

Memo

Date: May 28, 2024

To: All AC Health Contract-Based Organizations and Contracted Providers

From: AC Health Office of Compliance Services

Subject: Annual Compliance Training (Completion Deadline: **June 30, 2024**)

Dear Community Partners:

Alameda County Health (AC Health) is committed to high standards of professional, clinical, and business conduct, and takes seriously its responsibility for good stewardship of public resources. The AC Health Office of Compliance Services provides annual compliance training to ensure that our partners are aware of their obligations and responsibilities to a healthy and safe culture of ethical conduct in all business dealings to support compliance with applicable laws, rules, and regulations.

The compliance training is designed to:

- Outline general principles of an effective compliance program;
- Cover key policies, healthcare laws, and concepts;
- Articulate the responsibilities of staff, leaders, and organizations; and
- Promote a culture of openness, integrity, and accountability.

PLEASE REVIEW THE FOLLOWING INSTRUCTIONS CAREFULLY:

1. The annual compliance training is **REQUIRED** of all staff (includes interns, management team, organizational leaders and Board members) that are assigned to AC Health contract(s) to provide direct or indirect services, including those who have involvement in AC Health funded grants, budgets, claims or cost report submissions, and leaders and board members that have direct oversight and fiduciary responsibilities. The training will take approximately 45-60 minutes to complete and **must be completed by the June 30, 2024, deadline**.
2. The online training (i.e., recorded webinar) will be delivered through GoToWebinar and can be accessed [here](#) or copy and paste the below weblink into your internet browser <https://attendee.gotowebinar.com/register/7929702488149829724> (please remember to check your browser settings and disable any pop-up blockers to allow the course to launch).
3. Not all slides have audio, and the training slides are set to move at a standard pace; however, users may pause a specific slide if helpful.
4. Once you have successfully enrolled in the course, you will receive an email from **Quality Assurance Office Alameda County Behavioral Health** (customer@gotowebinar.com)



with instructions and link to SurveyMonkey. After you have completed the course, please return to this email, and click on the SurveyMonkey link which will direct you to their website to complete the post-test (**please check your spam or junk folder**).

5. You must achieve a score of 80% or better to pass and e-sign both the compliance and confidentiality statement attestations. At the end, you will receive your final score – **please print or take a screenshot for your records.**

Note to supervisors/managers: Due to limited staffing and resources, we are unable to process completion reports or certificates this year. We ask that you remind staff to either print or take a screenshot of the final score and email it to you or your Human Resources Department for record-keeping.

6. For technical questions, please contact your organization's IT Department.

Thank you for your partnership!