



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff less CSB, Code 2

Date: December 17, 2021

From: Staff Development

Subject: **Mandatory Training:** Confidentiality 2021 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 December 17. 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 31, 2022

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

- Go to your EHSD intranet: <http://ehsdhome/Pages/default.aspx>
- Click on “SMART” located on the left column, under “MyLinks”
- Under “My Assigned Training” you will see **Confidentiality 2021 for EHSD**
- Click the “Launch” button to start the training

My Assigned Training		
Title	Due Date	Action
Confidentiality 2021 for EHSD	1/31/2022	Launch



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