Table of Contents

PARTICIPANT ................................................................................................................................................. 3
  “Required Courses” ........................................................................................................................................ 5
  “Course Listing” ......................................................................................................................................... 6
  “Completed Courses” ................................................................................................................................. 7
  “Completed Course Report, For Supervisors/Managers Only” ................................................................. 8
  “Enroll in a classroom course” .............................................................................................................. 11

COMMITTEE ADMIN ................................................................................................................................... 12
  “Review and Approve” ............................................................................................................................ 12

DEPARTMENT ADMIN (COMPLIANCE OFFICE) ....................................................................................... 16
  Course Functions .................................................................................................................................... 17
    “Create Courses” ................................................................................................................................. 17
    “Modify Courses” ............................................................................................................................... 22
    “Give Course Credit” ........................................................................................................................ 29
    “Give Course Credit to External User” ................................................................................................ 32
    “Clear User Course Failures” ............................................................................................................. 32
    “User Course Responses” .................................................................................................................... 35
    “Course Import” ................................................................................................................................. 38
    “Completed Course Certificates” ......................................................................................................... 38
  Venue Functions ..................................................................................................................................... 41
    “Course Venues” ................................................................................................................................. 41
    “Course Venues Enrollment” ............................................................................................................. 41
  Requirement Functions .......................................................................................................................... 41
    “Required Courses for Users” ............................................................................................................ 41
    “Mass Required Courses” ................................................................................................................... 43
  REPORTS, Course Reports ....................................................................................................................... 43
    “Compliance Required Course Report” ............................................................................................... 43
    “User Completed Course Report” ....................................................................................................... 46
    “Safety Training Reports” .................................................................................................................. 49
  STAT REPORTS, Misc ............................................................................................................................. 49
    “Mass Person Look Up” ....................................................................................................................... 49
    “Preview Portal Channel” .................................................................................................................... 49
    “Default Department” ......................................................................................................................... 51
PARTICIPANT

Click the link to access ACME, [https://academic.elpaso.ttuhsc.edu/ACME](https://academic.elpaso.ttuhsc.edu/ACME)
Enter eRaider and Password and click the login button.

At anytime, at the top of the menu, click on “Main Menu” to take you back to the ACME home screen.

Once logged into ACME, the following screen will appear.

i. The left hand side labeled “**Participants**” is what the user will see.

ii. The right hand side labeled “**Department Admin**” is what the user with Administrative rights will see.
“Required Courses”
This will display all the courses that are required and/or not completed by the User.

Once Required Courses is selected, the courses that are needed to be completed will be displayed. If there are no required courses to complete, then the image below will be displayed.

If there are pending trainings, the image below will be displayed showing the trainings needed to be completed.
“Course Listing”

This will display the option to select courses.

This will display a tool to search for trainings.

From the Campus dropdown box, choose El Paso. In the Search Field, type the course you are searching for. Then click the Search button.
It will take you to the course description information. Highlight and click anywhere in the course information to take you to the course material.

```
<table>
<thead>
<tr>
<th>Campus</th>
<th>Department</th>
<th>Search Filter</th>
<th>Course</th>
<th>Created</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2020 CME_HIPAA and Privacy Training - Institutional Compliance, 2020 HIPAA Annual</td>
<td>1/29/2020</td>
<td>2020 Institutional Compliance HIPAA Privacy Training. This educational training is mandated for all TTUHC BiPap workforce and students by providing the most up-to-date, applicable state and federal health care HIPAA requirements.</td>
</tr>
</tbody>
</table>
```

Proceed with completing the course.

```
2020 CME_HIPAA AND PRIVACY TRAINING - INSTITUTIONAL COMPLIANCE

COURSE OUTLINE
2020 HIPAA Privacy Training
The deadline to complete your HIPAA Privacy Training is 30 days for new employees from the date of hire/orientation, and 90 days for returning employees from the date of assigned annual training. You will be able to access the course at anytime, even if you are interrupted and have to stop.
General Instructions: Click “Next” to access the 2 handouts. We encourage you to print the handouts to use for reference.
Only after you view the required handout can you access the test to successfully complete this module. You must correctly answer at least 10 of the 12 questions to pass the test.
If you have any questions as you go through this training, contact us. If you fail or get locked out of the course, send email to obigonne.m.eze@tuthsc.edu or call 915-215-4450. For after hours assistance, please leave a message and we will contact you as soon as possible the following business day.

Next Cancel
```

“Completed Courses”
This option displays a list of courses completed by an individual. It holds a history of all trainings completed from the date of hire to current.
A copy of an HTML or PDF certificate of the course completion can also be obtained from here. Simply click on the certificate option and the document will populate. Then the certificate can be printed or saved to a location of choice.

“Completed Course Report, For Supervisors/Managers Only”
This section provided an option to search for completed courses for individuals and is available for supervisors.
First, one can search by start and end date. Second, by placing a check mark on the box that states “Show me everything regardless of date”, it will gather all the history data for the individual. The section has the option to search by eRaider. If searching for more than one eRaider, enter each one in a column.

If the eRaider is not known, Click on the Search Box to use the eRaider Search function. A pop up a box will appear. Enter the Last Name and First Name and click or if you know the RNumber, search using that identifier. Then click “Search”
If searching by last name, it will populate a list of names. Choose the name and click on Select. The eRaider will be displayed in the eRaider box.

When fields are completed, one can click on “Run Report”, which will display the data below the Run Report button. You can also click on “Create Export File” and it will open an Excel file.
“Enroll in a classroom course”

This allows the user to search and register for courses that are available.

The user can search for classes via the Search field or by clicking dates on the calendar. By clicking on My Enrollments, the user will also be able to see a history of registered courses that the user has attended.
COMMITTEE ADMIN

This area is only for the ACME Approval Committee. The committee was established at the request of the President of TTUHSC EP to review and approve ACME lessons prior to the distribution to individuals. See Compliance Policy 20 (COMP 20, ACME Lesson Approval Process) for policy details.

“Review and Approve”

Click on Review and Approve to take you to the detail screen.

- By checking the box next to Pending Approval Requirements, members can search for pending approvals.
- By checking the box next to Show Approved Requirements, members can see the approved trainings.
- By checking the box next to Show Rejected Requirements, members can see the rejected trainings.
- To search for a training, use the Search option.
- An Excel spreadsheet of any of these options can be downloaded by clicking on the Excel button.
To review details for a submitted training, click on the blue hyperlink under Details for the selected training.

This will populate a Requirement Details document. Members will be able to do the following:

- review the details,
- click on the Course Link to review the material, and
- click on the files attached to the training and either Approve or Reject the training request

Please note, under COMMENTS, documentation is required when approving or rejecting a training.
## Requirement Details

### Course Conflicts

**No Course Conflicts Found**

### Course Settings

<table>
<thead>
<tr>
<th>Number:</th>
<th>2020_HIPAA_ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>2020 CME_HIPAA and Privacy Training - Institutional Compliance</td>
</tr>
<tr>
<td>Course Presenters:</td>
<td>Obummeze Eze</td>
</tr>
<tr>
<td>Alternate Course Title:</td>
<td>2020 CME_HIPAA Privacy</td>
</tr>
<tr>
<td>On Completion Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Course Description:

2020 Institutional Compliance HIPAA Privacy Training. This educational training is mandated for all TTUHSC El Paso workforce and students by providing the most up-to-date, applicable state and federal health care HIPAA requirements.

### On Failure or Lockout Message:

There have been issues with the ACME reporting functions. Upon completion of the test, please print and retain your certificate(s). If you cannot print the certificate, please take a screen shot or a photograph of the record of completion. This will ensure that you will get credit for completing the lesson. Thank you. We apologize for the inconvenience. If you fail or receive a Lock Out message, please email obummeze.eze@ttuhsc.edu or call (915) 215-4459.

### Objectives:

Following the HIPAA Training, the participant should understand: - How to report any non-compliance or violation of HIPAA or HIPAA Breach - How to contact TTUHSC Privacy and Security Officers - What HIPAA is, how it's governed and enforced - Protected Health Information (PHI) and its Proper Uses/Disclosures - HIPAA Security Safeguards - HIPAA Breach Identification, response and penalties

### Course Outline:

**2020 HIPAA Privacy Training**

The deadline to complete your HIPAA Privacy Training is 30 days for new employees from the date of hire/orientation, and 90 days for returning employees from the date of assigned annual training. You will be able to access the course at anytime, even if you are interrupted and have to stop.

General instructions: Click "Next" to access the 2 handouts. We encourage you to print the handouts to use for reference.

Only after you view the required handout can you access the test to successfully complete this module. You must correctly answer at least 10 of the 12 questions to pass the test.

If you have any questions as you go through this training, contact us. If you fail or get locked out of the course, send email to obummeze.eze@ttuhsc.edu or call 915-216-4459. For after hours assistance, please leave a message and we will contact you as soon as possible the following business day.

### Course Link:

[Go to Course](#)
<table>
<thead>
<tr>
<th>Course Has Evaluation:</th>
<th>☐</th>
<th>Institutional Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Has Test:</td>
<td>☐</td>
<td>Show Scores On Completion Report:</td>
</tr>
<tr>
<td>Show Missed Questions On Failure:</td>
<td>☐</td>
<td>No Certificate On Completion:</td>
</tr>
<tr>
<td>Max # of Attempts (Zero is Infinite):</td>
<td>3</td>
<td>Show Details On Certificate:</td>
</tr>
<tr>
<td>Single Completion Only:</td>
<td>☐</td>
<td>Visible to creating department only:</td>
</tr>
<tr>
<td>Repetition Type:</td>
<td>Daily</td>
<td>Only Assigned Users can view:</td>
</tr>
<tr>
<td>Digital Signature Required:</td>
<td>☐</td>
<td>Course is active:</td>
</tr>
<tr>
<td>CME Cert on completion:</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**TEST**

<table>
<thead>
<tr>
<th>Number of Questions:</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number correct to pass:</td>
<td>10</td>
</tr>
<tr>
<td>Custom Number of Questions:</td>
<td>12</td>
</tr>
</tbody>
</table>

**FILES**

<table>
<thead>
<tr>
<th>Description</th>
<th>HIPAA Quick Tips</th>
<th>View</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIPAA Privacy Training</td>
<td>View</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

**MASS REQUIREMENT**

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>2/3/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date:</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Dynamic Due Date (days):</td>
<td></td>
</tr>
<tr>
<td>All Staff:</td>
<td>☐</td>
</tr>
<tr>
<td>All Student:</td>
<td>☐</td>
</tr>
<tr>
<td>All Faculty:</td>
<td>☐</td>
</tr>
<tr>
<td>All Supervisors:</td>
<td>☐</td>
</tr>
</tbody>
</table>

**COMMENTS**


**APPROVAL HISTORY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/11/2020 12:08:41 PM</td>
<td>Approve as is</td>
<td>Approved</td>
</tr>
<tr>
<td>1/10/2020 10:30:18 AM</td>
<td>Request has been reviewed.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
DEPARTMENT ADMIN (COMPLIANCE OFFICE)

Authorized individuals will be allowed to do a number of functions. See details below for each section.
Course Functions

NOTE: The New Enhancement ACME steps require that a Qualtrics Form (found in the Compliance webpage) be filled out first before creating or modifying a training.

“Create Courses”

By selecting this option, the authorized user will be allowed to create a training for the first time.

The user will be taken to the following screen. The user must fill in information for all the required fields. As the user clicks on each field, a pop up box will appear to explain what information is required. If a required field is not filled in, you will not be allowed to move forward to the next step. Instructions are incorporated within the fields, see examples identified by letter “A” below on diagram.

1. Under Course Type, choose ACME Course. This option will create and store the course in the ACME application.

Once the fields on this section are completed, click Next.

2. Under Course Number, which is a required field, type in the number that is assigned to the training. Go to the next field.

3. Under Course Title, which is a required field, enter the name of the course. Go to the next field.

4. Under Course Presenter, enter the name of the presenter. Go to the next field.
5. Under **Alternate Course Title**, enter the name of the course as it will appear on a CME certificate if it applies.

6. Under **On Completion Email**, enter the individual’s email or department email if they are to be notified upon training completion.

7. Under **Course Description**, which is a required course, enter a brief description of the course.

8. Under **On Failure or Lock out Message**, which is a required course, enter a message that will be displayed to the user when they have failed or have been locked out of the course. The message should provide instructions on who the user needs to contact if they have failed or have been locked out. Remember that only the course owner/or designee can unlock the training.

9. Under **Objectives**, indicate what the user will learn after completing the course.

10. Check off the following options if they apply: **Course has evalutaiton, Curse has test or Show Missed Questions On Failure**.

11. If the course will have a maximum attempts, indicate it in the box provided. If the user will only be able to take the course one time, leave it blank or a zero can be entered.

12. If the user will only have one opportunity, check off the **Single Completion Only** box. If the course will be allowed to be taken more than once, make sure the Single Completion Only box is not checked and then select the **Repetition Type** option and specify how often the course can be taken.

13. Under **Configuration Settings**, select all the options that apply. The **Course will be active** option will need to be checked off at the end of the calendar year to deactivate the course. Remember, each year the course owner will need to go through the course approval process to reassign a training to personnel.

Click **Next**.
Create Course Outline will be the next step. Enter the course outline. Click Next to proceed to the next step.

![Course Outline Image]

Test Builder will be the next step if there is a quiz tied to the course.

- Select the number of questions for the quiz.
- Select the number of answers each question will contain.
- Also select the number of questions that must be answered correctly to pass the quiz.
- Fill out each field for each question for the quiz. Otherwise, it will take the course owner to the final step.
- Enter the questions in the Text Editor area.
- Enter the corresponding answer number that contains the correct answer.
- Enter the answers that will be available for the participant to select.
- After each question select Next Question.
- Once all the quiz questions and answers have been entered, click Next.
It will take you to the screen below to add files. Name the file, search for the file and make sure to check off the box if the file is a requirement to view. Finally click Finish. The course is created.

“Modify Courses”
This option will allow the user to modify an existing course to reuse the course information without having to recreate a course. Highlight the course that is going to be modified. If the course that needs to be modified is an inactive course, deselect this option to display those courses. The list of courses will be displayed on the left side of the screen.
Click on Export Course at the bottom of the training settings.

It will take the user to the following screenshot. Save the exported course to a location on a drive and remember the name of the file.
Return to the Main Menu in ACME and choose **Course Input**.

Get the course from the Downloads (remember the name of the download)
Choose the file and upload it. Then run the import.

Return to the Main Menu in ACME. Click on Modify Courses. Choose the course that was just uploaded.
Change the course number, course title, alternate course title and course description if they require changes. Then click on **Save Now**.

Verify and modify **Course Outline** information if needed as well as **Outline** and **Questions**. Click **Save Now** after each change made.

Upload the files for the training. Go to the **Files** and upload the files.
Safe the original PowerPoint presentation to PowerPoint Show (.ppsx) You can select this from the Save as type: dropdown options.
Click on **Save Changes**.

Finally, the requirements for the training must be created. Return to the Main Menu in ACME. Go to **Requirement Functions** and click on **Mass Required Courses**.
Choose the **Course** from the dropdown option.
Set the **Start Date** (the day the user wants the training to be assigned to employees).
Set the **Due Date** (this day will be the end of the calendar year).
Skip **Occurrence Rate** (years) for now
Check all the **Mass Requirement Flags** (if it is all the staff, you will not have to fill in the rest of the fields unless the training is for a specific target audience)
Finally click on **Create New** (this will notify the Committee that there is a training pending to be reviewed).

Wait for Committee to approve, once approved the training will be available for employees to access.
“Give Course Credit”

This area will allow the authorized individuals to give an individual credit for completing a course. Click on the box titled Give Course Credit.

The following screen appears.
Select from the Courses from the dropdown box for which you want to give credit.

Enter the date the course credit is to be given for. This should be the date the training was completed, not the date credit is given.
Enter the eRaider(s) of the employee(s) you want to give credit to. If you don’t know the eRaider, you can utilize the Search function and look them up by last name or RNumber. *Please note that a first name alone cannot be used.

Make sure the “Check if employee was hired current fiscal year” remains unchecked. Add a note to the note box (e.g., Employee completed General Compliance training via Media Space on 4/16/2020. Email confirmation received to Compliance inbox. JB). Click Run Import/Give Credit.
You will see the below message in green indicating the credit was successfully applied.

```
"Give Course Credit to External User"
This area is not used by Compliance.

"Clear User Course Failures"
This area will allow authorized individuals to unlock a course that an individual is locked out of due to exceeding the failing attempts cap. Click on the box titled Clear User Course Failures.
```
The following screen appears.

Use the Courses dropdown to select the course that needs to be unlocked.
Enter the eRaider or last name of the individual whose course needs to be unlocked and click on Search. You will see the results listed.

Click the Select link next to the person to unlock. Enter a note in the Note box (e.g., Per employee request, reset course), along with your initials. Click on Clear Failures.
You will receive confirmation that the failure has been cleared. Notify employee that course has been cleared and that they can now attempt to complete the course.

“User Course Responses”
This interface provides a way to view individual’s responded to a course attempted. Click on the box titled User Course Responses.
The following screen will appear.

Use the **Courses** dropdown to select the course you want to see the responses for.
Enter the eRaider or last name of the person whose course answers one want to see, and click on Search. The user's results will be listed. Click the Select link next to the person whose course responses is needed to be see.

The right side will populate with the attempts the user has made. Click on the Select link next to the specific attempt you want to see the answers to.
This will display the number of attempts, which questions were missed and the user’s answered correctly and/or incorrectly.

“Course Import”
This section provides a way to import an ACME XML course extract. By exporting a course and importing it into a new course you can copy an existing course as a basis for a new course. This provides a way to make a new version of a course from year to year without having to re-enter all of the details from scratch.

See Modify Courses section above for details.

“Completed Course Certificates”
This section will generate certificates for course completions. Click on the box titled Completed Course Certificates.
The following screen appears

Use the **Courses** dropdown to select the course a certificate is needed to be reproduced.
Enter the eRaider or last name of the person whose course answers you want to see, and click on **Search**. You will see the user results listed. Click the link of the type (HTML or PDF) of certificate you want to generate.

The HTML version will open in a separate window which will allow you to print directly from the page, or save to your computer.
Venue Functions

“Course Venues”

This area is not used by Compliance.

“Course Venues Enrollment”

This area is not used by Compliance.

Requirement Functions

“Required Courses for Users”

This will allow authorized individuals to assign required trainings to new and/or existing faculty, staff or students. Currently, Compliance is the only one authorized to use this function now. Scroll down to the Requirement Functions and click on the Required Courses for User box.
On the Required Courses for User screen, you will select the course to be assigned from the **Courses** dropdown box.

Enter the **Start Date Due** and the **End Date Due Shown to User**. This will be either a 30 day window for new employees, or a 90 day window for existing employees. Enter the eRaider of the employee(s).
If you don’t know the eRaider, you can use the eRaider Search function to find it. Click Select next to the result. Click Add to assign the training.

“Mass Required Courses”
See Modify Courses section above for details.

REPORTS, Course Reports
“Compliance Required Course Report”
This report will display all users’ completions for the selected course. Scroll down to the Reports section and click on the box titled Compliance Required Course Report.
It will take the user to the following screen. Use the Course dropdown to select the course you want to run a report for.

If results for a specific employee(s) is needed, enter the eRaider(s) of one or more individual employees in the eRaider box and run the report.
If the eRaider is unknown, utilize the Search function and look them up by last name or RNumber. *Please note that a first name alone cannot be used.*

Make sure you check all the options (Include notes, Include requirements, Show me everything regardless of date) to ensure a complete report is run. Click on Run report.
The report will be sent via your email as indicated by the message shown once the report has been run.

“User Completed Coursed Report”
This report is used to compile a list within the ACME application of all the courses that have been successfully completed by the person(s) in question.

Scroll down to the Reports section and click on the box titled **User Completed Courses Report**.
Enter the eRaider(s) of the employee(s) completed training you want to see. Make sure the “Show me everything regardless of date” box is checked.

If the eRaider is not known, utilize the Search function and look them up by last name or RNumber. *Please note that a first name alone cannot be used.
Click on Run Report and the results will be populated below that button.

If the report need to be exported, click on Create Export File, which will create a .csv version of the report.
“Safety Training Reports”
The purpose of this report is to check the completion status of all active staff for the Safety Refresher Training. This area is not used by Compliance.

STAT REPORTS, Misc
“Mass Person Look Up”
This interface provides a method to look up active employees and students en-mass based upon your selected criteria. This area is not used by Compliance.

“Preview Portal Channel”
This interface allows authorized users to view what the portal channel will look like for a specific person. Select this option.
Enter the eRaider ID in question and click on the **Set preview for eRaider ID** button. By default the user’s eRaider ID populated into the text box.

This will show the required trainings due and the delinquent ones for the employee one is searching for. Compliance uses this feature to test trainings with the IT programmers.
“Default Department”
This feature is to allow access to multiple departments. By default ACME will log user into the first department in their list. Compliance does not use this feature.

“ACME External User”
This feature allows the user to configure an external user. Compliance uses this feature to add a temporary agency employee to ACME. This allows for tracking of external users. Once their Human Resource profile has been completed, the Compliance staff can search for the individual through this feature and add the individual to ACME.
Enter the **Last Name** and the **First Name** in the fields. Then click the **Search** button.

It will take you to the following screen. You will select the individual you are searching for by clicking on the **Select** link.
It populated the information under the **USER INFO**. Then click the **Add** button. Moving forward, this individual’s information and training history will populate in ACME reports.
“User Notes”

This feature allows the user to manage their notes. This is a place to add notes for individual’s trainings when needed or required. See example below.

Fill in the eRaider field or the Last Name and First Name fields of the individual the user is searching for. If the user wants to know what the eRaider for that individual is, click on the Search link and fill in the last and first name fields to obtain the eRaider. If the RNumber is known, fill it in. You can search by name or by RNumber to find the information.
Select the individuals name under **User Name**.

Select the course from the **Course** dropdown box. Add a note for the course selected and then click on the **Add** button. The note will be added under **USER NOTES**.
If a note needs to be updated, canceled or deleted, select the note by clicking on the **Select** link next to the training. Then choose the option that is needed.