

Instructions for SFDPH Annual Compliance and Privacy Training Modules (time periods are fiscal years) on the SFDPH Online Event Registration System

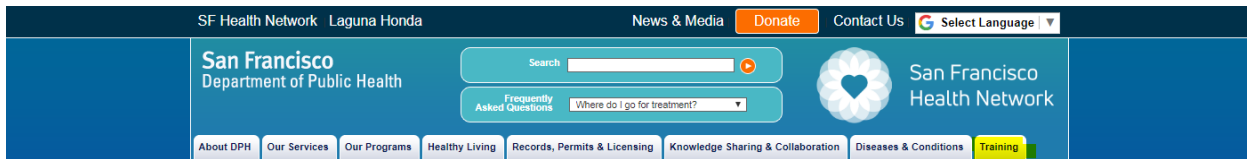
Dear User,

Below are the instructions for the Annual Compliance and Privacy Training.

There are two modules to complete, one quiz to take, and two documents to sign.

Steps:

1. Go to www.sfdph.org
2. Click “Training” on the top right of the screen.



3. Select “Online Training” from the drop down.



4. Select “Login” on the top right of the screen.



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5. It will bring you to this screen.

Log In

Username:
Password:

FY18-19 Compliance and Privacy Training will be available February 2019.

Forget your password? Click this link to request an automated password. If you need assistance email compliance.privacy@sfdph.org (faster service) or call 855-729-6040. DO NOT CREATE A NEW ACCOUNT.

***First Time / New User Instructions:** If an On-Line Event Registration System Account was created for you during an SFDPH Orientation, OR, you do not have an account, you must now ACTIVATE your account.*

Please click one of the buttons below to your complete User Account information (DPH Employee or Non-DPH Users (Contractors, etc.)). Then click Create My Account.

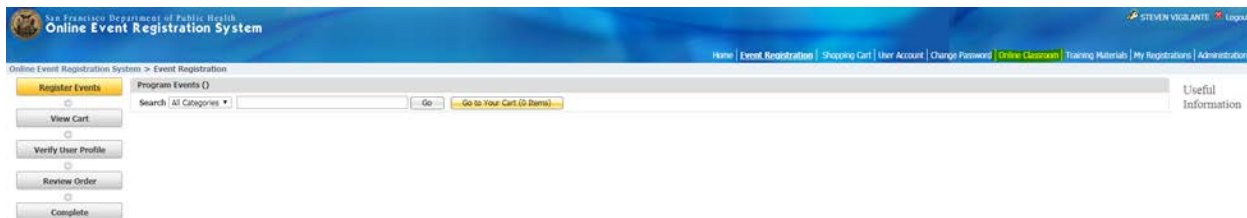
- a. If this is your **first time** using the Online Event Registration System, click the appropriate button “DPH Employees” or “Non-DPH Users (Contractors, etc.).”
 - i. **First time users:** Use your work email address or if you do not have one, use your personal/home e-mail address.

The screenshot shows the 'Register Account' page of the San Francisco Department of Public Health Online Event Registration System. The page has a blue header with the department's logo and name. Below the header, there is a navigation bar with 'Online Event Registration System > Register Account'. The main content area is titled 'Register Account' and contains instructions: 'Please choose your username and password to register with us and DOUBLE-CHECK YOUR EMAIL ADDRESS before you s' and 'Be sure to provide a valid email address - this will be our primary means of communication with you during the appl'. Below the instructions, there are input fields for 'ID:', 'Username: *', 'Password: *', 'Last Name: *', 'First Name: *', 'Phone: *', and 'E-mail: *'. An example email address '(Example: john.smith@sfdph.org)' is provided next to the E-mail field. At the bottom, there are two buttons: 'Create My Account' and 'Back to Previous Page'.

- b. If you cannot remember your username or password (and you have previously registered) **DO NOT CREATE A NEW ACCOUNT**. Click “Click here to receive your password via e-mail.”
 - i. If this does not work please **DO NOT CREATE A NEW ACCOUNT**. Please call the DPH IT Service Desk at (628) 206-7378.

6. Click “Online Classroom” on the menu bar.

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7. Click the icon for “DPH Compliance and Privacy.”



8. It will bring you to this screen, and click “Enter Classroom.”

Program: 46511

Mandatory Compliance and Privacy Training
101 Grove, SF, CA 94102
Tel.: (855) 729-6040
Fax:
Send Us an Email

Classroom	Schedule # ↓	Event Name	Description	Date	Deadline	Location	# Completed	View by Supervisor
Enter Classroom	3660	SFDPH Annual Compliance & Privacy Training (FY18-19)	This course is for all contractors (including CBOs) and some SFGOV employees who do not have to take Compliance & Privacy training on Emerge. The training covers general principles of compliance, Code of Conduct, fraud, waste, abuse, principles of privacy (including HIPAA), data sharing applicable regulations and how to report compliance, ethics or privacy concerns. The post test must be completed at 100% passing and the confidentiality statement and Code of Conduct must be electronically signed in order to complete the training.	02/21/2019 - 06/30/2019	06/30/2019	Online	1	Q

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9. Please click “Self-Enroll in this Event.”

Home | Event Registration | Shopping Cart | User Account | Change Password | Online Classroom | Training Materials | My Registrations | Administration

Online Event Registration System > Programs Offering Online Classrooms > List of Online Classrooms > Online Classroom

Event Information

Schedule #: 3660
Event Name: SFDPH Annual Compliance & Privacy Training (FY18-19)
Description: This course is for all contractors (including CBOs) and some SFGOV employees who do not have to take Compliance & Privacy training on Emerge. The training covers general principles of compliance, Code of Conduct, fraud, waste, abuse, principles of privacy (including HIPAA), data sharing applicable regulations and how to report compliance, ethics or privacy concerns. The post test must be completed at 100% passing and the confidentiality statement and Code of Conduct must be electronically signed in order to complete the training.
Program: Mandatory Compliance and Privacy Training
C.E. Charges: 0
C.E. Units: 0
Deadline: 06/30/2019
Date: 02/28/2019 - 06/30/2019

[Self-enroll in this Event](#) [Back to Previous Page](#)

10. If you would like to save a copy of these instructions you may click “Download File” for the Annual Compliance & Privacy Training INSTRUCTIONS

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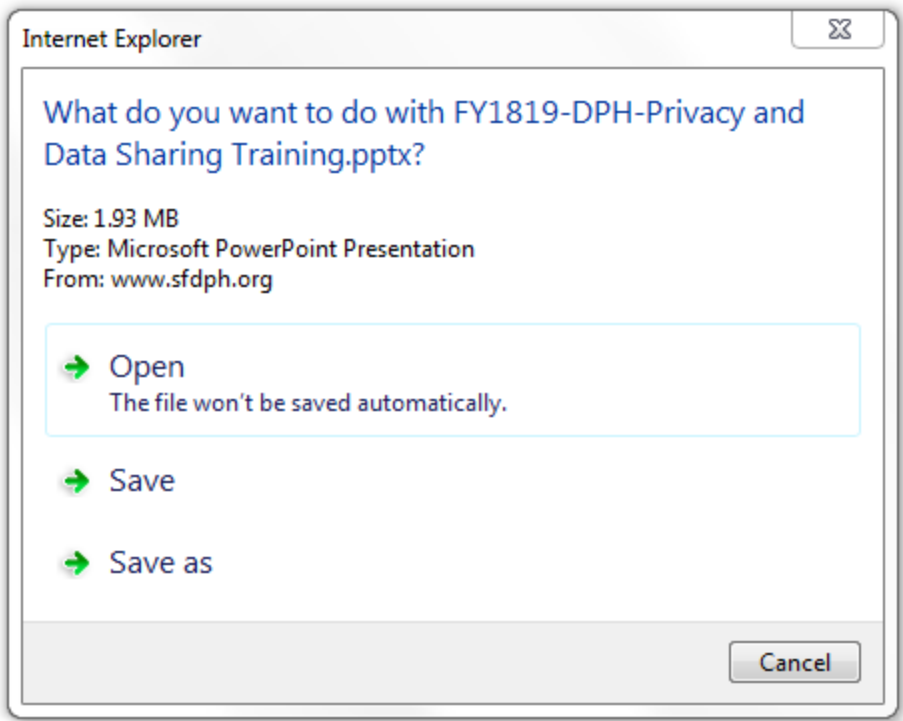
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Reading Materials

Download	Title ↑≡	Created On
Download File	Annual Compliance & Privacy Training INSTRUCTIONS	02/12/2019
Download File	Pt 1 Annual Compliance & Privacy Training	02/12/2019
Download File	Pt 2 Annual Compliance & Privacy Training	02/28/2019

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11. Select Download File “Pt 1 Annual Compliance & Privacy Training,” and then click “Open” when prompted.



12. Please review the presentation on Compliance. There will be a Quiz at the end of both parts of the training.

13. When done reviewing, you may close the window.

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14. Return to the Online Classroom, and follow Steps 11-13 for the second part of the training titled “Pt 2 Annual Compliance & Privacy Training.”

15. Now it is time for the quiz. From the Online Classroom Screen click “Select Take the Quiz”

Order Information									
Online Quiz	Order # ↑	Created	Total	Order Status	C.E.U.	Enrollment Type	Date	Completed	Certificate
Take the Quiz	118023	02/28/2019	\$0.00	Confirmed	-	Registration	-	Incomplete	-

16. You will be brought to the screen below. Passing score is 100%.

Home | Event Registration | Shopping Cart | User Account | Change Password | Online Classroom | Training Materials | My Registrations | Administration

Online Event Registration System > Programs Offering Online Classrooms > List of Online Classrooms > Online Classroom > Knowledge Testing

Knowledge Testing

For each of the following questions, choose the most correct answer by clicking on its radio button. Once completed, click on the "Submit Quiz" button to submit your answers. All questions must be answered. Your answers will not be saved if you escape or cancel before finishing the quiz.

ID: 1

Question: Which of the following is not expected of employees as part of the DPH Code of Conduct?

- a. Abide by acceptable billing practices
- b. Do their work honestly, ethically and responsibly
- c. Wait for others to report compliance issues
- d. Avoid real or perceived conflicts of interest

Note:

[Next Question >](#) [Submit Quiz](#) [Cancel Quiz](#)

- a. For each of the quiz questions, choose the most correct answer by clicking on the radio button. After you select the answer for each question, choose “**Next Question**” until you finish the quiz. There are 12 questions. You can monitor progress, and current answer choices, on the bottom half of your screen as you move through the quiz.
 - i. Your answers will **NOT** be saved if you choose “submit quiz” prematurely, escape, or cancel before finishing the quiz.
- b. Once **completed**, click on the “Submit Quiz” button to submit all your answers. The pop up will tell you if you passed or failed. It will tell you start and stop time, as well as the total number of questions, number answered, etc.
 - i. If you did not pass, you will need to re-take the quiz until receiving a score of 100%.

SFDPH Annual Compliance & Privacy Training (FY18-19)

Quiz Date: **02/21/2019** Time Elapsed: **2 minute(s)**

Start Time: **04:14PM** End Time: **04:16PM**

Total Questions: **12** Minimum Score: **12**

Questions Answered: **12** Unanswered: **0**

Incorrect: **0** Your Score: **12**

PASS

After you view and electronically sign Code of Conduct Attestation you will be able to download and print certificate of completion for your own reference.

[Back to Previous Page](#)

17. Please click “Back to Previous Page,” and you will be brought to the Online Classroom.

18. Signing the electronic agreements. You must both “View and Sign” the Code of Conduct, and User Agreement. See screenshot below.

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Electronic Forms		
View And Sign	Electronic Form Name	Status
View and Sign	Code of Conduct	Not Signed
View and Sign	User Agreement for Confidentiality, Data Security and Electronic Signature	Not Signed

- a. **Code of Conduct:** Click the “View and Sign” button next to the Code of Conduct.
 - i. This is NOT the full Code of Conduct.
 - ii. Click “View Document” highlighted below.

Code of Conduct

Please click "View Document" below. Please read the San Francisco Department of Public Health Code of Conduct. After you have read the ENTIRE code of conduct, please return to this screen, and click "Accept." By clicking "Accept," you are electronically signing the SFDPH Code of Conduct, and you are agreeing to abide by the terms outlined in the document.

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[View Document](#)

[Accept](#)

- iii. Please carefully review the entire Code of Conduct.
- iv. Then you may click “Accept.” Clicking accept electronically signs the SFDPH Code of Conduct, and by doing so you are agreeing to abide by the terms outlined in the document.
- v. You will be prompted with confirmation of your electronic signature, and you may print an electronically signed copy for your records.

Code of Conduct

Please click "View Document" below. Please read the San Francisco Department of Public Health Code of Conduct. After you have read the ENTIRE code of conduct, please return to this screen, and click "Accept." By clicking "Accept," you are electronically signing the SFDPH Code of Conduct, and you are agreeing to abide by the terms outlined in the document.

Electronically signed by Steven Vigilante on 02-28-2019 12:12 PM

[Print](#)

- b. **User Agreement:** Please return to the beginning of Step 18, and complete the User Agreement
 - i. Please click “Online Classroom” once the User Agreement is electronically signed.

Instructions for SFDPH Annual Compliance and Privacy Training Modules (time periods are fiscal years) on the SFDPH Online Event Registration System

Online Event Registration System > Programs Offering Online Classrooms > List of Online Classrooms > **Online Classroom** > Sign Electronic Form

User Agreement for Confidentiality, Data Security and Electronic Signature

Please click "View Document" below. Please read the San Francisco Department of Public Health User Agreement for Confidentiality, Data Security and Electronic Signature. After you have read the ENTIRE User Agreement for Confidentiality, Data Security and Electronic Signature, please return to this screen, and click "Accept." By clicking "Accept," you are electronically signing the SFDPH User Agreement for Confidentiality, Data Security and Electronic Signature, and you are agreeing to abide by the terms outlined in the document.

Electronically signed by Steven Vigilante on 02-28-2019 12:14 PM

Print

19. Once you have reviewed the trainings, completed the quiz, signed the Code of Conduct, and signed the User Agreement, you can print the training completion certificate for your supervisor.

Reading Materials

Download	Title ↑≡	Created On
Download File	Annual Compliance & Privacy Training INSTRUCTIONS	02/12/2019
Download File	Pt 1 Annual Compliance & Privacy Training	02/12/2019
Download File	Pt 2 Annual Compliance & Privacy Training	02/28/2019

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Order Information

Online Quiz	Order # ↑≡	Created	Total	Order Status	C.E.U.	Enrollment Type	Date	Completed	Certificate
-	118023	02/28/2019	\$0.00	Confirmed	-	Registration	02/28/2019	Complete	

Electronic Forms

View And Sign	Electronic Form Name	Status
View	Code of Conduct	Signed
View	User Agreement for Confidentiality, Data Security and Electronic Signature	Signed

Thank you for your time!

We appreciate your taking the annual Compliance & Privacy training.