Training Requirements at a glance

All Users must Take the following Trainings

Audience	Assignment name	Description/Requirement	Administering Department	Training Platform	Frequency	Where to go for additional information
All UMass Chan	Title IX	Title IX Training for sexual harassment and sexual discrimination is required under Title IX of the federal education regulation and Massachusetts state law MGL c. 6 § 168E Campus Sexual Assault Law.	Office of Management	Human Resources, Learning Management System (LMS)	Annual	UMass Chan Medical School, Diversity and Inclusion Office, Jeanna Lee, PhD Assistant Director for equity inclusion jeanna.lee@umassmed.edu
	OoM New Hire Overview Video	UMass Chan/ForHealth Consulting New Workforce Orientation (Video) Provide new Workforce orientation/training on the Privacy and Compliance Program	Office of Management	Human Resources, Learning Management System (LMS)	New Hires	Pam Harney, Privacy & Compliance Coordinator Office of Management pamala.harney@umassmed.edu
All staff authorized to access the Social Security Administration (SSA) MA-21 data	Safeguarding Social Security Administration (SSA) Data	Social Security Administration training is required by the Social Security Administration under the Social Security Act, the Privacy Act and other relevant federal statutes. It is also required under Massachusetts General Law c. 93H.	Information Security	Human Resources, Learning Management System (LMS)	Annual	Jasmine Jewell Data Protection Manager UMass Chan, IT-Security & Compliance Jasmine.Jewell1@umassmed.edu
All UMass Chan users with access to the Health Insurance Exchange Integrated Eligibility System (HIX)	Federal Tax Disclosure Awareness Training (IRS/HIX Training)	The Commonwealth of Massachusetts must comply with Federal privacy and security standards in accordance with the Center for Medicare & Medicaid Services (CMS) Minimum Acceptable Risk Standards for Exchanges (MARS-E) requirements and Internal Revenue Service Publication 1075 (IRS 1075).	Information Security	Human Resources, Learning Management System (LMS)	Annual	Jasmine Jewell Data Protection Manager UMass Chan, IT-Security & Compliance Jasmine.Jewell1@umassmed.edu
All UMass Chan users who process, store, transmit, or report on credit cardholder data	PCI Compliance Training	This training is designed to explain the basic principles of PCI-DSS Compliance,	UMass President's Office	Human Resources, Learning Management System (LMS)	Annual	Kathryn White, Merchant Services Coordinator President's Office KJWhite@umassp.edu
All UMass Chan employees	Conflict of Interest Training	The Commonwealth of Massachusetts State Ethics Commission's conflict of interest laws (Mass. General Laws,	Human Resources	Human Resources, Learning Management	Bi-Annual	Human Resources LMSsupport@umassmed.edu

		Chapters 268A and 268B) seek to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in State employees.		System (LMS)		https://www.mass.gov/complete-conflict-of-interest-law-education-requirements
All UMass Chan	Privacy and Information Security Training	Training content covers a range of Privacy and Information Security topics, such as Protected Health Information, Data Destruction and Phishing. Training is required per the HIPAA Security Rule, 45 CFR 164.308(a)(5) and Massachusetts' Data Security Law, 201 CMR 17.03.	Office of Management and Information Security	SANS	Annual	https://umassmed.sharepoint.com/sites/information-technology/SitePages/Privacy-and-Information-Security-Training.aspx
Additionally, all FHC Users must take the following trainings						
	ForHealth Consulting New Hire Training	Provide new FHC Workforce training on (7) modules, General Compliance, Code of Conduct, the Acceptable Use Policy, Fraud, Waste and Abuse, Information Security, Privacy and FHC Privacy Compliance with FAR Updates	Office of Management	Human Resources, Learning Management System (LMS)	New Hires	Pam Harney Privacy & Compliance Coordinator Office of Management pamala.harney@umassmed.edu Office of Management Compliance Training.pdf-All Documents (sharepoint.com) Office of Management - Compliance Training.pdf-All Documents (sharepoint.com)
	ForHealth Annual Compliance Refresher Training	ForHealth employees will read, acknowledge, and certify compliance with the Code of Conduct; the Acceptable Use Policy, FHC Privacy Compliance w/FAR updates and complete the Fraud, Waste and Abuse Training.	Office of Management	Human Resources, Learning Management System (LMS)	Annual	Pam Harney Privacy & Compliance Coordinator Office of Management pamala.harney@umassmed.edu Office of Management Compliance Training.pdf-All Documents (sharepoint.com) Office of Management - Compliance Training.pdf-All Documents (sharepoint.com)