



# CONNECTIONS Training Bulletin

## The Modernization of the CONNECTIONS Foster and Adoptive Home Development (FAD) Stage (HSLC web)

### TRAINING LENGTH

30 minutes

### REGISTRATION

Pre-registration in STARS/HSLC is required. Once registered, participants can access the course within STARS/HSLC.

(<https://www.hslcnys.org/hslc>).

**Please note:** There are no training fees charged to district and voluntary agency personnel for CONNECTIONS trainings.

### REQUIRED PLUG-IN

**Adobe Flash Player** version 10.0 or newer is required to complete the course simulations, demonstrations, and interactive knowledge checks.

### LOOKING FOR CONNECTIONS TRAINING IN STARS/HSLC? SEARCH UNDER...

Provider:  
"SUNY Albany - PDP"

Course Content:  
"Systems Connections"

### PURPOSE

This self-directed training provides participants with the opportunity to practice completing specific Foster and Adoptive Home Development (FAD) stage tasks that used to be completed on the former *Foster and Adoptive Home Record Summary* window and are now completed on several different CONNECTIONS windows.

By completing a series of six practice simulations in this course, participants will be able to perform the associated tasks on the proper windows in CONNECTIONS.

### LEARNING OBJECTIVES

As a result of completing this course, participants will be able to:

- ✓ record information on the **FA Home Person Detail** and **Home Member Training** sub-tabs and review the Cert/Requirement Checklist.
- ✓ record a narrative for a FAD home on the *Home Demographics* window.
- ✓ navigate to the *FAD Checklist* window and complete specific tasks associated to casework activities.
- ✓ record a contact with a foster parent.
- ✓ navigate to the *Home Study* window.
- ✓ navigate to the *Annual Reauthorization* window.

### RECOMMENDED PREPARATION

This training assumes knowledge of the FAD stage in CONNECTIONS. It is intended for FAD workers and any staff who view or maintain information in FAD stages.

Questions regarding this training or inquiries regarding special requests can be directed to:  
**[CONNECTIONS@albany.edu](mailto:CONNECTIONS@albany.edu)**







# CONNECTIONS Web-Based Training

## Launching Asynchronous Web-Based Training in STARS/HSLC

### **Logging in to STARS/HSLC to Access Web-Based Training**

- 1 Open a browser window.
- 2 Navigate to STARS/HSLC (<https://www.hslcnys.org/hslc/>).  
*The STARS Human Services Learning Center logon page displays.*
- 3 Enter your username and password in the respective fields.
- 4 Click the **Login** button.  
*Your customized home page displays.*

### **Accessing a Training**

- 1 Place your cursor over the **User** drop-down menu at the top of your home page and click the **My Registration** link.  
*The **Current Registration** page displays.*
- 2 Click the **Open/Close** icon(  ) for the training you wish to access.  
*The content grid displays, listing one or multiple course components.*
- 3 Click the **Launch** icon for the appropriate content (  ).  
*The training displays in a new browser window/tab.*
- 4 When you have completed the training, return to the **Current Registration** page.
- 5 Press the **F5** key on your keyboard to refresh the page.  
*The **Participant Reaction Questionnaire** link enables under the content grid.*
- 6 Click the **Participant Reaction Questionnaire** link.  
*The questionnaire displays.*
- 7 When you have completed the questionnaire, click the **Submit Questionnaire** button.  
*Upon submitting the questionnaire, the level 2 post-test will be available for you to complete.*

### **STARS/HSLC TECHNICAL SUPPORT**

For assistance with STARS/HSLC, please call the Help Desk at this toll-free number:

**(800) 413-3210**

Support Specialists are available weekdays between the hours of 8:00am and 4:00pm to provide technical assistance and information.

You may also send an email to:  
[starsupport@bsc-cdhs.org](mailto:starsupport@bsc-cdhs.org)

### **FORGOTTEN YOUR CREDENTIALS?**

**STARS/HSLC USERNAME:** Your STARS/HSLC Username is an email address, typically the one you use for work.

**STARS/HSLC PASSWORD:** Click the **Forgot password?** link on the logon page. You will then be guided through a series of steps to reset your password.

