

CSUSM Compliance Training and Reporting

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What is Compliance Training?

CSU employees are assigned courses to comply with federal, state, CSU and campus policy.

Compliance training can be applied to all employees, or groups of employees depending on responsibilities and/or exposure to specific safety hazards.

Training intended for all employees includes student assistants and special consultants.

A close-up photograph of a computer keyboard. The central focus is a large, rectangular red key with the word "Training" written on it in a white, elegant, cursive script. The key is slightly raised and has a subtle texture. Surrounding this key are several other black keys, including one with a white bracket symbol and another with a white forward arrow. The background is a soft-focus view of the keyboard's surface, with a blue and white geometric pattern visible on the far left edge of the frame.

Campus Learning Management Systems (LMS)

CSU Learn

- System-wide LMS
- LMS for CSUSM employees, volunteers, Auxiliary employees, etc.
- Houses HR Compliance courses, Data Security modules, and newer Safety courses
- Notification reminders turned on
- Support from Chancellor's Office
- As of September 2024, students can now access the platform

AbilityLMS

- Campus-specific LMS
- LMS available to all CSUSM students, staff, faculty, non-stateside employees
- Can create temporary profiles to access training available in AbilityLMS
- Houses Safety-related courses
- Notification reminders not on

Reporting

Data in reports are retrieved from the LMS the training resides in.

Reports are of employees who are not compliant with specific compliance trainings.

Reports are sent to PAT Jr. and/or PAT assistants to inform division leadership to address outstanding training.

Note: recently separated employees may take longer to be removed from the report.



Human Resources Compliance Training

Training	Audience	Frequency & Duration	LMS
Avoiding Conflicts of Interest	COI designated employees	Every 2 years; 25 minutes	CSU Learn
Discrimination, Harassment & Retaliation Prevention	All employees; training for Supervisors and Non-Supervisors	2 hours every 2 years (supervisors) 1 hour every 2 years (non-supervisors)	CSU Learn
Gender Equity & Title IX	All employees	Annual; 45 minutes	CSU Learn
Mandated Reporter	Employees accepting complaints of discrimination or those who may work with/supervise minors	One time for required position categories (see EO 1083); 45 minutes	CSU Learn

*trainings in bold are on compliance reports

Information Security Compliance Training



USERNAME

Training	Audience	Frequency & Duration	LMS
Data Security and FERPA modules 1-5	All employees/accounts with access to campus systems	One module per year; 25 minutes	CSU Learn
HIPAA: Protecting Patient's Privacy	Employees who are under direct control of a HIPAA-covered clinician or have access to patient information	Annual; 25 minutes	CSU Learn

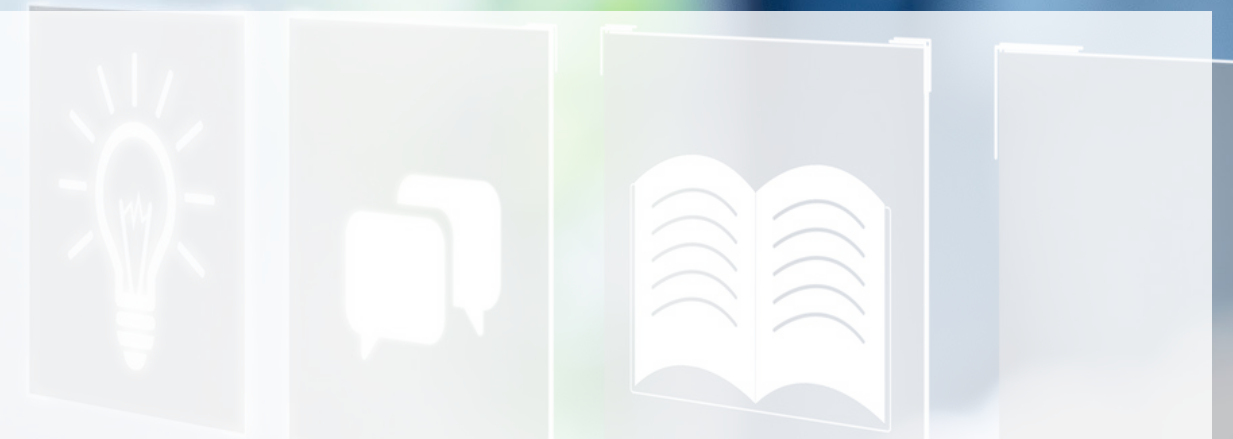
***trainings in bold are on compliance reports**

Safety Compliance Training

Training	Audience	Frequency & Duration	LMS
Emergency Procedures	All employees	Every 3 years; 45 minutes	CSU Learn
Defensive Driving (2 courses & documents)	All employees (excluding student assistants, special consultants)	Every 4 years; 45 minutes and 15 minutes	AbilityLMS
Injury & Illness Prevention Program	All employees	Once; 40 minutes	AbilityLMS
Workplace Violence Prevention	All employees	Annual; 25 minutes	CSU Learn

*trainings in bold are on compliance reports

Additional Compliance Training



Training	Audience	Frequency & Duration	LMS
Serving Students with Disabilities: Introduction	New hire onboarding process	Once; 25 minutes	CSU Learn
Clery Act Training	Campus Security Authorities	Dependent on campus Clery Director- Annual; 15 minutes	CSU Learn

***trainings in bold are on compliance reports**

Conclusion

Compliance is a shared commitment.

Compliance training is a requirement to ensure we adhere to state, system and campus-wide policies.

Trainings reside in both CSU Learn and AbilityLMS.

Active reporting to leadership to help our campus reach campus-wide compliance.

Fostering a safe, ethical and secure campus environment for all.



**HEALTH
AND
SAFETY
AT
WORK**

Contact Information

For questions and assistance, please feel
free to reach out to me!

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Thank you!