

Family Support Services

HIPAA & Mandated Reporting - MANDATORY TRAINING

I hope that all of you are doing well and all ready for the holidays – Christmas, Hanukkah, Kwanza, Festivus, New Year's and any others I may have missed!!

Per our contracts, all staff are required to complete both HIPAA and Mandated Reporter Training every year. Providers who were hired in 2011 have already completed this training for 2011 and are exempt.

This year, we've attempted to make this an easy requirement to meet so we'll see how this goes!! The HIPAA training consists of watching some online videos and completing a test and the Mandated Reporting training consists of reading some information and completing a test. Providers will receive credit of 1 hour per training and you will be paid as well. Each Provider needs to put the trainings on their December timesheet in order to be paid.

These issues are crucial for the safety of our clients, the children and families that we serve, so it is important that this information be taken seriously and that you take in the reminders and remain aware of the rules and importance placed on HIPAA and Mandated Reporting.

Attached you will find the information/instructions you need to complete these two online trainings. The tests are due to us by Friday, December 30th – 5:00pm at the latest. I would sincerely appreciate it if you would not wait until that moment to turn them in!! If you have any questions or concerns, please call me at 358-7988 or you can send me an email at cstelzer@altlig.com

REMINDER:

All Family Support Providers, (EXCEPT those staff who were hired THIS YEAR – 2011), are required to complete 8 hours of on-going training. The end of the year is fast approaching and although many of you have completed all of your hours, there are still too many people who, even with the two hours mentioned above, are not finished.