



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff less CSB, Code 2

Date: November 30, 2020

From: Staff Development

Subject: **Mandatory Training:** Confidentiality 2020 for EHSD

Note: This online training is required for all EHSD staff, except CSB, who have their own version.

Confidentiality is an annual training required for all Employment & Services Department employees. This training will include information on: the EHSD’s Confidentiality Policy, Medi-Cal Personally Identifiable Information (PII) Rules, and the Health Insurance Portability and Accountability Act (HIPAA).

The training will be available online, through SMART, effective November 30th. You will receive an email from Staff Development confirming that you have been automatically enrolled in this training.

All EHSD staff must complete this training by January 9, 2021

The training will take approximately 45 minutes to complete. To manually launch the training, follow the steps below.

- Go to your EHSD intranet: <http://ehsdintranet/default.aspx>
- Click on “SMART” located on the left column, under “MyLinks”
- Under “My Assigned Training” you will see **Confidentiality 2020 for EHSD**
- Click the “Launch” button to start the training

My Assigned Training		
Title	Due Date	Action
Confidentiality 2020 for EHSD	1/9/2021	Launch

Contact Staff Development at (925) 608-4570 or email smarthelp@ehsd.cccounty.us with any questions.