

Beacon Specialized Living  
Training Summary Form

I. Employee: Ahmed Shaeffer Topic: DATA PRIVACY PRACTICES 135 Credit Hours: \_\_\_\_\_

II. Description of Training Content

Information regarding state and federal privacy regulations governing services for people with disabilities. Meets general training requirements on Minnesota Data Privacy and HIPAA. Review and instruction on Owakihi's internal policies and procedures regarding data privacy including individual privacy rights (i.e. Notice of Privacy Practices) and security procedures.

III. Training Procedures

Training Format

Self Study \_\_\_\_\_  
Individualized Training \_\_\_\_\_  
Supervisory Meeting \_\_\_\_\_  
Team Meeting \_\_\_\_\_  
☒ Owakihi Inservice \_\_\_\_\_

Instructional Methods

Place X below for instructional methods used

\_\_\_\_\_ \*On-line Data Privacy (StarSvcs)  
☒ Written: Policies  
☒ Oral Presentation and Dialogue

Competency Evaluations

\_\_\_\_\_ Quiz (On-line certificate includes quiz)  
\_\_\_\_\_ Sign-offs:  
-Computer & Info. Usage Agreement and  
-Network Security  
\_\_\_\_\_ Observed Skill Assessment

IV. Training Dates and Times

If applicable: Star Services on-line Data Privacy Practices

**PART I**

Date(s): \_\_\_\_\_

Times: \_\_\_\_\_

M/D/Y

to

AM or PM

(On-line = 0.5 hour learning credit)

**PART II**

All Staff (Mandatory): Policy review & discussion

Date(s): 1-5-2024

Times: \_\_\_\_\_

M/D/Y

to

AM or PM

Location: \_\_\_\_\_

Trainer Signature: Ahmed Shaeffer

Employee Signature: Ahmed Shaeffer

\*1) On-line training requirement: Follow-up discussion with Beacon Support Coordinator or HR representative for internal policies review.

2) On-line training requirement: Trainer must confirm that on-line training was completed by employee PRIOR to internal policies review.

Employee records training hours on timecard for reimbursement and training documentation purposes. Keep copy of verification.

## **DATA PRIVACY PRACTICES 135 OUTLINE**

*\*Supplement to Star Services on-line training*

### **Review and discussion of Owakihi's data privacy requirements and procedures:**

1. Trainer confirms that Star Services on-line training (Data Privacy Practices: MN Data Privacy & HIPAA) has been completed PRIOR to conducting training on Beacon's data privacy policies and procedures.
2. Trainer provides staff with copies of Beacon's data privacy policies for review. Trainer reviews policy sections, as follows.
  - Data Privacy Practices for Beacon Specialized Living
    - Components
    - Who it applies to
    - Purpose of Privacy Rule
    - Protected Health Information (PHI Identifiers)
    - Required Disclosure
    - Permitted Disclosure
    - Exceptions
    - Treatment, Payment and Operations (TPO)
  - Notice of Privacy Practices
  - Individual Rights Policy and Procedures
  - Security Practices
3. Trainer answers staff questions, and provides staff with resources for further training or questions.
4. Trainer ensures that Data Privacy Practices 135 Training Summary Form, Computer and Information Usage Agreement, and Network Security (with staff signatures) are completed and submitted for training database entry.