus five additional forms for walk-ins. The system will print the random ID number in the lower left portion of the form. The random IDs are assigned in sequential order. Providers should get prior State approval before using this option.

11/4/2008

The Trainings Requiring Evaluation Report was added to the Evaluation Reports section of STARS Provider. This report displays the Project, Date Range, Training ID, Training Title, Start Date, End Date, and indicates which evaluation options are flagged. (The evaluation options are Participant Reaction, Knowledge Gain, Knowledge Gain Alternate, and Transfer.) The report is filtered by Contract Year, Project, and Date Range.

For Evaluation Level II Classroom trainings for which trainee ID is required: The restriction that trainee passwords could only be requested within the start and end date of training has been modified for the Request Trainee Passwords report in the STARS portal. Trainee passwords can now be requested between the registration deadline date and the training end date.

10/8/2008

A new evaluation option, Learning Gain Alternate, was added in the Evaluation Options section of the scheduling screen. This option can only be used if approved by your State Contract Manager. Note: The alternate test will not be part of the STARS system.

Workshop numbers were added to the name labels for conferences.

The User ID field was added to the Personnel Maintenance section.

7/28/2008

The Level II Evaluation component was released. The Level II Evaluation Guide is available for download at <http://stars.bsc-cdhs.org>. (Select Training Providers, Tutorials and Documentation, Level II Evaluation Guide.)

7/16/2008

The Waiting List report was added to the Training Reports section. This report displays a list of rejected participants for a specific training and is filtered by training dates and training name. It is sorted first by agency name, and then by participant name.

6/16/2008

The new conference module was released.

The Overflow Hotel feature was added to the “Schedule Training Delivery” screen (part of Manage Trainings). This feature 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.

6/11/2008

The Quarterly Summary Report was added to the Administrative Reports section. This report displays the Quarterly Report Summary in Microsoft Word format. The table on page one auto-fills with the following information: contractor name, contract year, project code, contract number, reporting period, along with the # of days and # of trainees by quarter and deliverable. Totals are also included. The report summary section is to be typed in using Microsoft Word. The report is filtered by quarter, year, and project.

5/19/2008

Providers will now be able to view all information for any personnel, when they click on the select button in the Personnel Maintenance screen. However, if the person belongs to a local agency, then the Provider still will not be able to edit or delete that person.

A filter for contract was added to the Training Calendar report.

When registering staff for training with lodging, it is now possible to select a previously registered roommate in the lodging information screen.