

HR -- HIPAA Compliance Training

HIPAA Training Compliance

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HR

Brief Description	This app identifies current employees who are registered for either the 2019-20 or 2020-21 HIPAA Privacy & Security Trainings and reports their completion status.
Data Classification	Internal
Developer	Melissa Chan
Primary Audience	HR Operations Coordinators, Subdepartment 530260
Data Sources	Canvas: HIPAA_COMPLIANCE EPM: CURRENT_JOB.QVD, UDDS_CODES, and EMPLOYEE_CONTACT_INFO
Data Load Schedule	8 AM Daily
Definitions	<p>Training (Canvas) - A specific module within Canvas for the delivery of information.</p> <p>Completion Status - The level of progress for completing a training: Completed (finished with a passing grade), Not Completed (in progress, not yet completed, or completed but did not receive a passing grade).</p> <p>Enroll Date - The first date that the employee could take the training. For new employees this is their Job Start Date. For carried over employees, this is the date the training became available. The training was first available 3/31/2021 for the 2020-21 version and 1/13/2020 for the 2019-20 version.</p> <p>Employee Carryover - Employees already employed before the course version began are considered "Carried Over". Employees who started a job after the course version began are considered "New".</p> <p>Days Left - The number of days the employee has left to complete the training, calculated as Today's date minus the Due Date. If the Due Date has passed, this field displays 'Past Due'.</p> <p>Due Date - The date by which the employee should complete the training. This is 2 weeks since the Enroll Date for new employees and 3/31/21 for carried over employees.</p> <p>Division (UDDS) - A three-character numeric designation for each school/college or non-academic division within a Unit (UDDS). Division is the first through third characters of a UDDS. Example: A53</p> <p>Department (UDDS) - A five-character numeric designation for each department (academic or budgetary) within a Division (UDDS). Department is the first through fifth characters of a UDDS. A5302</p> <p>Subdepartment (UDDS) - A seven-character numeric designation for each subdepartment (primarily budgetary) within a Department (UDDS). Subdepartment uses all seven characters of a UDDS. In the enterprise People Soft HR system, this field is also referred to as "DEPTID" Example: A530252</p> <p>The UDDS codes are "aggregating" codes based on <i>Unit/Division/Department/Sub-department</i>. This means that the separate codes that comprise a complete "UDDS" are each built upon one another. As you can see in the image below, in order for a code to be complete and meaningful, it has to include its' preceding codes. For example, if you were to try to reference SubDepartment "52" you would have no way of knowing which Department or Division it belongs to without the preceding information.</p> <p>blocked URL Unit=A / Division=A53 / Department=A5302 / SubDepartment=A530252</p>
Plans for Future Development	Need to update upon release of each new HIPAA Training version.
Additional Notes	Count and percentage calculations are distinct. This means if an individual holds multiple appointments, they are counted only once in the calculations. However, the list table displays individuals multiple times if they have appointments falling under multiple UDDS codes. The 2020-21 training began 3/1/2021 and is in effect until the 2021-22 training becomes available sometime in the 2022 calendar year. Carried over employees must complete the training by 3/31/2021. The 2019-20 training was in effect 1/13/2020 - 2/28/2021. The Developer will need to update this app upon the release of the 2021-22 course version.