![NEW YORK STATE Office of Children and Family Services]

Instructions on Registering for *LGBTQ+ Inclusive Case Management for RHY Providers* in HSLC

[20-OCFS-ADM-03](#) requires every certified residential Runaway and Homeless Youth program to create a training plan addressing specific concepts of LGBTQ cultural competency (https://ocfs.ny.gov/main/youth/rhy/regulations.asp). To support programs in meeting this requirement, OCFS provides *LGBTQ+ Inclusive Case Management for RHY Providers*, available 24/7 on HSLC. These instructions are provided to help staff locate and access the training in the HSLC system.

1. Use your Internet browser to go the Human Services Learning Center Website (https://www.hslcnys.org/hslc/) and click Log in.
2. Click on the tab "Learning" in the menu at the top of the page.

3. Choose "schedule" from the drop-down items.

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4. Find the "Class" search bar and enter "LGBTQ". Click on the magnifying glass icon to begin the search.
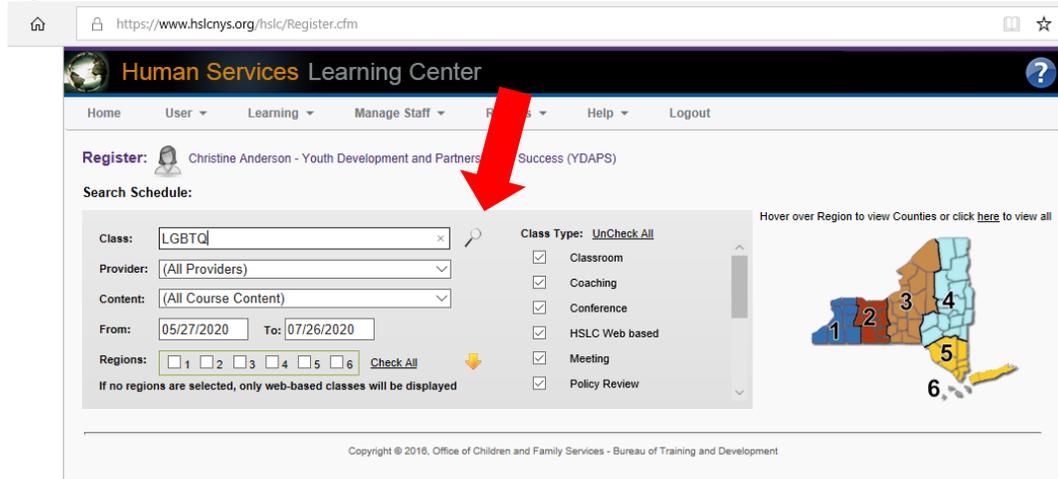
5. The webinar "LGBTQ+ Inclusive Case Management for RHY Providers" will appear in the search results.
6. Hover over the title of the training and a pop-up will appear with training details. Within that pop-up box is a tab that states "request registration". Click to register yourself for the training.
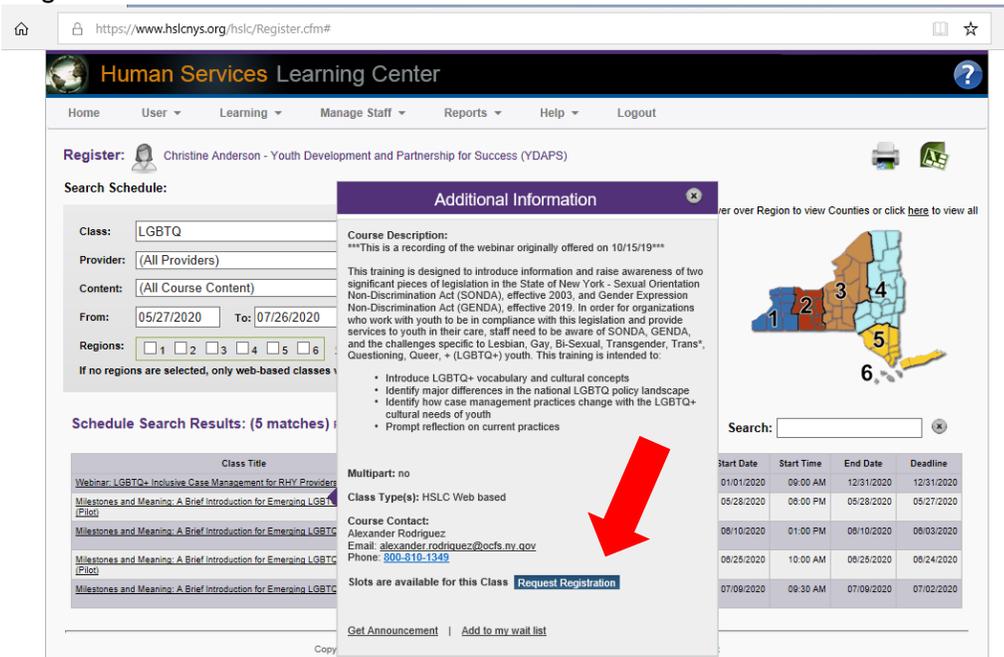
7. Each agency has a HSLC training coordinator. This person will receive your registration request and must approve it. Once approved, the participant will receive an email directly from HSLC informing them that the registration has been approved, as well as an email with the registration for the training.

For questions about the RHY training policy or regulations, please contact RHY@ocfs.ny.gov. For HSLC IT support, please contact: HSLCSupport@hslcnys.org.