

1/13/2023 **(PLEASE READ THE WHOLE MESSAGE)**

Hi Leahi Team,

- ❖ There are 2 Modules that have been loaded on Relias Learning to complete.
 - **Civil Rights Awareness Module (30 minutes- viewing module and test):** The State of Hawaii, Department of Human Services, Med-Quest Division is requiring Medicaid Service Providers to conduct Annual Civil Rights Awareness Training. To comply, Michelle Kato, Regional Director of Regulatory and Operational Affairs, did a wonderful job of putting together the module.
 - **Ethics Training for HI State Employees (40 minutes –viewing video and test):** State Ethics Training for State Employees are now required every 4 years. **Important:** The module loaded on Relias is a recorded version from the State website. Therefore:
 - The quiz questions on the slides do not have to be answered by you. It will be answered for you.
 - The last slide in the module will say to click the “certification of completion” link. You will not be able to do that since it is a recording. I will track all completion dates by staff on the Leahi attendance record. No certificate will be given.
 - The Module time is listed for 30 minutes, but I will credit 40 minutes for staff because the video does run a little over 30 minutes and time allowance is given for taking the test.
- ❖ To access Relias Learning go to <https://leahi.training.reliaslearning.com>
- ❖ Once signed in, you will see the loaded modules in your learning page. Click on the **green** “start” button. Take the final exam once you complete viewing the module.
- ❖ A passing score of 100% on the exam is required for both modules.
- ❖ This in-service should be done during your work time. If you choose to do it on your off time or at home, no OT will be given. Ample time is given to complete these modules. You do not have to complete it all in one sitting. Watch a little each day and you will be able to complete both modules by the deadline.

Start Date: **Friday, January 13, 2023**

Deadline: **Friday, January 27, 2023**