

Elaine Young
Authorized Signature

Number: APD-AR-13-101
Issue Date: 12/13/2013

CORRECTED

Topic: Agency-wide Policy

Due Date: Prior to 6/30/2014

Subject: Mandatory Information Security and Privacy Training

Applies to (check all that apply):

- | | | | |
|-------------------------------------|------------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County DD Program Managers |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Aging and People with Disabilities | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Other (please specify): |

Action Required:

All Area Agencies on Aging (AAA) staff, both Type A and Type B AAAs, are required to complete security and privacy training as soon as reasonably possible, but no later than June 30, 2014.

See attached *Course Registration Guide* for instructions on how to register for the courses. AAA staff should register for the courses titled "Partners/Contractors Only". The courses are offered in a webinar format.

Reason for Action: State and Federal requirements.

Field/Stakeholder review: Yes No

If yes, reviewed by: O4AD Executive Committee

If you have any questions about this action request, contact:

Contact(s):	Elaine Young, Manager, State Unit on Aging		
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E-mail:	Elaine.Young@state.or.us		

Information Security and Privacy Office (ISPO) Learning Center Course Registration Guide

To register follow these instructions:

- Log in to the DHS Learning Center (LC) at <https://dhslearn.hr.state.or.us>;
- In the left panel, select "**Courses and Registration**" from the purple Navigation bar;
- Select "**Find a Course & Register**";
- The course will be displayed in the bottom left-hand frame;
- Click on the title of the course;
- Click on the "**Take Course**" button.

If you are	You will	For Information Security Course	For Privacy Course	By this deadline
-Hired before 1/1/2014 -Volunteer -Student intern/ temporary with DHS/OHA/Shared Services	Self-enroll in the Learning Center	DHS/OHA STAFF ONLY HH-101: HIPAA/HITECH Privacy 2014:	DHS/OHA STAFF ONLY S-141 2014 Security Refresher 2014	December 31, 2014
-Permanent employee hired after 1/1/2014 For DHS/OHA/Shared Services	Be auto-registered by the ISPO for mandatory trainings within a week of hiring	DHS/OHA NEW EMPLOYEES ONLY 2014: S-103 Information Security	DHS/OHA NEW EMPLOYEES ONLY 2014: P-101 General Privacy	Within 30 days of hire
Employee of a partner of a DHA/OHA organization -Contractor	Self-enroll in the Learning Center	PARTNERS/CONTRACTORS ONLY 2014: S-103 Information Security Awareness Training	PARTNERS/CONTRACTORS ONLY 2014: P-101 General Privacy	Not applicable
Oregon State Hospital -new hire, -Existing employee -Temp -Volunteer	Be auto-registered for mandatory trainings	OSH/ISPO 2014 S-103: Information Security Awareness	OSH/ISPO 2014 HH-101: HIPAA/HITECH Privacy	Within 30 days of hire

If you have questions or problems with logging in to the Learning Center, contact the OIS Service Desk at 503-945-5623.

Information Security and Privacy Office (ISPO) Learning Center Course Registration Guide

Due to licensing restrictions, these courses cannot be completed in a group setting.

If you have questions about how to register for the right course, email the Information Security and Privacy Office at ISPO.AwarenessEducation@state.or.us.

If you have questions about how to register for the right course at Oregon State Hospital, contact the Education and Development Department (Diana Marshall) at diana.l.marshall@state.or.us.

If you have a disability and need accommodations, please send an email to ISPO.AwarenessEducation@state.or.us. If you know of others who need this accommodation, please let them know it is available.