Instructions to View HIPAA, Corporate and CMS General Compliance Training Completion Status of Workforce Members Assigned Training in the Learning Management System (LMS)

Managers can view HIPAA, Corporate and CMS General Compliance training completion status of their direct reports via the LMS at any time.

1. Log in to LMS: https://lms.uwmedicine.org/.

2. Go to ‘Manager’ mode by hovering over Manager and clicking on Dashboard.

3. All of your direct reports show up as individual boxes so you can see the training status of their online assignments. For those not 100% complete, click the button that says the number Incomplete to see the list of activities remaining.

4. Please review your direct reports and ensure that your team members complete their HIPAA, Corporate and CMS General Compliance training; and if not, coordinate such that completion occurs as soon as possible.

5. The main window lists courses that still need to be completed by the employee. You can click on Completed to see the trainings that they have already completed which are factoring into the percentage.

6. When done, click close in the upper right under your name to return to your dashboard.
NOTE: To view completion data for learners not assigned HIPAA, Corporate and CMS General Compliance training via the LMS, historical completion data can be viewed by selecting Actions>Transcript in users profile box. CMS is currently only assigned to those with a start date of 1/1/16 or later. For workforce members hired prior to Jan 1, 2016, the training will be assigned in spring 2016 with a completion date of December 31, 2016.

This graphical status is not real time, it is refreshed nightly. You can see when the data was from in the upper right of your screen just under the Exception Report Header.

7. To view real time data on a person by person basis:
   a. Click on the actions arrow to see your options.
b. Select Employee View in order to view that person's home page and to-do list.

8. To return to your dashboard:
   a. Go to the drop down where your name with the employee you were looking at is in parenthesis and click.

b. Click on Switch to workgroup view.