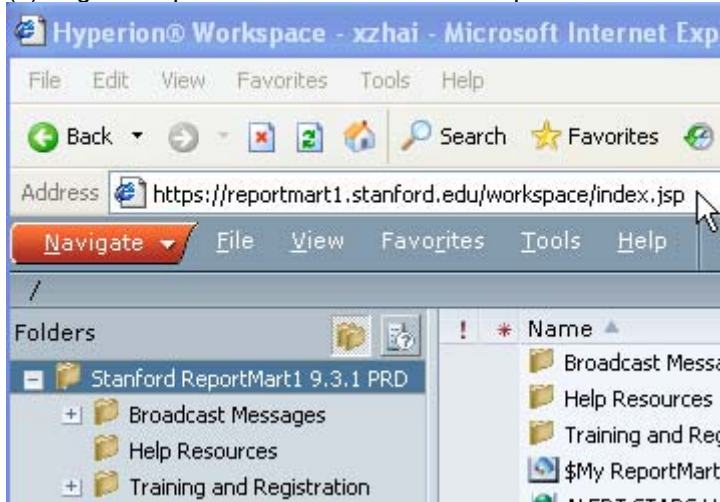
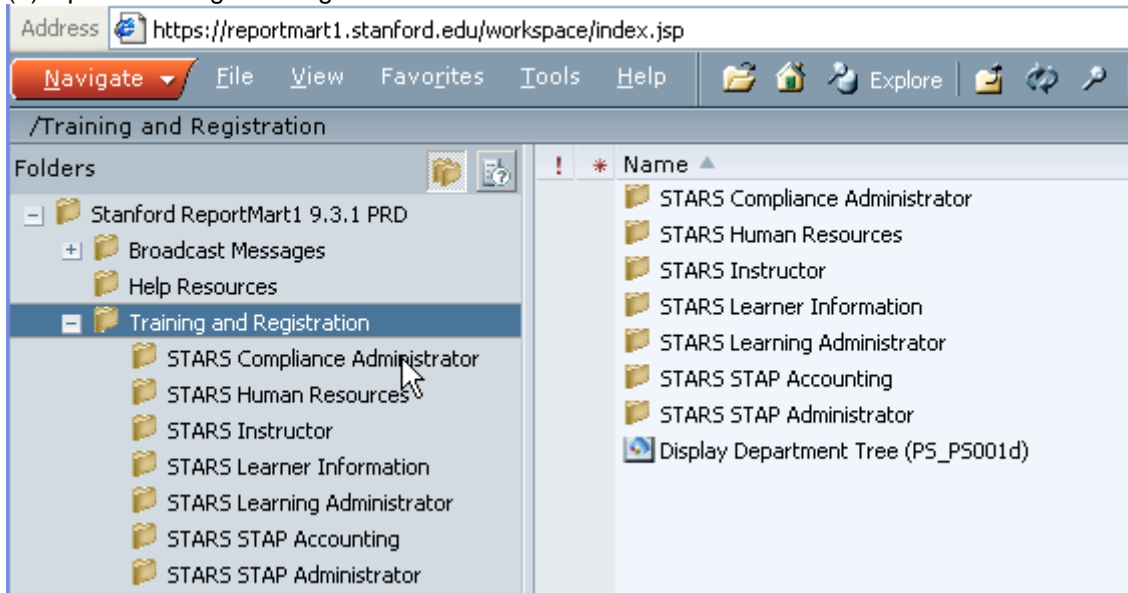


# Run RM1 report by Learner Group for a HIPAA program

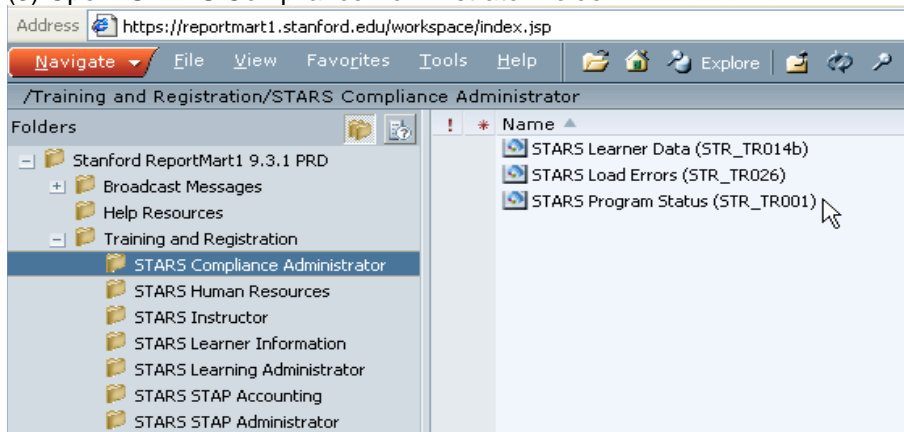
(1) Login to reportmart1 with SUNetID and password



(2) Open "Training and Registration" folder.



(3) Open "STARS Compliance Administrator" folder.



(4) Double click on the report **STARS Program Status (STR\_TR001)**.

(5) Some users will get the following popup window if the Web Client version you installed is not match with the server version.



(6) Click “OK” button, it will open the RM1 “Program Status” Reporting client application like below, there are 3 process options available to us.

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**For University Business Use Only**

## Stanford University Reporting: Program Status

**CONFIDENTIALITY AGREEMENT:**

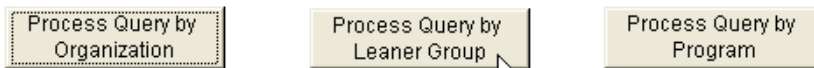
I understand and accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants; and I understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

**Description:**     [\(Report Number STR\\_TR001\)](#)

This report lists all learners with a specified program in their learning plan.

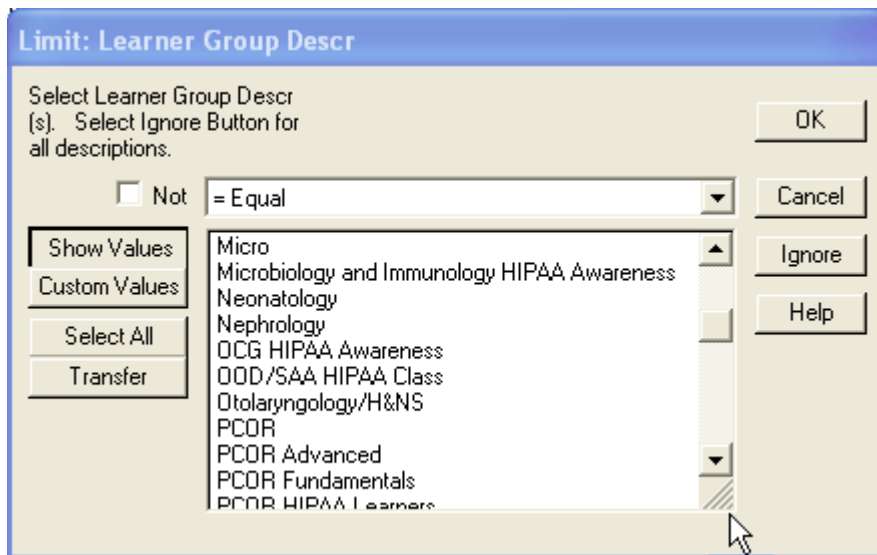
**Instructions for Processing:**

Click a process button below to run the report.

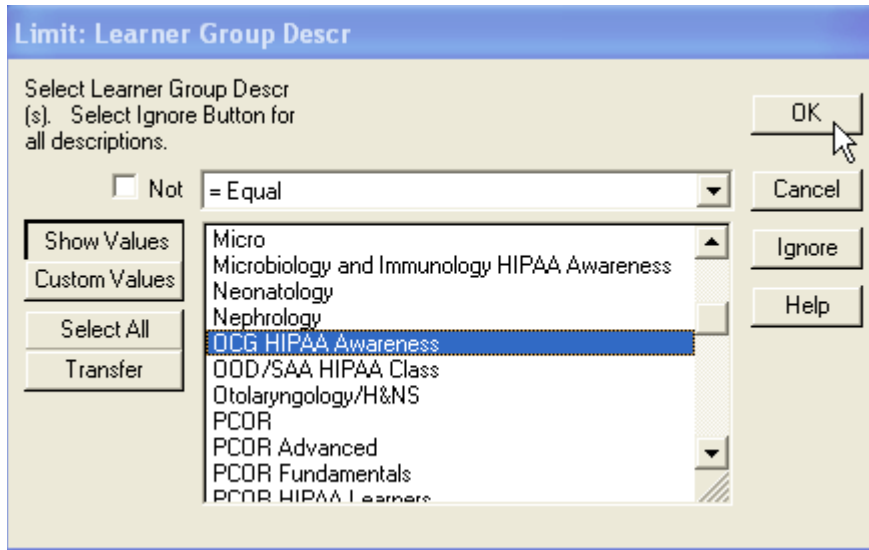


After processing, choose a Section button below to view a results section or to export the full results.

(7) To use “Process Query by Learner Group” option. Click on that button, the following window will be opened. [*Click and drag the triangle the arrow is pointing to resize the window*]

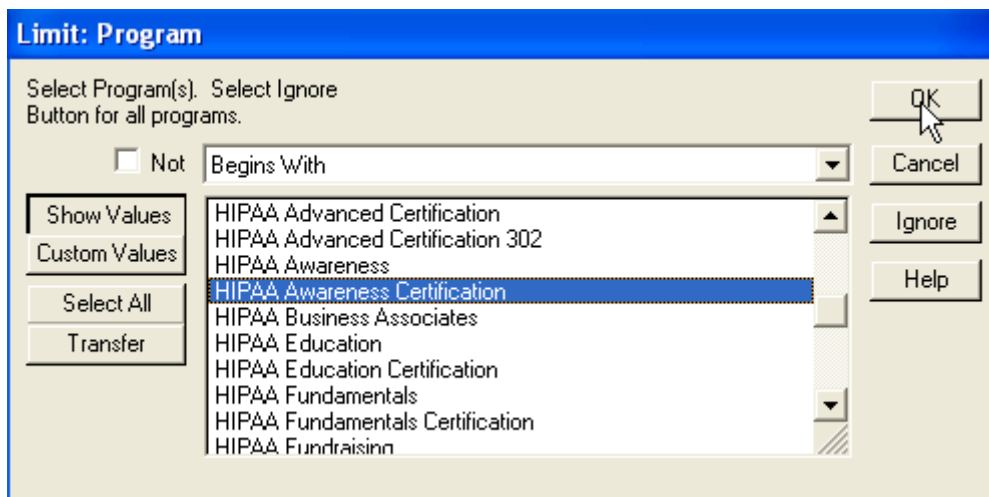


(8) Select the Learner Group first to run the report, in this example we select “OCG HIPAA Awareness” group by highlighting the group name and clicking “OK” button.

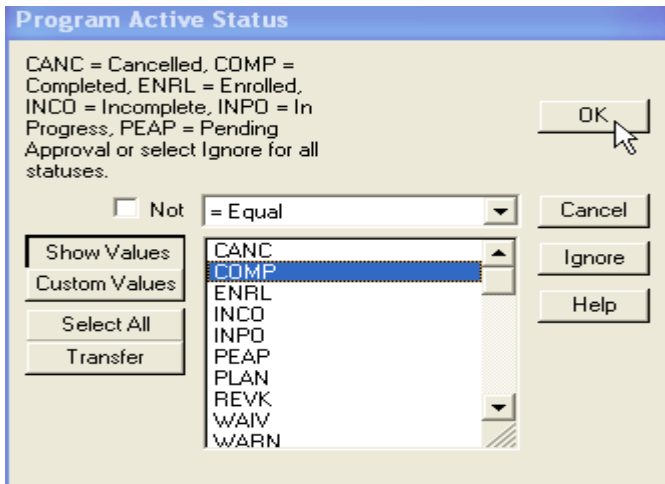


(9) After waiting for a while, the following “Select Program” window will be displayed.

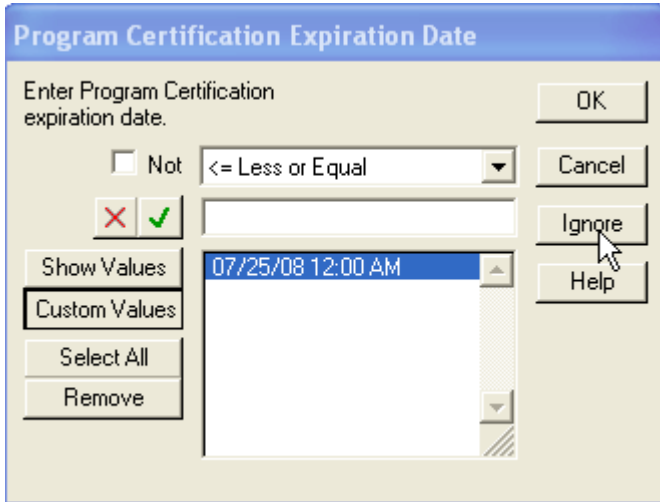
- To run report on Awareness certification, highlight “**HIPAA Awareness Certification**” program name then click “OK”.
- To run report on Fundamentals certification, highlight “**HIPAA Fundamentals Certification**” program name then click “OK”.
- To run report on Advanced certification, highlight both “**HIPAA Advanced Certification**” and “**HIPAA Advanced Certification 302**” program name then click “OK”.



(10) The following window will be displayed for us to chose the program status, meaning what status you want to report for, if we want to get everyone who completed the program, we choose “COMP” then click “OK” button. [If you want to run on multiple statuses, hold “Ctrl” key and use your mouse to click (select) more statuses]. In this example, we run on “COMP” status.



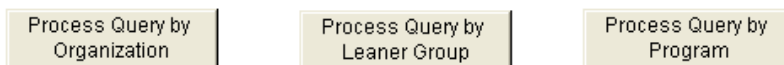
(11) Highlighting “COMP” then click “OK”, we will get the last option window to choose the “Expiration Date”, please click on “Ignore” button.



(12) Clicking “Ignore” button will start the report process, depends on the size of the Learning Group, the processing time may vary but should not be too long. The indication of completion for the process is that the “Result” button is becoming active.

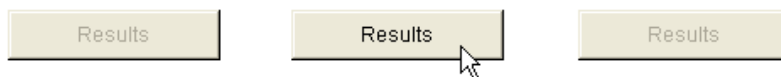
### Instructions for Processing:

Click a process button below to run the report.



After processing, choose a Section button below to view a results section or to export the full

### Results Section:



(13) Clicking on “Result” button will bring up the result window like below.

File Edit View Insert Format Table Tools Help

Group Prog Table Filters(0) Sort(3) Data Layout

Filter Drag Report Columns here to create Filters

	Learner Group Descr	Name	Program Code	Program	Program Status	Program Registration Date	Program Expiration Date	Program Completion Dt
1	OCG HIPAA Awareness	Claus,Rachel	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/03/2008
2	OCG HIPAA Awareness	Dutra,Susan D	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/26/2008
3	OCG HIPAA Awareness	Fenner,Alexander Mit	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/14/2008
4	OCG HIPAA Awareness	Fenner,Thomas W	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/23/2008
5	OCG HIPAA Awareness	Lockhart,Andrew R.	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/16/2008
6	OCG HIPAA Awareness	Lozano,Mayra	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/28/2008
7	OCG HIPAA Awareness	Moua,Kabao	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/26/2008
8	OCG HIPAA Awareness	Reite,Marina	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/25/2008
9	OCG HIPAA Awareness	Rivas,Sonia	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/25/2008
10	OCG HIPAA Awareness	Stayn,Susan	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/18/2008
11	OCG HIPAA Awareness	Woodward,Linda L.	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/27/2008
12	OCG HIPAA Awareness	Yarber,Sherrie	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/29/2008
13	OCG HIPAA Awareness	Burke,Melissa						
14	OCG HIPAA Awareness	Chan,Daphne						
15	OCG HIPAA Awareness	DiBoise,Sarah J.						
16	OCG HIPAA Awareness	Dunkley,Patrick H						
17	OCG HIPAA Awareness	James,Ann N						
18	OCG HIPAA Awareness	Sarabia,Tracy						
19	OCG HIPAA Awareness	Schoenthaler,Lauren						
20	OCG HIPAA Awareness	Schurman,Allison Ra						
21	OCG HIPAA Awareness	Sparling,Dwain Lelar						
22	OCG HIPAA Awareness	Zumwalt,Debra L						

We can see who has completed the “HIPAA Awareness Certification”, when they registered and when they completed. The program status with blank means they might be in “Registered”, “Inprogress”, “Incomplete” etc, other than “Completed”. We don’t know exactly.

It’s better to run the report on ALL statuses, let’s run the report again, in step 10 we choose “Select ALL” for the program status, we will get everyone’s status in this learner group as shown in the following report. If this time we still see blank row for someone, we know the person has not registered for the program.

**Program Active Status**

CANC = Cancelled, COMPE = Completed, ENRL = Enrolled, INCO = Incomplete, INPO = In Progress, PEAP = Pending Approval or select Ignore for all statuses.

Not = Equal

Show Values Custom Values Select All Transfer

OK Cancel Ignore Help

CANC  
COMPE  
ENRL  
INCO  
INPO  
PEAP  
PLAN  
REVK  
WAIV  
WARN

Learner Group Descr	Name	Program Code	Program	Program Status	Program Registration Date	Program Expiration Date	Program Completion Dt
OCG HIPAA Awareness	Schurman,Allison Ra	HPAA-PRGM-0101	HIPAA Awareness Ce	Registered	09/25/2008		
OCG HIPAA Awareness	Burke,Melissa	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	Chan,Daphne	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	DiBoise,Sarah J.	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	Dunkley,Patrick H	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	James,Ann N	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	Sarabia,Tracy	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	Schoenthaler,Lauren	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	Sparling,Dwain Lelar	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	Zumwalt,Debra L	HPAA-PRGM-0101	HIPAA Awareness Ce	Not Completed	08/25/2008		
OCG HIPAA Awareness	Claus,Rachel	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/03/2008
OCG HIPAA Awareness	Dutra,Susan D	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/26/2008
OCG HIPAA Awareness	Fenner,Alexander Mit	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/14/2008
OCG HIPAA Awareness	Fenner,Thomas W	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/23/2008
OCG HIPAA Awareness	Lockhart,Andrew R.	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/16/2008
OCG HIPAA Awareness	Lozano,Mayra	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/28/2008
OCG HIPAA Awareness	Moua,Kabao	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/26/2008
OCG HIPAA Awareness	Reite,Marina	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/25/2008
OCG HIPAA Awareness	Rivas,Sonia	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/25/2008
OCG HIPAA Awareness	Stayn,Susan	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/18/2008
OCG HIPAA Awareness	Woodward,Linda L.	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	08/27/2008
OCG HIPAA Awareness	Yarber,Sherrie	HPAA-PRGM-0101	HIPAA Awareness Ce	Completed	08/25/2008	08/31/2009	09/29/2008

**Note:** If you can not open the ReportMart1 Client application, please file a helpsu ticket. Thanks!