

COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #7

October 24, 2006

REMINDER ***On-Line Compliance Training***

HHSA Policy M-3.1, "Compliance Training" requires all employees to receive annual training on the *HHSA Code of Conduct and Statement of Incompatible Activities*, as well as other compliance related issues. This year, all employees must complete the training no later than **January 31, 2007**.

In order to make this training as accessible as possible, HHSA has implemented an on-line training course that meets this requirement and which can be completed at your desk at your own pace.

Along with the on-line course, each employee will receive a booklet containing the *HHSA Code of Conduct and Statement of Incompatible Activities*. After completing the training, employees will receive an acknowledgement to sign and return that they have successfully met the requirement.

The on-line training can be accessed at the HHSA Training & Development website or by clicking on:

<http://10.32.14.63/default.asp>

Offices with staff who do not have access to desktop computers can arrange for a face-to-face training by calling the Compliance Office.

IMPORTANT: The deadline for completing the training is **Wednesday, January 31, 2007**.

For more information, please contact:

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***"An ethical workplace is your right...
and your responsibility"***



COMPLIANCE OFFICE
QUALITY ■ EFFICIENCY ■ INTEGRITY