

Memo

Date: June 8, 2026
To: ACBHD Substance Use Continuum of Care Providers/Community Partners
From: Dr. Anna Phillips, Director, Substance Use Continuum of Care
Subject: **Training to Support SUD Privacy Compliance**

Dear Community Partners,

We are excited to share a new substance use disorder (SUD) privacy compliance training, available through our partnership with the Center of Excellence for Protected Health Information (CoE-PHI), for all Alameda County Health Behavioral Health Department SUD Continuum of Care Providers and Community Partners. This free training is practical, engaging, and interactive, and reflects current federal guidance, including HIPAA and 42 CFR Part 2 requirements and alignments.

The training is designed to strengthen participants' understanding of privacy protections for individuals receiving SUD services and support compliance with federal confidentiality requirements. The training is self-paced and consists of six modules, with module 2 being optional. **All required modules must be completed by October 31, 2026.**

To support organizations in monitoring training participation, workforce completion reports will be provided at two points during the training period: a preliminary report at the end of August and a final report in November.

Please refer to the attached flyer for information on registration instructions, training access, certification, and other important details.

We encourage all staff involved in the delivery, coordination, documentation, or administration of SUD services to take advantage of this training opportunity.

Thank you for your continued partnership and commitment to protecting the privacy and confidentiality of individuals receiving SUD services.

Attachment:

- SUD Privacy Compliance Training Flyer and Instruction



**Behavioral Health
Department**

Alameda County Health










Strengthen Confidentiality Practices with SUD Privacy Training

Build skills with the CoE-PHI's eLearning Module Suite

The Alameda County Health, Behavioral Health Department (ACBHD) has partnered with **CoE-PHI** to offer this training to ACBHD SUD treatment providers and community partners.

The CoE-PHI offers a **free, online suite of interactive eLearning modules** designed to help professionals understand and apply federal privacy regulations that govern mental health and substance use treatment information. These modules were created for busy professionals in various settings who create, receive, maintain, or transmit protected health information.

Training highlights include:

-  **Fast, flexible learning:** Bite-sized modules (15 to 20 minutes each) designed to fit into busy schedules.
-  **Practical & engaging:** Real-world case studies, examples, and knowledge checks to support real application—not just theory.
-  **Self-paced access:** No prerequisites; complete modules anytime, anywhere. However, as the content of the modules do build upon one another, it is *suggested* you complete the modules in the order that they are listed below.
-  **Current and compliant:** Content reflects up-to-date federal guidance, including HIPAA and 42 CFR Part 2 alignment.
-  **Widely adopted:** Used by state and local agencies for onboarding, annual training, and staff competency development.
-  **Supports compliance readiness:** Strengthens understanding of federal privacy requirements for mental health and substance use treatment information handling, including links to additional supporting CoE-PHI resources and federal guidance.
-  **Certificates included:** Earn a certificate of completion for each module upon completion of the module and evaluation.

How to Access Training:

1. Go to CoE-PHI's [eLearning Platform](#)
2. If you haven't already done so, create a free account by clicking "Sign Up"
 - *If you've previously created an account on CoE-PHI's Learning Platform, sign into the portal with your username and password*
3. When asked "Which online learning program are you registering for," select "Center of Excellence for Protected Health Information."
4. For "organization", please enter "ACBHD Contractor: Your Organization Name."
Example: ACBHD Contractor: Hope



Required Modules:

Complete all assigned SUD privacy eLearning modules, by accessing them in the menu on the left side of the screen.

Module 1: Federal Privacy Regulations When Providing SUD and Mental Health Services

Module 2: Does Part 2 Apply to Me or My Practice?*

Module 3: Privacy Basics for Frontline Staff

Module 4: Part 2 Application to SBIRT Services

Module 5: Sharing SUD Treatment Information with Patients' Family and Emergency Contacts

Module 6: Part 2's Medical Emergency Exception

Module 2 (Does Part 2 Apply to Me or My Practice?) is **not required, as ACBHD SUD treatment providers are considered Part 2 programs. However, the module can be accessed and completed by any ACBHD providers and community partners that choose to do so.*

Completion Requirements:

- a. Complete each module in full,
- b. Pass the knowledge check, and
- c. Complete and submit the module evaluation to receive your certificate of completion

Deadline:

- All modules must be completed by **October 31, 2026**

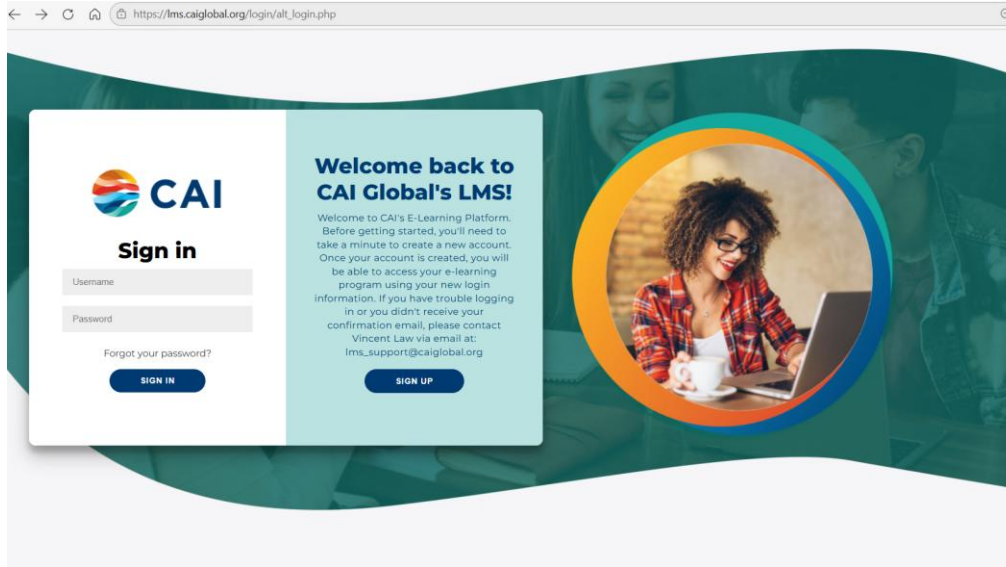
Contact Information:

- Training requirement questions: Anna Phillips, PhD, ACBHD SUD Director at Anna.Phillips2@acgov.org
- LMS or training content questions/feedback: LMS_support@caiglobal.org
- For technical issues or access concerns, please contact your organization's IT department.



INSTRUCTIONS

Step 1: Click here: lms.caiglobal.org/login/alt_login.php or copy and paste the web address into your browser. Then click “Sign up.”



Step 2:

To create a new account:

1. Please complete all required fields in the form marked with a red exclamation point.
2. Provide your work-issued email address. If you don't have one, you may use your personal email address.
3. Ensure your first and last name match your employment records to receive credit.

New account ▶ Expand all

Choose your username and password

Username (Lowercase letters only) !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password !

Professional Information

Email Address !

Confirm Email !

First Name !

Last Name !

Cell Phone

Country



Step 3: From the drop-down menu, select “Center of Excellence for Protected Health Information.”

Choose Your Program

Which online learning program are you registering for? !

Professional Inform !

Date Of Birth

Organization Name !

Choose...

Choose...

Center of Excellence for Protected Health Information

Uplifting Maternal Mental Health

Raising Healthy Children Buffalo

Tobacco Treatment in Behavioral Health Settings

Contraceptive Action Plan (CAP)

Step 4:

- **Organization Name:** First type “ACBHD Contractor:” followed by your organization name. For example: *ACBHD Contractor: Hope*
- **Organization Type:** Select “Non-profit”
- **City:** Enter the city where your program is located
- **State:** CA

Choose Your Program

Which online learning program are you registering for? !

Center of Excellence for Protected Health Information !

Organization Name !

ACBHD Contractor: Hope

Organization Type !

Non-profit

City !

Oakland

State !

CA

Create my new account Cancel

There are required fields in this form marked !.

Once you have created your account, you will be directed to the course modules.