

**Statewide Training Automated Registration System**

# **STARS**

*For Training Providers*

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## **Quick Start Guide**

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## ***Adding a Contract***

### **Overview**

The Contracts menu option under Data Maintenance is used to add, edit and view State training contract records. Contracts must be entered before courses can be entered and training deliveries can be scheduled.

### **Adding a new contract**

1. In the Main Menu, click **Contracts** under Data Maintenance. The Contract Maintenance screen appears.
2. Click the **Add** button.
3. Enter the Contract Number and Description.
4. Select the Start Date and End Date.
5. Click the **Save** button.
6. Click the **Done** button to return to the Main Menu.

### **Editing/viewing a contract**

1. In the Main Menu, click **Contracts** under Data Maintenance. The Contract Maintenance screen appears.
2. Select the year for which you want to edit/view a contract. Note: The current year is selected by default.
3. Click the **Apply** button.
4. Select the contract you want to view by clicking the leftmost column in the row which contains the contract name.
5. Click the **Edit** button.
6. Make changes if necessary and then click **Update** – or click **Cancel** if no changes are being made.
7. Click the **Done** button to return to the Main Menu.

### **Deleting a contract**

It is not possible to delete a contract when associated courses exist. However, if a contract is added in error and no courses have been scheduled for that contract, it is possible to delete the contract by performing the following steps:

1. In the Main Menu, click **Contracts** under Data Maintenance. The Contract Maintenance screen appears.
2. Select the year for which you want to delete a contract. Note: The current year is selected by default.
3. Click the **Apply** button. Select the contract you want to delete by clicking the leftmost column in the row which contains the contract name.

4. Click the **Delete** button. You will receive a message asking you to confirm that you want to delete the record.
5. Click the **Yes** button to delete the record.
6. Click the **Done** button to return to the Main Menu.

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## *Adding a Course*

### Overview

The Manage Courses menu option is used to add, edit and view course offerings associated with State training contracts.

### Verifying the job unit exists

Since the Unit field in the course profile should reflect the Unit or Training Department that will be delivering the instruction, verify that it exists before adding the course.

1. In the Main Menu, select **Job Units** under Data Maintenance. The Job Unit Maintenance screen appears.
2. Click the **Find** button, enter the job unit name, and then click the **Find** button.
  - If the unit exists, proceed to add the course.
  - If you receive a message which indicates no job unit was found, then click **OK** and proceed to the next step.
3. Click the **Add** button, enter the job unit name, and then click the **Save** button.
4. Click the **Done** button to return to the Main Menu.

### Adding a course without modeling

1. In the Main Menu, click **Manage Courses** under Training Management. The Manage Courses screen appears.
2. Select the Year and Contract for which you wish to add a course from the associated drop-downs.
3. Click the **Add** button. The Model Course option will appear, prompting you on whether you want to model the new course from an existing course. (This feature copies the information from a course that was entered for a previous year.)
4. Click the **No** button and go to the next step.
5. Type information in the Course Name, Course Code, Course Description, Target Population Description, and Prerequisites text boxes. Use the arrow indicators to make selections from the Unit, Content, and Contact drop-downs. To indicate Number of Offerings, Maximum Trainees, and Minimum Trainees, use the small up/down arrows or type in the numbers. The default value for BT Course is Yes. Use the arrow indicators to make selections from the Workplan and Project drop-down list boxes. If a course is not BT funded, select No for the BT Course field.
6. Click the **Save** button. The Add Successful screen appears.
7. Click the **OK** button.
8. Click the **Done** button to return to the Main Menu.

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### **Modeling a new course from a selected course**

The instructions below are intended to assist you with adding new courses for the coming year, based on courses that have already been entered in STARS Provider for a previous year (assuming that the course information is the same and that you've already added the new contract). This function was added to help eliminate the necessity for re-entering information.

1. In the Main Menu, click **Manage Courses** under Training Management. The Manage Courses screen appears.
2. Select the Year and Contract for which you wish to add a course from the associated drop-downs.
3. Click the **Add** button. The Model Course option will appear, prompting you on whether you want to model the new course from an existing course.
4. Click the **Yes** button. The Select course to model screen will appear.
5. Select the Year, Contract and Course Name of the course you want to model.
6. Click the Select button. The Adding Course Profile screen will appear.
7. Select the Workplan and Project and modify the course information as necessary to reflect that of the current year's course.
8. Click the **Save** button when changes are complete. A message alerts you that the course was added.
9. Click the **OK** button.
10. Click the **Done** button to return to the Main Menu.

### **Editing a course**

1. In the Main Menu, click **Manage Courses** under Training Management. The Manage Courses screen appears.
2. Select the Year and Contract for which you wish to edit a course from the associated drop-downs.
3. Select the course you want to edit by clicking the leftmost column in the row which contains the course name.
4. Click the **Edit** button.
5. Make changes as needed and then click the **Update** button. A message alerts you that the course was updated.
6. Click the **OK** button.
7. Click the **Done** button to return to the Main Menu.

### **Deleting a course**

It is not possible to delete a course when associated trainings exist. However, if a course is added in error and no trainings have been scheduled for that course, it is possible to delete the course by performing the following steps:

1. In the Main Menu, click **Manage Courses** under Training Management. The Manage Courses screen appears.
2. Select the Year and Contract for which you wish to delete a course from the associated drop-downs.
3. Select the course you want to delete by clicking the leftmost column in the row which contains the course name.
4. Click the **Delete** button. You will receive a message asking you to confirm that you want to delete the course.
5. Click the **Yes** button to delete the course. A message alerts you that the course was deleted.
6. Click the **OK** button.
7. Click the **Done** button to return to the Main Menu.

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## *Adding a Test*

### Overview

The **Create Test** menu option allows you to add test names, questions, and answers.

### Adding a test name

1. In the Main Menu, click **Create Test** under Evaluation. The Manage Test screen appears.
2. Click the **Add Test** button. The *Add Test* screen appears.
3. Select the project to which the test is assigned by using the corresponding drop-down.
4. Type the name of the test in the *Test Name* field.
5. Click the **Save** button. You will return to the Manage Test screen.

### Editing a test name

1. In the Manage Test screen, select the test name you want to edit by clicking the leftmost column in the row which contains the test code, test name, and project.
2. Click the **Edit Test** button.
3. Review the test name for accuracy and make corrections as needed.
4. Click the **Save** button. You will return to the Manage Test screen.

### Deleting a test

*Note: You cannot delete a test that has already been administered*

1. In the Manage Test screen, select the test you want to delete by clicking the leftmost column in the row which contains the test code, test name, and project.
2. Click the **Delete Test** button. The *Delete Test* screen appears, asking if you are sure you want to delete the test.
3. Click the **Yes** button to delete the test and its questions. A message appears which indicates the test was deleted.
4. Click the **OK** button.

### Adding test questions

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.

1. In the Manage Test screen, select the test for which you want to add a question by clicking the leftmost column in the row which contains the test code, test name, and project.
2. Click the **Add Question** button. The Add New Question screen appears with the Question Number field auto populated.
3. Type the question in the Question field.
4. Specify the number of answers. Five answers are selected by default, but this number may be adjusted in one of the following ways:
  - To increase the number of answers, click the small up arrow in the No. Answers field. *Note: The maximum number of answers is six.*
  - To decrease the number of answers, click the small down arrow in the No. Answers field. *Note: The minimum number of answers is two.*
5. Type the answers in the answer fields.
6. Select the correct answer using the **Answer Key** radio button in the row which contains the correct answer.
7. Click the **Save** button.
8. Repeat steps 2-7 for the remaining questions.
9. Click the **Done** button to return to the Main Menu.

### **Editing test questions**

*Note: You cannot edit questions for a test that has already been administered.*

1. In the Manage Test screen, select the test for which you want to edit a question by clicking the leftmost column in the row which contains the test code, test name, and project.
2. Select the test question you want to edit by clicking the leftmost column in the row which contains the question no. and question.
3. Click the **Edit Question** button. The *Edit Question* screen appears.
4. Review the test question and answer information for accuracy and make corrections as needed.
  - To correct the test question, type corrections in the **Question** field.
  - To increase the number of answers, click the small up arrow in the **No. Answers** field. *Note: The maximum number of answers is six.*
  - To decrease the number of answers, click the small down arrow in the **No. Answers** field. *Note: The minimum number of answers is two.*
  - To correct answers, type corrections in the answer fields.
  - To correct the answer key, click the **Answer Key** radio button in the row which contains the correct answer.
5. Click the **Update** button.
6. Click the **Done** button to return to the Main Menu.

**Deleting test questions**

*Note: You cannot delete questions for a test that has already been administered.*

1. In the Manage Test screen, select the test for which you want to delete a question by clicking the leftmost column in the row which contains the test code, test name, and project.
2. Select the test question you want to delete by clicking the leftmost column in the row which contains the question no. and question.
3. Click the **Delete Question** button. The *Delete* screen appears, asking if you are sure you want to delete the question.
4. Click the **Yes** button to confirm that you want to delete the question.
5. Click the **Done** button to return to the Main Menu.

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## *Assigning a Test to a Course*

### Overview

The **Assign Test To Course** menu option allows you to assign a test 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.

### Assigning a Test to a Course

1. In the Main Menu, click **Assign Test To Course** under Evaluation. The Assign Test to Courses screen appears.
2. Using the corresponding drop-downs, select the **Contract Year** and **Project** of the course for which you want to assign a test.
3. Click the **Apply** button.
4. Using the **Assign Pretest/Assign Posttest** drop-downs, select the test in the row which contains the course name to which the test should be assigned.
5. **Require Trainee ID** is selected by default in the right-most column. If the test should not be tied to the trainee, select **Do Not Require ID** from the Require Trainee ID drop-down. To have a random ID generated for a pre and post test, select **Require Random ID** from the Require Trainee ID drop-down.
6. Click the **Done** button to return to the Main Menu.

***Note:** When a test is assigned to a course, any training created for the course will use the same test. The Learning Gain option will auto select in the “Schedule Training Delivery...” screen that is accessed via the Manage Trainings section. Assigning a test to a course also enables you to print the answer form and test booklet.*

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## ***Assigning a Test to a Training***

### **Overview**

The **Assign Test To Training** menu option allows you to assign a test to a specific training. This is not a required step. This option provides flexibility in case Assign a Test To Course does not meet a provider's test scheduling needs. For example, a provider may need to change tests in the middle of the contract year. Or you may wish to have separate tests under the umbrella of a single course.

### **Assigning a Test to a Training**

1. In the Main Menu, click **Assign Test To Training** under Evaluation. The Assign Test to Trainings screen appears.
2. Using the corresponding drop-downs, select the **Contract Year, Project** and date range of the trainings for which you want to assign a test.
3. Click the **Apply** button.
4. Using the **Assign Pretest/Assign Posttest** drop-downs, select the test in the row which contains the training name to which the test should be assigned.
5. **Require Trainee ID** is selected by default in the right-most column. If the test should not be tied to the trainee, select **Do Not Require ID** from the Require Trainee ID drop-down. To have a random ID generated for a pre and post test, select **Require Random ID** from the Require Trainee ID drop-down.
6. Click the **Done** button to return to the Main Menu.

***Note:** The Learning Gain option will auto select in the "Schedule Training Delivery..." screen that is accessed via the Manage Trainings section. Assigning a test to a training also enables you to print the answer form and test booklet.*

## *Selecting the Active Agency*

### **Overview**

Certain procedures included in the Data Maintenance group of activities require the user to select an Active Agency. The following steps for selecting the Active Agency are applicable to the Personnel, Job Title, and Job Unit activities.

1. Click the binoculars in the Personnel Maintenance, Job Title Maintenance, or Job Unit Maintenance screen to access the Open Agency screen.
2. Fill in the Agency Name field, and click Search.
3. Click the desired Agency Name from the Results field.
4. Click **Select**. The selected agency will appear as the Active Agency in the Maintenance screen.

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## ***Adding Job Titles***

### **Overview**

The Job Title Maintenance function allows you to enter job titles for agency staff into the STARS database. The job title field is part of the personnel record. Before adding a personnel record, you should verify that the job title exists in the Job Title Maintenance screen.

*Note: Providers are not able to modify or add job title records for other training providers, state offices, or local DSS offices. When updates are needed for records that belong to a “locked” agency, the provider should contact the agency’s SDC or training coordinator.*

### **Adding a Job Title**

1. In the Main Menu, click **Job Titles** under Data Maintenance. The Job Title Maintenance screen appears.
2. If the desired agency name is not shown in the Active Agency field, change it by following the steps described in the section, *Selecting the Active Agency*.
3. Job titles are sorted alphabetically. Scroll down to verify that the job title record does not already exist, or use the Find function. (Click the **Find** button, enter the job title in the text box, and click **Find**.)
4. If the job title was not found, click the **Add** button.
5. Enter the job title in the text box.
6. Click the **Save** button.
7. Click the **Done** button to return to the Main Menu.

## ***Adding Job Units***

### **Overview**

The Job Unit Maintenance function allows you to enter job units for agency staff into the STARS database. The job unit field is part of the personnel record. Before adding a personnel record, you should verify that the job unit exists in the Job Unit Maintenance screen.

*Note: Providers are not able to modify or add job unit records for other training providers, state offices, or local DSS offices. When updates are needed for records that belong to a “locked” agency, the provider should contact the agency’s SDC or training coordinator.*

### **Adding a Job Unit**

1. In the Main Menu, click **Job Units** under Data Maintenance. The Job Unit Maintenance screen appears.
2. If the desired agency name is not shown in the Active Agency field, change it by following the steps described in the section, *Selecting the Active Agency*.
3. Job units are sorted alphabetically. Scroll down to verify that the job unit record does not already exist, or use the Find function. (Click the **Find** button, enter the job unit in the text box, and click **Find**.)
4. If the job unit was not found, click the **Add** button.
5. Enter the job unit in the text box.
6. Click the **Save** button.
7. Click the **Done** button to return to the Main Menu.

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## ***Adding Personnel Records***

### **Overview**

The Personnel Maintenance function 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.

*Note: Providers are not able to modify or add personnel records for other training providers, state offices, or local DSS offices. When updates are needed for records that belong to a “locked” agency, the provider should contact the agency’s SDC or training coordinator.*

### **Using the Search Function to View Personnel Records**

1. Specify the search criteria:
  - To search for *All Personnel*: Leave the text field empty.
  - To search Personnel by *Last Name*: Enter the last name.
  - To search personnel by *User ID*: Enter the user id.
2. Specify the scope:
  - The scope is Active Agency by default. This means that only personnel within the active agency will be displayed.
  - To perform a universal search for a person by Last Name or SSN, select the All Agencies radio button.
3. Click **Find**.
4. Double-click the name for which you wish to see details, or highlight the name and click Select.

### **Adding a Personnel Record**

8. In the Main Menu, click **Personnel** under Data Maintenance. The Personnel Maintenance screen appears.
9. If the desired agency name is not shown in the Active Agency field, change it by following the steps described in the section, *Selecting the Active Agency*.
10. Use the Search function to verify that the personnel record does not already exist. (Follow the steps described above in the previous section, *Using the Search Function to View Personnel Records*.)
11. Click the **Add** button. The Personnel Profile screen appears.
12. Type in the new information and use the drop-downs for City, Job Type, Job Title, Job Unit, and Functional Area.
13. Click the **Save** button. A message alerts you that the personnel profile was added.
14. Click the **OK** button on the message.
15. Click the **Done** button to return to the Main Menu.

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### **Editing a Personnel Record**

1. In the Main Menu, click **Personnel** under Data Maintenance. The Personnel Maintenance screen appears.
2. If the desired agency name is not shown in the Active Agency field, change it by following the steps described in the section, *Selecting the Active Agency*.
3. Use the Search function to locate the record to be edited and select the record. (Follow the steps described in the section, *Using the Search Function to View Personnel Records*.)
4. Click the **Edit** button. The Personnel Profile screen appears.
5. Make changes as needed, and then click the **Update** button. A message alerts you that the personnel profile was updated.
6. Click the **OK** button on the message.
7. Click the **Done** button to return to the Main Menu.

### **Deleting a Personnel Record**

*Note: You cannot delete a personnel record that has training attendance records associated with it.*

1. In the Main Menu, click **Personnel** under Data Maintenance. The Personnel Maintenance screen appears.
2. If the desired agency name is not shown in the Active Agency field, change it by following the steps described in the section, *Selecting the Active Agency*.
3. Use the Search function to locate the record to be deleted and select the record. (Follow the steps described in the section, *Using the Search Function to View Personnel Records*.)
4. Click the **Delete** button. A message appears asking if you are sure you want to delete the selected personnel.
5. Click the **Yes** button to delete the record.
6. Click the **Done** button to return to the Main Menu.

## ***Updating Agency Contact Information***

### **Overview**

The Agency Maintenance function allows you to update agency contact information.

*Note: Providers are not able to modify agency records for other training providers, state offices, or local DSS offices. When updates are needed for records that belong to a “locked” agency, the provider should contact the agency’s SDC or training coordinator.*

### **Updating Agency Contact Information**

1. In the Main Menu, click **Agencies** under Data Maintenance. The Agency Maintenance screen appears.
2. Enter the *Agency Name* in the search text box.
3. Click the **Find** button.
4. Double click the agency record that you want to edit.
5. Click the **Edit** button.
6. Make changes as needed. To update the agency contact, use the *Primary Contact* drop-down to select the contact name.
7. Click the **Update** button.
8. Click the **Done** button to return to the Main Menu.

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## ***Adding Training Sites***

### **Overview**

The Training Sites menu option is used to enter demographic information about the places where trainings are conducted.

### **Using the Search Function to View Training Sites**

1. Specify the search criteria:
  - To search training sites by *Name*: Enter the training site name in the Search field.
  - To search training sites by *City*: Select the City radio button and enter the city name in the Search field.
2. Click **Find**.
3. Double-click the training site name for which you wish to see details, or highlight the name and click Select.

### **Adding a Training Site**

1. In the Main Menu, click **Training Sites** under Data Maintenance. The Training Site Maintenance screen appears.
2. Use the Search function to verify that the site does not already exist. (Follow the steps described above in the previous section, *Using the Search Function to View Training Sites*.)
3. Click the **Add** button. The Training Site Profile screen appears.
4. Fill in the fields shown, making sure to use the associated drop-down to select the city. Note: A red asterisk indicates a required field.
5. Click the **Save** button. A message alerts you that the training site was added.
6. Click the **OK** button on the message. Click the **Done** button to return to the Main Menu.

### **Editing a Training Site**

1. In the Main Menu, click **Training Sites** under Data Maintenance. The Training Site Maintenance screen appears.
2. Use the Search function to locate the site you want to edit and select the record. (Follow the steps described in the section, *Using the Search Function to View Training Sites*.)
3. Click the **Edit** button. The Training Site Profile screen appears.
4. Make changes as needed, and then click the **Update** button. A message alerts you that the training site was updated.
5. Click the **OK** button on the message. Click the **Done** button to return to the Main Menu.

**Deleting a Training Site**

*Note: You cannot delete a training site that has training records associated with it.*

1. In the Main Menu, click **Training Sites** under Data Maintenance. The Training Site Maintenance screen appears.
2. Use the Search function to locate the site you want to edit and select the record. (Follow the steps described in the section, *Using the Search Function to View Training Sites.*)
3. Click the **Delete** button. A message appears asking if you are sure you want to delete the training site.
4. Click the **Yes** button on the message. A message alerts you that the training site was deleted.
5. Click the **OK** button on the message.
6. Click the **Done** button to return to the Main Menu.

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## ***Adding Target Population Groups***

### **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.

### **Adding a Target Population Group**

1. In the Main Menu, click **Target Population Groups** under Data Maintenance. The Target Population Groups screen appears.
2. Verify that the target population group does not already exist by reviewing the current listing of target population group names.
3. Click the **Add** button.
4. Type in the Target Population Group Name.
5. Click the **Save** button. The target population group name you entered will appear in the grid which is sorted alphabetically.

### **Adding/Removing Agencies for a Target Population Group**

1. In the Target Population Groups screen, select the target population group name by clicking the leftmost column in the row which contains the target population group name.
2. Click the **Add/Remove Agencies** button. The Target Population Group screen appears.
3. Search for the agencies you want to add to the target population group by using one or more of the following filters:
  - Type the agency name in the Agency field if you want to search by agency name.
  - Select the Agency Type drop-down if you want to search by agency type.
  - Select the Region drop-down if you want to search by region.
4. Click **Search**. Matching agencies will return in the lower grid.
5. Select the agency you want to add to the target population group.
6. Click the **Add** button.
  - a. If you want to continue adding other agencies to the target population group, repeat steps 8-11.
7. Click the **Close** button when finished adding agencies to the target population group.
8. Click the **Close** button to return to the Main Menu.

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## ***Scheduling Training Deliveries***

### **Overview**

Training deliveries are scheduled via the Manage Trainings menu option. Part of this process involves setting up the training announcement to be emailed to the training target population and adding additional information to be included in the training confirmation memo that is emailed to the registered agencies.

### **Scheduling a Training Delivery**

1. In the Main Menu, click **Manage Trainings** under Training Management. The Manage Trainings screen appears.
2. Select the Year and Contract using the corresponding drop-downs and then click on the Course Name for which you want to schedule a training delivery.
3. Click the **Schedule** button. The Schedule Training Delivery screen appears.
4. Enter the scheduling information:
  1. **Multi Part**
    - i. **Yes** – Select this option 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 the following week. Input the number of parts when prompted and then click the OK button. 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 Save button.
    - ii. **No** – Accept this default value is the training is one day or takes place over consecutive days.
  2. **Enrollment**
    - i. **Open** - If this option is selected, 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.
      1. 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”.
      2. 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.

3. 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.

Open enrollment is usually done so that a training provider can gather information on demand for training events. It is considered to be a fair enrollment system, as the target agencies have the opportunity to submit nominations during the “Open Nomination” period without being closed out. Most training is set to open enrollment. For open enrollment training events, registrants receive email confirmation of acceptance/or non-acceptance after the registration deadline date passes.

- ii. **Closed** – 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.

### 3. Evaluation Options

- i. **Participant Reaction** - 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. The Participant Reaction field is checked by default when scheduling a new training delivery. If the participant reaction is not conducted, for whatever reason, then this field should be unchecked to remove the training from the non-compliance report.
- ii. **Learning Gain** - Training providers are expected to measure new knowledge and skills gained by participants in training activities they deliver. A pre/post-test 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 post-test 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 training via the Assign Test to Training menu option.

- iii. **Learning Gain Alt.** - For certain activities, some of the evaluation requirements may not be applicable. Alternative evaluation proposals from contractors will be considered. However, the Learning Gain Alternative 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.
  - iv. **LG Not Done** - The LG Not Done 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 non-compliance list. In this situation, a reason for not conducting the evaluation should be entered in the LG Notes field in the Manage Trainings screen. Note: 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.
  - v. **Transfer** - The transfer of learning (impact on job performance) check box is available for selection. However, it is not currently being measured in STARS.
4. **Billing**
- i. **Billable** – Accept the default value of Billable if training fees are involved.
  - ii. **Non Billable** – Select Non Billable if no fees are involved.
5. **Reimbursement**
- i. **None** – Accept the default value of None if there is no reimbursement for mileage or hotel.
  - ii. **Mileage** – Select Mileage if mileage is being reimbursed.
  - iii. **Hotel** – Select Hotel if lodging is being reimbursed.
  - iv. **Both** – Select Both if both mileage and lodging are being reimbursed.
6. **Registration**
- i. **Pre-Registered** – Accept the default value of Pre-Registered if STARS users can nominate participants for training.
  - ii. **On-Site** – Select On-Site if training attendance is to be taken on-site. If On-Site is selected, STARS users cannot nominate participants for training.

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7. **Target Population** - The Target Population Selection determines which agencies will receive the e-mail training announcement and will be able to nominate staff for the training delivery. Clicking the **Target Population** button in the scheduling screen takes you to the Target Population Selection screen, which contains two tabs: one for Agency Type and Region; the other for Groups. Agency types and regions are selected by clicking the corresponding check box fields in the Type and Region tab. Clicking the Groups tab allows you to select one or more target population groups as part of the target population specification. Possible case scenarios for selecting the training target population include:
    - i. **Only training target population groups are selected.** Then, only the agencies included in these groups will see the training listed when registering for state sponsored training in STARS.
    - ii. **Training target population groups and regions are selected.** Then, only the agencies included in these groups AND situated in the regions selected will see these training listed when registering for state sponsored training in STARS.
    - iii. **Agency types and regions are selected.** 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.
    - iv. **Training target groups, regions, and agency types are selected.** Then, only the agencies included in these groups AND situated in the regions selected will see these training listed when registering for state sponsored training in STARS. In addition, agencies of the training types AND situated in the regions selected will see these trainings as well.
  8. **Training Description** – This field auto-populates with the course description in the course profile, but may be modified by clicking the Training Description button, making the necessary changes and then clicking the Save button. If it is not customized, then the Training Description in the email training announcement will display “Same as Course Description.”
  9. **Training Name** – This field auto-populates with the course name, but may be modified as necessary.
  10. **Start Date** – The training start date may be typed in or it may be selected using the drop-down calendar.
  11. **End Date** – The training end date may be typed in or it may be selected using the drop-down calendar.
  12. **Deadline Date** – The registration deadline date automatically defaults to two weeks prior to the training start date, but may be modified.
  13. **Training Site** – Using the corresponding drop-downs, select the County, City, and Site where the training will occur.

14. **Select Trainers** – Check the box next to the trainer name(s). The trainer list is sorted alphabetically by last name.
  15. **Training Sessions** – The number of training sessions auto-calculates (3.5 hours = 1 session), but may be overwritten by typing in the number or by using the small up/down arrows.
  16. **Training Hours** – The number of training hours auto-calculates, but may be overwritten by typing in the number or by using the small up/down arrows.
  17. **Start Time** – The training start time defaults to 9:00 AM, but may be overwritten by typing in the time or by using the small up/down arrows.
  18. **End Time** – The training end time defaults to 4:00 PM, but may be overwritten by typing in the time or by using the small up/down arrows.
  19. **Hotel** – Using the corresponding drop-downs, select the County, City, and Name of the hotel when the training reimburses for lodging.
  20. **Max Trainees** – This field auto-populates with the maximum number that was entered in the course profile, but may be modified by typing in the number or by using the small up/down arrows.
  21. **Min Trainees** – This field auto-populates with the minimum number that was entered in the course profile, but may be modified by typing in the number or by using the small up/down arrows.
  22. **Room** – Type in the room name or number.
  23. **Type** – Select the training type by using the corresponding drop-down.
5. Click the **Save** button. You are prompted to set up the training announcement.
  6. Click the **OK** button. The Announcement setup screen appears. The following set of instructions guides you through the process of scheduling e-mail training announcements to the target population.
    1. Specify the date for e-mailing the training announcement: You can type the date in the *Scheduled Email Date* field or you can use the drop-down calendar to select the date. Note: If this field is left blank, the system will not schedule the announcement to be e-mailed.
    2. Use the *Additional Information* field to enter additional information to be included in the training announcement.
    3. To add attachments, such as a registration form or travel policy:
      - i. Click the **Add** button. The Choose Attachments screen appears:  
**Note:** Only \*.pdf files can be attached to e-mail announcements.
      - ii. Select the drive, folder and file name you want to attach and then click **Select**. **Note:** The default path is c:\Program Files\Stars Provider\SAAnnounceDocs. We recommend storing attachments in the default path, so that browsing is not required.
    4. To remove an attachment, select the attachment you want to remove and then click **Remove**. When prompted on whether you are sure you want to remove the attachment, click **Yes**.
    5. To view an attachment, select the attachment you want to view and then click **View**. The attachment opens in Adobe Reader. When you are

- finished viewing the attachment, close it and you will return to the Announcement screen.
6. To send a test announcement:
    - i. Click **Test Announcement**. A screen titled Enter Email For Test Announcement appears. By default, the *Email* field populates with the email address for the course contact selected in the Course Profile. You may change the e-mail address to which you want to send a test announcement.
    - ii. Click **Send** to send the test announcement to the specified e-mail address. A status message indicates “Please wait while the e-mail is being sent” and then a confirmation message appears.
    - iii. Click **OK** and then check the e-mail account for the test announcement.
  7. Use the **Email Now** option only in an emergency situation; e.g. – To resend a revised announcement or to recruit trainees (which in both cases the Additional Information field should be used to note the changes or recruitment effort). The second time an announcement is sent, its file name will include the word “revised”. Clicking **Email Now** will email the announcement to all of the agencies specified in the target population. The Emailing... message will appear, prompting you on whether you are sure you want to e-mail the announcement. When you click **Yes**, a status message indicates “Please wait while the e-mail is being sent”.
  7. After reviewing the test announcement, click **Done** in the Announcement setup screen. You are prompted to set up the training confirmation.
  8. Click the **OK** button. The Confirmation setup screen appears. The following set of instructions guides you through the process of adding additional information to be included in the confirmation memo.
    1. Use the *Additional Information* field to enter additional information to be included in the confirmation memo.
    2. To add attachments, such as a travel policy:
      - i. Click the **Add** button. The Choose Attachments screen appears:  
**Note:** Only \*.pdf files can be attached to e-mail announcements.
      - ii. Select the drive, folder and file name you want to attach and then click **Select**. **Note:** The default path is c:\Program Files\Stars Provider\SMemoDocs. We recommend storing attachments in the default path, so that browsing is not required.
    3. To remove an attachment, select the attachment you want to remove and then click **Remove**. When prompted on whether you are sure you want to remove the attachment, click **Yes**.
    4. To view an attachment, select the attachment you want to view and then click **View**. The attachment opens in Adobe Reader. When you are finished viewing the attachment, close it and you will return to the Announcement screen.
    5. To send a test confirmation memo:

- i. Click **Test Confirmation**. A screen titled Enter Email For Test Confirmation appears. By default, the *Email* field populates with the email address for the course contact selected in the Course Profile. You may change the e-mail address to which you want to send a test confirmation memo.
  - ii. Click **Send** to send the test confirmation to the specified e-mail address. A status message indicates “Please wait while the e-mail is being sent” and then a confirmation message appears.
  - iii. Click **OK** and then check the e-mail account for the test confirmation memo.
6. After reviewing the test confirmation memo, click **Done** in the Confirmation setup screen.
7. Click the **Done** button to return to the Main Menu.

### **Editing a Training Delivery**

1. In the Main Menu, click **Manage Trainings** under Training Management. The Manage Trainings screen appears.
2. Select the Year and Contract using the corresponding drop-downs and then click on the course name and training delivery you want to edit.
3. Click the **Edit** button. The Schedule Training Delivery screen appears.
4. Make changes as needed and then click the **Update** button.
5. Click the **Done** button to return to the Main Menu.

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## Registering Staff

### 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 staff. Agency staff records are registered for training via the Manage Trainings menu option.

### Registering a Staff Record for Training

1. In the Main Menu, click **Manage Trainings** under Training Management. The Manage Trainings screen appears.
2. Select the Year, Contract, Course Name, and Training Title for which you want to register participants.
3. Click the **Register** button. The Training Registration screen lists the names of any trainees already registered for the delivery. If there are no nomination records, a message will indicate so. In that case, just click the **OK** button.
4. Click the **Register** button again. The Add Trainees screen appears.
5. In the Agency Name field, enter the name of the agency from which the participant is being registered, and then click the **Find** button. The agency search results will return agency names containing the characters you specified in your search. If the agency name is not listed, put a check in the box next to **Include Inactive Agencies** and then click the **Find** button. If the agency name is still not listed, please contact STARS Technical Support at 1-800-413-3210.
6. Select the agency by clicking the leftmost column in the row which contains the agency name.
7. Use the Personnel Search function in one of the following ways to locate staff for registration:
  - Enter the **Last Name** and click the **Apply** button.
  - Leave the field empty and click the **Apply** button to search for all personnel within the selected agency.
  - To perform a *universal* search by Last Name, select the **All Agencies** radio button in the Scope section, and then click the **Apply** button.
8. Click the **Add** check box (leftmost column) in the row which contains the name of the person you want to register. Repeat this step for any remaining staff names that you want to register. If the training offers mileage reimbursement, click the DD (designated driver) check box in the row which contains the name of the person who will be reimbursed for mileage.
9. Click the **Save** button. If the training offers lodging, the Lodging Information screen appears. To specify lodging information:
  - Use the drop-down calendar to select the arrival date, if the arrival date is not the start date of training.
  - Select the room type by using the corresponding drop-down.

- To specify a roommate, click in the Rooming With field, select the desired roommate from the Choose Roommates screen, and then click the Done button.
  - To indicate Handicap or Smoking, click in the corresponding check box. To indicate Special Needs, click in the corresponding text field and enter the desired information.
  - When you are done specifying the lodging information, click the Done button. You will return to the Add Trainees screen.
10. You may continue to register personnel, or click the **Done** button to return to the Training Registration screen.
  11. Click the **Done** button to return to the Manage Trainings screen.
  12. Click the **Done** button to return to the Main Menu.

### **Reviewing the Training Status Screen**

1. In the Main Menu, click **Verify Training Status** under Training Management. The Training Status screen appears.
2. Select the Year, Contract, Course Name, and Training Title for which you want to view registration statistics.

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## ***Updating Lodging***

### **Overview**

The **Update Lodging** menu option is used to view and update the arrival date, room type, roommate, and trainee notes.

### **Updating a Lodging Record**

1. In the Main Menu, click **Update Lodging** under Training Management. The Update Lodging Information screen appears. By default, the date range filters from the current date to two months ahead. If you wish to modify the From or To date, use the associated drop-down calendar field, and then click the **Apply** button.
2. Select the training by clicking the leftmost column in the row which contains the course name and training dates.
3. Click the **Select** button. The Lodging Information screen appears. To update lodging information:
  - Use the drop-down calendar to select the arrival date, if the arrival date is not the start date of training.
  - Select the room type by using the corresponding drop-down.
  - To specify a roommate, click in the Rooming With field, select the desired roommate from the Choose Roommates screen, and then click the Done button.
  - To indicate Handicap or Smoking, click in the corresponding check box. To indicate Special Needs, click in the corresponding text field and enter the desired information.
4. When you are done updating the lodging information, click the **Done** button. You will return to the Update Lodging Information screen.
4. Click the **Done** button to return to the Main Menu.

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## ***Generating a Trainer Packet***

### **Overview**

The following reports are designed for inclusion in the trainer packet:

1. Participant Reaction Questionnaire
2. Training Test Booklet
3. Trainee Specific Answer Form
4. Check Attendance
5. Registration Form
6. Rooming List (when the training offers lodging)

*Note: If the Evaluation Level I and II are being done online, then it is not necessary to print reports 1-3 above.*

### **Printing the Participant Reaction Questionnaire**

1. In the STARS Main Menu, click **Evaluation** under Reports. The Evaluation Reports screen appears.
2. Select the radio button which corresponds with the **Participant Reaction Questionnaire**.
3. Select the training date range using the corresponding From and To drop-downs.
4. Select the **Project** using the corresponding drop-down. Make sure you select the project to which the training belongs.
5. Click the **Apply** button. The training should appear in the grid. If it is not already selected, select the training by clicking the leftmost column in the row which contains the training name, dates and location.
6. Click the **View Report** button. The Participant Reaction Questionnaire report preview screen appears.
7. Click the **Print** button to send the report to your printer. The Print dialog box appears. Specify the page range and click the **OK** button to continue printing.
8. Click the **X** in the upper right corner of the report preview screen to close the report. You will return to the Evaluation Reports screen.

### **Printing the Training Test Booklet**

1. In the Evaluation Reports screen, select the radio button which corresponds with the **Training Test Booklet**.
2. Select the training date range using the corresponding From and To drop-downs.
3. Select the **Project** using the drop-down. Make sure you select the project to which the training belongs.

4. Click the **Apply** button. The training should appear in the grid. If it is not already selected, select the training by clicking the leftmost column in the row which contains the training name, dates and location.
5. Click the **View Report** button. If you are prompted on which test form you want to view, select **Both** and then click the **Done** button. The Training Test Booklet report preview screen appears.
6. Click the **Print** button to send the report to your printer. The Print dialog box appears. Specify the page range and click the **OK** button to continue printing.
7. Click the **X** in the upper right corner of the report preview screen to close the report. You will return to the Evaluation Reports screen.

### **Printing the Trainee Specific Answer Form**

1. In the Evaluation Reports screen, select the radio button which corresponds with the **Trainee Specific Answer Form**.
2. Select the training date range using the corresponding From and To drop-downs.
3. Select the **Project** using the drop-down. Make sure you select the project to which the training belongs.
4. Click the **Apply** button. The training should appear in the grid. If it is not already selected, select the training by clicking the leftmost column in the row which contains the training name, dates and location.
5. Click the **View Report** button. If you are prompted on which test form you want to view, select **Both** and then click the **Done** button. The Trainee Specific Answer Form report preview screen appears.
6. Click the **Print** button to send the report to your printer. The Print dialog box appears. Specify the page range and click the **OK** button to continue printing.
7. Click the **X** in the upper right corner of the report preview screen to close the report.
8. Click the **Done** button to return to the Main Menu.

### **Printing the Check Attendance List**

1. In the STARS Main Menu, click **Training** under Reports. The Training Reports screen appears.
2. Select the radio button which corresponds with the **Check Attendance List**.
3. Select the training date range using the corresponding From and To drop-downs.
4. Click the **Apply Dates** button. If it is not already selected, select the training by clicking the leftmost column in the row which contains the training start date and name.
5. Click the **Preview** button. The Check Attendance List report preview screen appears.
6. Click the **Print** button to send the report to your printer. The Print dialog box appears. Specify the page range and click the **OK** button to continue printing.

7. Click the **X** in the upper right corner of the report preview screen to close the report. You will return to the Training Reports screen.

### **Printing the Registration Form**

1. In the Training Reports screen, select the radio button which corresponds with the **Registration Form**.
2. Select the training date range using the corresponding From and To drop-downs.
8. Click the **Apply Dates** button. If it is not already selected, select the training by clicking the leftmost column in the row which contains the training start date and name.
3. Click the **Preview** button. The Registration Form report preview screen appears.
4. Click the **Print** button to send the report to your printer. The Print dialog box appears. Specify the page range and click the **OK** button to continue printing.
5. Click the **X** in the upper right corner of the report preview screen to close the report. You will return to the Training Reports screen.

### **Printing the Rooming List (when the training offers lodging)**

1. In the Training Reports screen, select the radio button which corresponds with the **Rooming List**.
2. Select the training date range using the corresponding From and To drop-downs.
9. Click the **Apply Dates** button. If it is not already selected, select the training by clicking the leftmost column in the row which contains the training start date and name.
3. Click the **Preview** button. The Rooming List report preview screen appears.
4. Click the **Print** button to send the report to your printer. The Print dialog box appears. Specify the page range and click the **OK** button to continue printing.
5. Click the **X** in the upper right corner to close the report. You will return to the Training Reports screen.
6. Click the **Done** button to return to the Main Menu.

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## ***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 records attendance using the Check Attendance List and On-Site Registration form. The day after the training ends, the attendance is then updated using the STARS Provider program. The below set of instructions explains this process.

### **Updating Training Attendance in STARS Provider**

1. In the Main Menu, click **Manage Trainings** under Training Management. The Manage Trainings screen appears.
2. Select the Year, Contract, Course Name, and Training Title for which you want to update training attendance. The status of the training will show “Post Required”.
3. The Register button is now labeled Post. Click the **Post** button. The Training Registration screen appears with the participant names. Verify the training status of all trainees and make updates as necessary.
  - a. To adjust the number of sessions attended, click in the Sessions field and use the small up/down arrows.
  - b. To change the staff person’s registration status, click in the Status field and make the appropriate selection from the drop-down.
  - c. To make a global status change, click the Change Status button, select the status in the From and To drop-down list box fields, and then click Done.
  - d. To add walk-in participants, follow the steps outlined in the section titled “Registering Staff”.
4. When the final registration list is correct, click the **Close Training** button. 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.