

NEW Enhancement - ACME Uploading Instructions

1st Step

Fill Out the Qualtrics Form (found in Compliance webpage)


2nd Step

Open the training through Chrome → <https://academic.elpaso.ttuhs.edu/ACME/roles/default.aspx>

Click on 'Modify a Course'

DEPARTMENT ADMIN (COMPLIANCE OFFICE)

COURSE FUNCTIONS

- Create Course
- Modify Courses 
- Give Course Credit
- Give Course Credit to External User
- Clear User Course Failures
- User Course Responses
- Course Import
- Completed Course Certificates

VENUE FUNCTIONS

- Course Venues
- Course Venue Enrollment

REQUIREMENT FUNCTIONS

- Mass Required Courses

Chose the training that will be copied for next calendar year training

Click on 'Export Course' at the bottom of the training settings

CONFIGURATION SETTINGS

- Digital Signature Required
- CME Cert on completion
- Institutional Course (will be shown in all departments)
- Show Scores On Completion Report
- No Certificate On Completion
- Show Details On Certificate
- Visible to creating department only
- Only Assigned Users can view
- Course is active

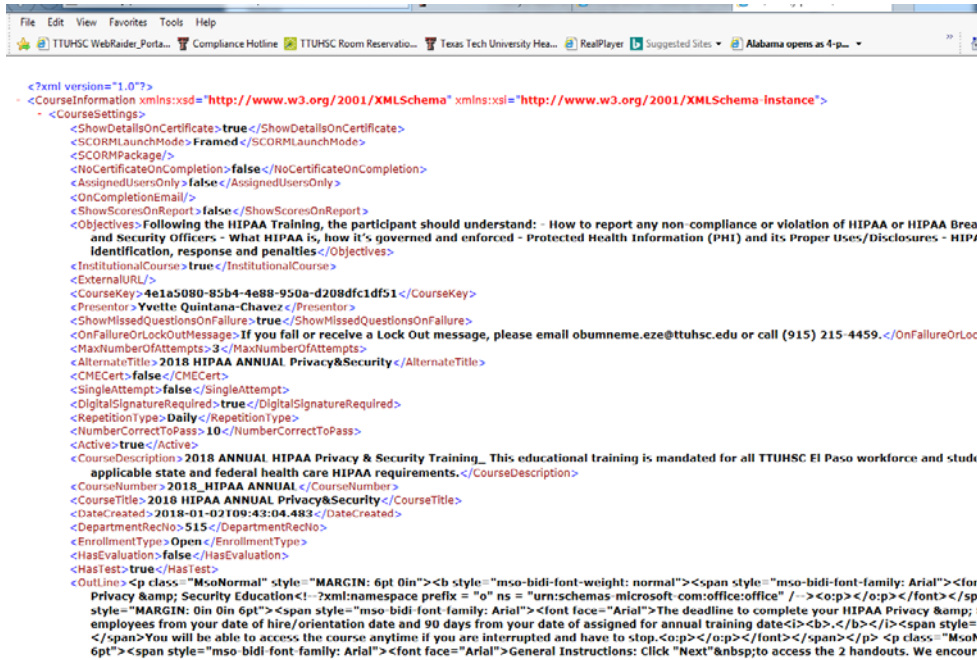
Use the link below to send users directly into your course

[Link to course](#)

Course Key (used with ACME Services)

4e1a5080-85b4-4e88-950a-d208dfc1df51

You will get a screenshot like this
Save the exported course to a location on your drive



Go back to Main Menu in ACME and choose 'Course Input'

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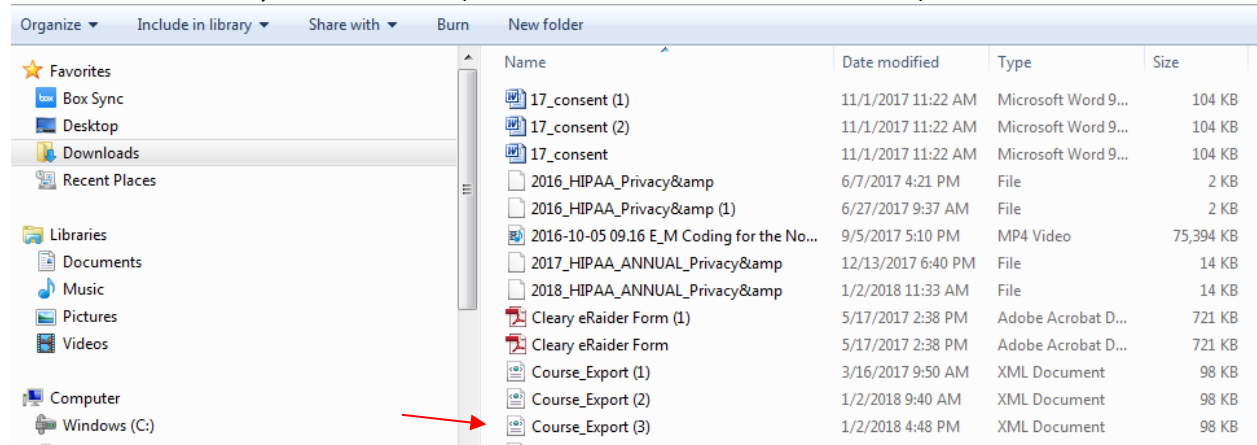
VENUE FUNCTIONS

- Course Venues
- Course Venue Enrollment

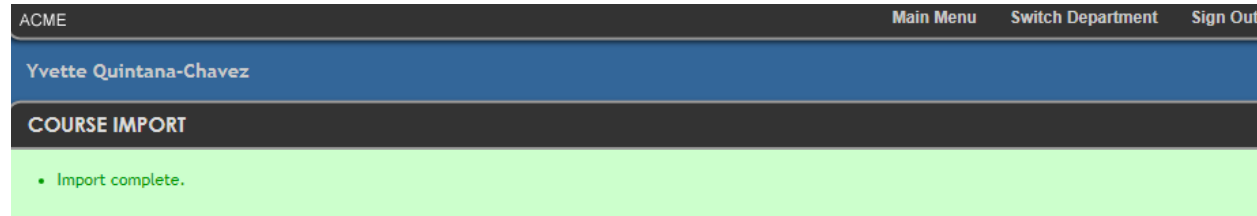
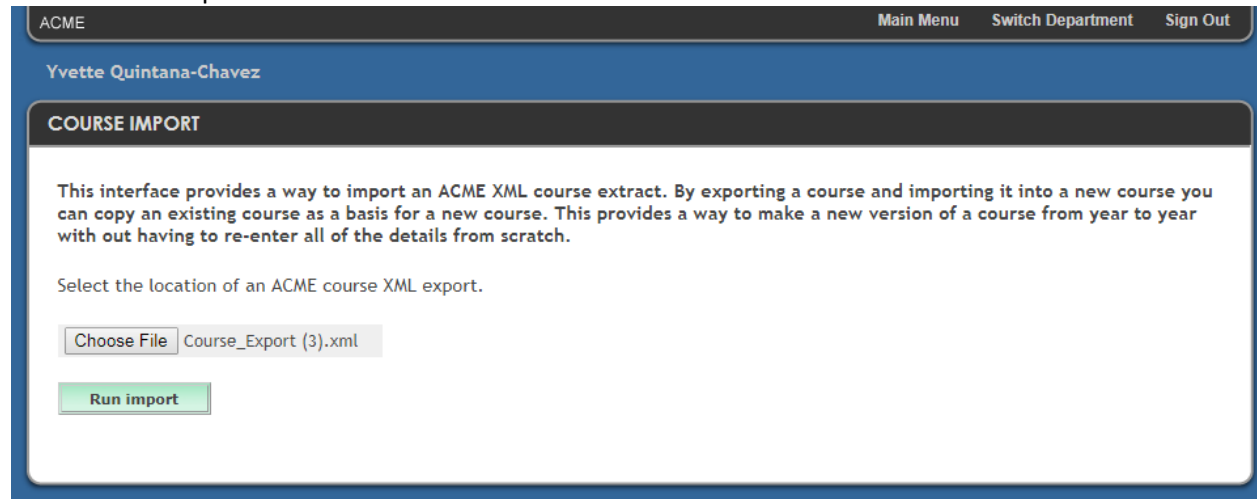
REQUIREMENT FUNCTIONS

- Mass Required Courses

Get the course from your Downloads (remember the name of the download)

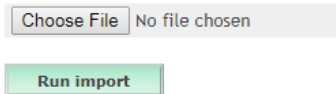


Choose the file and upload it
Then run the import



This interface 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 with out having to re-enter all of the details from scratch.

Select the location of an ACME course XML export.



Go back to Main Menu in ACME
Click on 'Modify Course'
Choose the course that was just uploaded

2018_Annual_Gen _Comp_Training, 2018 General Compliance Training	11/20/2017 2:22:46 PM	True
2018 HIPAA ANNUAL Privacy&Sec urity, 2018_HIPAA ANNUAL	1/2/2018 9:43:04 AM	True
2018 HIPAA ANNUAL Privacy&Sec urity, 2018_HIPAA ANNUAL	1/2/2018 4:55:16 PM	True
2017_Conflict of interest, COI_2017	1/31/2017 4:36:12 PM	True

Save Now

Export Course

Print Version

Change the course number/course title/alternate course title/course description (we would be changing the year if there are no changes)

Then click on 'Save Now'

[Outline](#)
[Questions](#)
[Files](#)

Course Type
 ACME Course
 External Course
 SCORM Package

- Selecting 'ACME Course' will create and store the course in ACME.
- External courses are maintained in systems outside of ACME. A URL is required that is used to send participants to for completion.
- SCORM courses require the SCORM package to be uploaded with the course.

Course Number

Course Title

Course Presenter

Alternate Course Title

On Completion Email

Course Description

On Failure or Lock out Message

Objectives

Course has evaluation
 Course has test
 Show Missed Questions On Failure

Max # of Attempts (Zero Is Infinite)

Single Completion Only

Repetition Type
 Daily
 Weekly
 Monthly
 Yearly

CONFIGURATION SETTINGS
 Digital Signature Required
 CME Cert on completion
 Institutional Course (will be shown in all departments)
 Show Scores On Completion Report
 No Certificate On Completion
 Show Details On Certificate
 Visible to creating department only
 Only Assigned Users can view
 Course is active

Use the link below to send users directly into your course
[Link to course](#)

Course Key (used with ACME Services)
 aa963188-2c82-4d53-848b-b2f4ff5a0cb0



Verify and modify 'Course Outline' information if needed as well
Go to 'Outline'

MODIFY COURSES

- Course has been updated.

Hide inactive courses

Order By
Course Number

Course Filter

Search

Course	Created	Active
2017_Annual_Gen_Comp_Training, 2017 Annual General Compliance Training	8/4/2017 1:07:29 PM	True
2017 Annual Standards_of_Conduct, 2017 Annual Standards of Conduct	8/8/2017 3:06:49 PM	True
2017_Gen_Comp_Training, 2017 General Compliance	1/9/2017 3:15:55 PM	True

COURSE OUTLINE

2018 Annual HIPAA Privacy & Security Education

The deadline to complete your HIPAA Privacy & Security Training is 30 days for new employees from your date of hire/orientation date and 90 days from your date of assigned for annual training date. You will be able to access the course anytime 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 at

Preview Save Now

Previous Next Cancel

Verify the Questions to assure they are continuing to shuffle
Go to 'Questions'

MODIFY COURSES

Hide inactive courses

Order By
Course Number

Course Filter

Search

Course	Created	Active
2017_Annual_Gen_Comp_Training, 2017 Annual General Compliance Training	8/4/2017 1:07:29 PM	True
2017 Annual Standards_of_Conduct, 2017 Annual Standards of Conduct	8/8/2017 3:06:49 PM	True
2017_Gen_Comp_Training, 2017 General Compliance Training	1/9/2017 3:15:55 PM	True
2017 Standards_of_Conduct, 2017 Standards of Conduct	1/9/2017 3:25:36 PM	True
2017_Anes_Ann_Bill_CompL_Edu, 2017 Anesthesiology	10/13/2017 3:09:40 PM	True
2017_EmergMed_Ann_Bill_CompL_Educ, 2017 Emergency Medicine	10/13/2017 5:19:35 PM	True
2017_FamMed_Ann_Bill_CompL_Educ, 2017 Family Medicine	10/13/2017 5:22:08 PM	True
2017 HIPAA ANNUAL Privacy&Security, 2017 HIPAA	3/16/2017 9:53:08 AM	True

TEST

If you make any changes made to the number of questions, answers per question or number correct to pass you will need to click on the update test settings button for your changes to be saved.

Number of questions: 50
Number correct to pass: 10

Define number of random questions
Custom Number of questions: 12

Update Test Settings

Jump to question: 1

Question 1

Who enforces the rules of HIPAA?

Question 1 Objective

See slide 11.

If you made any changes, make sure to click on 'Save Now'

We must upload the files for the training
Go to the 'Files' and upload
Click on 'Save Changes'

MODIFY COURSES

Hide inactive courses

Settings
Outline
Questions
Files

FILES

EXISTING

There are no files for this course

LINKS

EXISTING

There are no links for this course

NEW FILES OR LINKS

UPLOADED FILE

New File:

New File Description: Choose File No file chosen

File Must Be Viewed

LINKED FILE

Link One Location:

Linked File One Description:

Link Must Be Viewed Link is Always Opened

Previous Save Changes Cancel

Order By: Course Number

Course Filter: Search

Course	Created	Active
2017_Annual_Gen_Comp_Training, 2017 Annual General Compliance Training	8/4/2017 1:07:29 PM	True
2017 Annual Standards_of_Conduct, 2017 Annual Standards of Conduct	8/8/2017 3:06:49 PM	True
2017_Gen_Comp_Training, 2017 General Compliance Training	1/9/2017 3:15:55 PM	True
2017 Standards_of_Conduct, 2017 Standards of Conduct	1/9/2017 3:25:36 PM	True

3rd Step

Next: we must create the requirement for the training

Go to 'Requirement Functions'

Click on 'Mass Required Courses'

DEPARTMENT ADMIN (COMPLIANCE OFFICE)

COURSE FUNCTIONS

Create Course

Modify Courses

Give Course Credit

Give Course Credit to External User

Clear User Course Failures

User Course Responses

Course Import

Completed Course Certificates

VENUE FUNCTIONS

Course Venues

Course Venue Enrollment

REQUIREMENT FUNCTIONS

Mass Required Courses

REPORTS

COURSE REPORTS

Compliance Required Course Report

User Completed Courses Report

Safety Training Report

Choose the 'Course'

Set the 'Start Date' (day you want the training to be pushed out)

Set the 'Due Date' (day will be the end of the calendar year {December 31, 2019})

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)

MASS REQUIRED COURSES

This interface allows you to configure training requirements that target participants by various criteria.

Course	CREATE / MODIFY REQUIREMENT												
2019 Annual HIPAA and Privacy Training - Institutional Compliance, 2019_HIPAA ANNUAL	<p>Courses [Dropdown]</p> <p>Start Date 2/5/2019 [Calendar Icon]</p> <p>Due Date 2/5/2019 [Calendar Icon]</p> <p>Occurrence Rate (years) [Input]</p> <p>Mass Requirement Flags <input type="checkbox"/> All Staff <input type="checkbox"/> All Students <input type="checkbox"/> All Faculty <input type="checkbox"/> All Supervisors</p> <p>EMPLOYEE TARGETING</p> <p><input type="checkbox"/> Exclude Employees Hired Current Fiscal Year</p> <p>TARGETED DEPARTMENTS</p> <table border="1"><tr><td>Accounting Services Elp Admissions Elp AHEC Elp Anesthesiology Elp Genl Applications Development El Asst Dean Clinical Affairs Elp</td><td>[>] [Left Arrow]</td><td>[Empty Box]</td></tr></table> <p>TARGETED POSITIONS</p> <table border="1"><tr><td>Academic Asst Professor HSC Academic Dean Account Processor Adjunct Assistant Professor Adjunct Assoc Professor Adjunct Asst Professor</td><td>[>] [Left Arrow]</td><td>[Empty Box]</td></tr></table> <p>STUDENT TARGETING</p> <p>PROGRAM LEVEL</p> <table border="1"><tr><td>GB GE GN MD UN</td><td>[>] [Left Arrow]</td><td>[Empty Box]</td></tr></table> <p>STUDENT COLLEGE DESC</p> <table border="1"><tr><td>Gayle Greve Hunt SON El Paso Grad Sch of Biomedical Sci Grad School Biomed - El Paso Paul L Foster SOM in El Paso</td><td>[>] [Left Arrow]</td><td>[Empty Box]</td></tr></table> <p>[Create New]</p>	Accounting Services Elp Admissions Elp AHEC Elp Anesthesiology Elp Genl Applications Development El Asst Dean Clinical Affairs Elp	[>] [Left Arrow]	[Empty Box]	Academic Asst Professor HSC Academic Dean Account Processor Adjunct Assistant Professor Adjunct Assoc Professor Adjunct Asst Professor	[>] [Left Arrow]	[Empty Box]	GB GE GN MD UN	[>] [Left Arrow]	[Empty Box]	Gayle Greve Hunt SON El Paso Grad Sch of Biomedical Sci Grad School Biomed - El Paso Paul L Foster SOM in El Paso	[>] [Left Arrow]	[Empty Box]
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Wait for Committee to approve, once approved your training will be available for employees to access.