

HIPAA Training Guide:

The course that Ohio University requires for studies that involve activities covered by the Health Insurance Portability and Accountability Act (HIPAA) is “Faculty, Administrators and Students (IPS).”

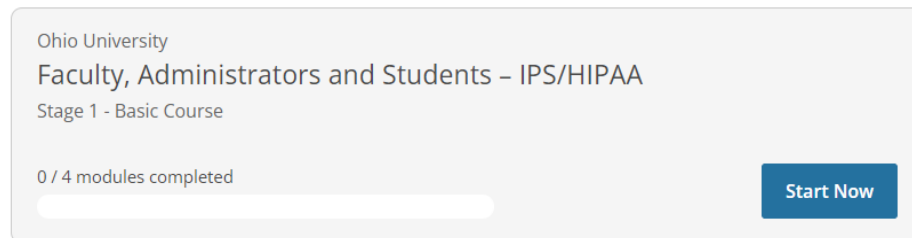
If you have any questions regarding training requirements, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).

1. Overview of the CITI program HIPAA Training Course:

- For studies that involve activities covered by the Health Insurance Portability and Accountability Act (HIPAA), CITI’s HIPAA training is needed.
 - ***NOTE:*** Need to register with CITI? Follow the link to our Training Page and select ***CITI- Getting Started Guide***
<https://www.ohio.edu/research/compliance/training>

A. Health Insurance Portability and Accountability Act (HIPAA) Training

- ***NOTE:*** CITI Program’s HIPAA training is listed as “***Faculty, Administrators and Students-IPS/HIPAA***”.



- ***NOTE:*** If you need to add “***Faculty, Administrators and Students***” to your CITI curriculum, while under the “***My Courses***” tab select “***View Courses.***” *Please skip this step and proceed to Step 2. “Starting Coursework” if you have already added the course during new user registration.*

Welcome, Whitney

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

3
Courses Completed

3
Months of Membership

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Ohio University

[View Courses](#)

Would you like to affiliate with another institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

- Next, scroll to the bottom of the page until you see **“Learner Tools for Ohio University.”**

- Select **“Add a Course”**.

Learner Tools for Ohio University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

- Check the box that says, **“Faculty, Administrators and Students (IPS)”**, and then press **“Next”**.

Select Curriculum

Ohio University

Question 1

At this time, I wish to take:

This question is required. Choose all that apply.

- Human Subjects training (required for IRB submission)
- Animal training (required for IACUC submission)
- Responsible Conduct of Research training (only required for some federally funded research, eg. NSF. Consult with Compliance Office if needed.)
- Conflict of Interest training
- Good Clinical Practice course
- Faculty, Administrators and Students (IPS)
- Community-Engagement Learning
- Export Compliance

Start Over

Next

- You will then receive a message saying, **“You are now enrolled in the course(es) you have selected”**. You can now begin the coursework.

 You are now enrolled in the course(s) you selected.

Show Courses for: Ohio University

Institution List

Ohio University

2. Starting Coursework:

- While on the “My Courses” tab select “View Courses” (highlighted in red) to see all your added courses.

The screenshot displays the CITI PROGRAM user interface. At the top left is the CITI PROGRAM logo. The navigation menu includes "My Courses", "My Records", "My CE/CMEs", "Support", and "Admin". A search bar and a language dropdown set to "English" are on the right. A blue banner below the navigation contains the text "Welcome, Whitney" and two circular statistics: "3 Courses Completed" and "3 Months of Membership". Below the banner is a section titled "Institutional Courses" with explanatory text. Underneath, there is a list of institutions, with "Ohio University" and a "View Courses" button highlighted in red. Below this are two questions: "Would you like to affiliate with another Institution?" with an "Add Affiliation" button, and "Would you like to remove an existing affiliation?" with a "Remove Affiliation" button.

- When prompted, please read, and agree to the terms and conditions outlined in the CITI Assurance Statement.

Assurance Statement

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

- Check the “**AGREE**” box below, and then press “**Submit.**”
- After pressing submit, you will be automatically directed to your Active course list.

3. Active Courses:

- Below your “**Courses Ready to Begin**” and/or “**Active Courses**” list you will see each course you for which you are actively enrolled. As each module is completed the completion bar fills in orange to show your progress.
- Select “**Start Now**” and/or “**Continue Course**” to see each module within the course group.

Ohio University
 Faculty, Administrators and Students – IPS/HIPAA
 Stage 1 - Basic Course

0 / 4 modules completed

[Start Now](#)


- For each course group you will see a list of Required Modules.
- Incomplete modules are marked as “Incomplete”, select “**Start**” to begin.

Required Modules

Complete all 4 required modules.

Modules	Completed	Score	
Basics of Health Privacy (ID 1417)	Incomplete	-	Start
Health Privacy Issues for Clinicians (ID 1418)	Incomplete	-	Start
Health Privacy Issues for Researchers (ID 1419)	Incomplete	-	Start
Health Privacy Issues for Students and Instructors (ID 1420)	Incomplete	-	Start

- Once you reach the end of a module, at the bottom of the page, you will see if the module has a quiz.
 - Select “**Take the Quiz**”.

 This module has a quiz.

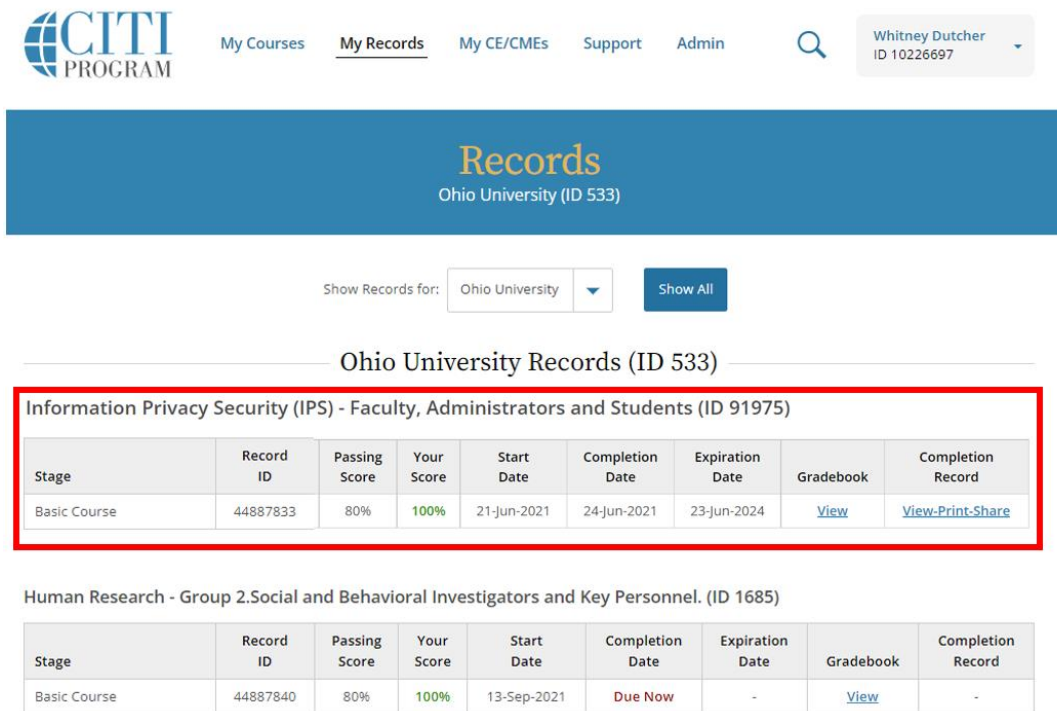
Return to Gradebook **Take the Quiz**

[View Post-Course Completion Options](#)

- A passing score of 80% or above is needed to receive credit for the quiz. After taking the quiz you will be shown which questions you answered correctly and incorrectly. Quizzes can be repeated to earn a higher score.

4. Locating and Printing your Training Completion Report

- While under the “**My Records**” tab at the top ribbon of the screen, scroll down the page until you identify the course you need to provide a training completion report for.



The screenshot shows the CITI PROGRAM interface. The top navigation bar includes "My Courses", "My Records" (selected), "My CE/CMEs", "Support", and "Admin". A search bar on the right shows the user's name "Whitney Dutcher" and ID "10226697". Below the navigation is a blue header with the word "Records" and "Ohio University (ID 533)". A filter section shows "Show Records for: Ohio University" and a "Show All" button. The main content area displays "Ohio University Records (ID 533)" and a table of records. The first record, "Information Privacy Security (IPS) - Faculty, Administrators and Students (ID 91975)", is highlighted with a red border. This record shows a "Basic Course" with a "Record ID" of 44887833, a "Passing Score" of 80%, and a "Your Score" of 100%. The "Completion Date" is 24-Jun-2021, and the "Expiration Date" is 23-Jun-2024. The "Completion Record" column contains a "View-Print-Share" link. Below this, another record for "Human Research - Group 2.Social and Behavioral Investigators and Key Personnel. (ID 1685)" is shown, with a "Basic Course" having a "Record ID" of 44887840, a "Passing Score" of 80%, and a "Your Score" of 100%. The "Completion Date" is 13-Sep-2021, and the "Expiration Date" is "Due Now". The "Completion Record" column contains a "View" link.

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Information Privacy Security (IPS) - Faculty, Administrators and Students (ID 91975)								
Basic Course	44887833	80%	100%	21-Jun-2021	24-Jun-2021	23-Jun-2024	View	View-Print-Share
Human Research - Group 2.Social and Behavioral Investigators and Key Personnel. (ID 1685)								
Basic Course	44887840	80%	100%	13-Sep-2021	Due Now	-	View	-

- Select “**View/Print-Share**” under the “**Completion Record**” column on the far right.

Faculty, Administrators and Students

Name	Stage	Completion Date	Expiration Date	Record ID
Whitney Dutcher	1 - Basic Course	25-Jun-2021	24-Jun-2024	43224478

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)

[Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#)

[in](#) Add to LinkedIn

- Under "Completion Report" select "**View/Print**".
- Note, do not select "Completion Certificate". Certificates cannot be accepted in the LEO system as proof of training.
- Pictured below is an example of what your CITI training completion report will look like.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* NOTE: Scores on this [Requirements Report](#) reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- Name:
- Institution Affiliation:
- Institution Email:
- Institution Unit:
- Phone:

- Curriculum Group: Information Privacy Security (IPS)
- Course Learner Group: Faculty, Administrators and Students
- Stage: Stage 1 - Basic Course

- Record ID: 45844466
- Completion Date: 29-Oct-2021
- Expiration Date: 29-Oct-2022
- Minimum Passing: 80
- Reported Score*: 85

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Basics of Health Privacy (ID: 1417)	29-Oct-2021	5/5 (100%)
Health Privacy Issues for Clinicians (ID: 1418)	29-Oct-2021	3/5 (60%)
Health Privacy Issues for Researchers (ID: 1419)	29-Oct-2021	5/5 (100%)
Health Privacy Issues for Students and Instructors (ID: 1420)	29-Oct-2021	4/5 (80%)

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

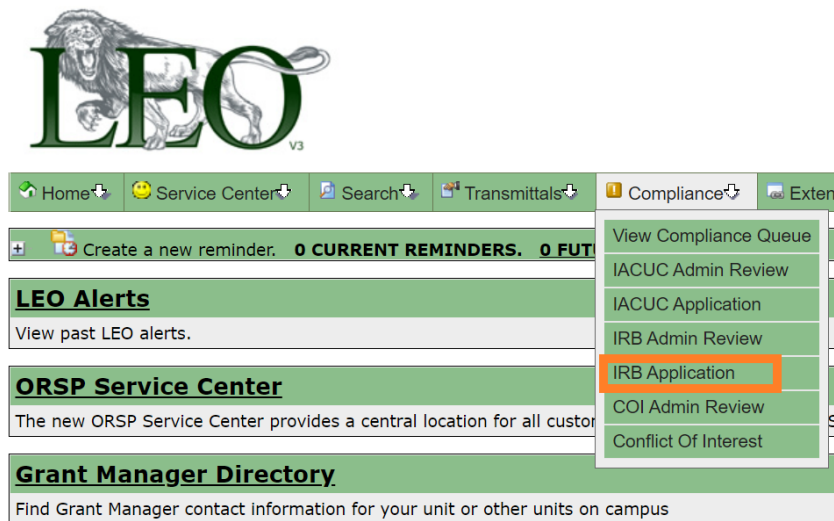
Verify at: www.citiprogram.org/verify/?kb5eeddfc-5b41-4acc-b894-7de25e108c61-45844466

Collaborative Institutional Training Initiative (CITI Program)
Email: support@citiprogram.org
Phone: 888-529-5929
Web: <https://www.citiprogram.org>

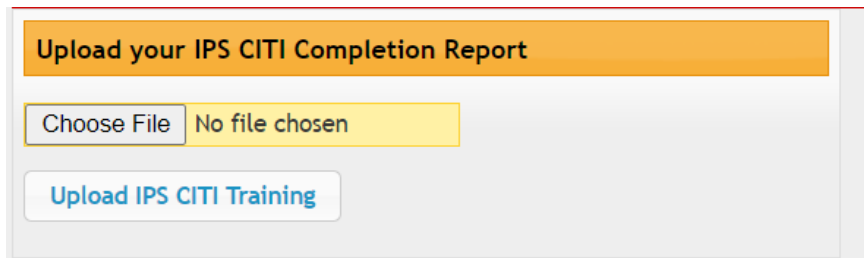
5. Uploading HIPAA Training to LEO:

- **NOTE:** HIPAA training can only be uploaded into the LEO system if you are listed on an IRB protocol that involves activities covered by the Health Insurance Portability and Accountability Act (HIPAA). If you are not listed on a protocol that involves HIPAA, file your completion report with your own personal records for future reference.

1. **Step # 1: Login to LEO**
<https://leo.research.ohio.edu/secure/leo/core/home.leo>
2. **Step # 2: Locate the “Compliance” tab**
3. **Step # 3: Select “IRB Application” (highlighted in orange below):**



- **Uploading HIPAA Training:** For HIPAA training “Faculty, Administrators and Students”.
 - Locate the “Upload your IPS CITI Completion Report” box.



- **NOTE:** do not upload HIPAA training to the “Upload your CITI Completion Report” box.
- Select “**Choose File**” and browse your computer for the CITI training completion report PDF that you previously downloaded.
- Then select “**Upload IPS CITI Training**”.

6. Thank You! You have successfully uploaded your completion report to the LEO System!

- Once your completion report has been successfully uploaded into the LEO system, it will be reviewed by the Office of Research Compliance staff to ensure that it meets the training requirements.
- **NOTE:** If you receive a LEO email notification requesting that you upload another training report, please carefully read the email for further instruction.
- If you encounter any questions or issues registering or using CITI Program, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).