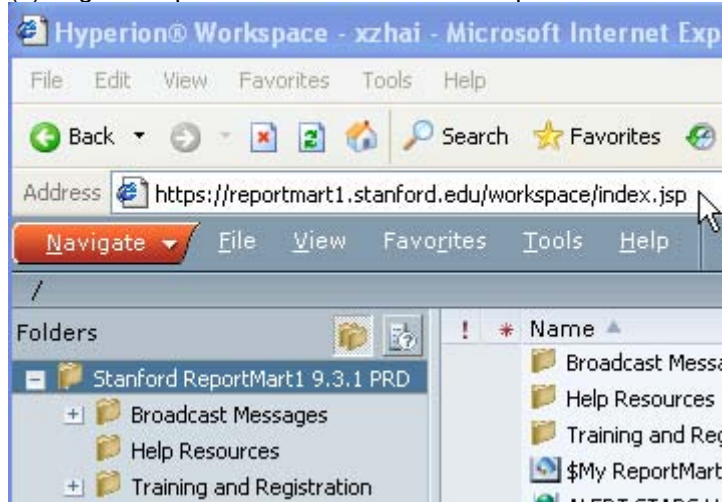
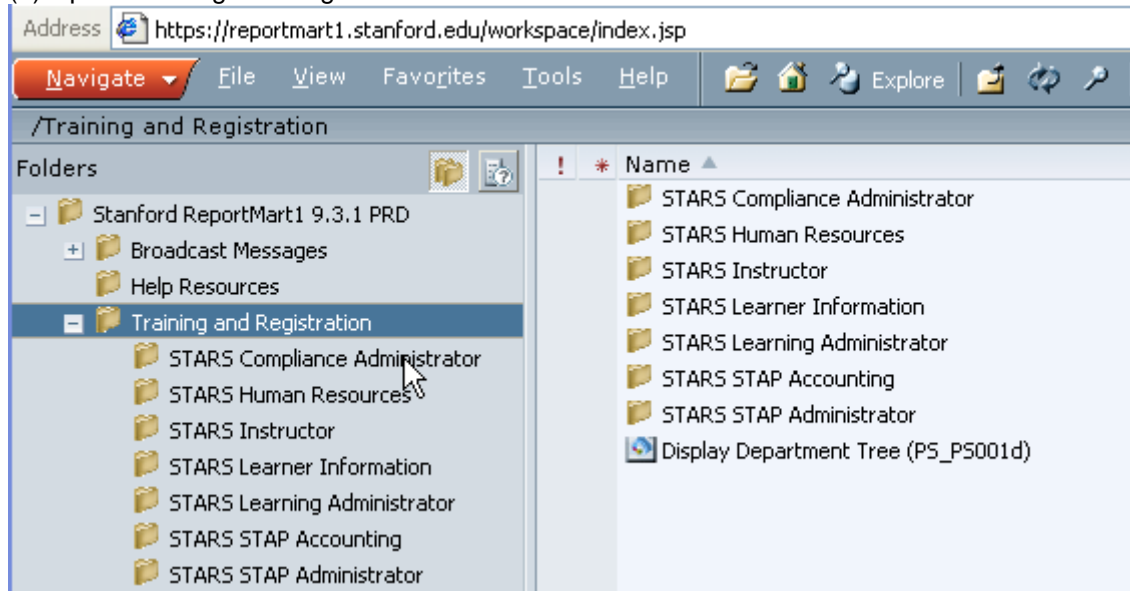


## How to run report for a HIPAA program?

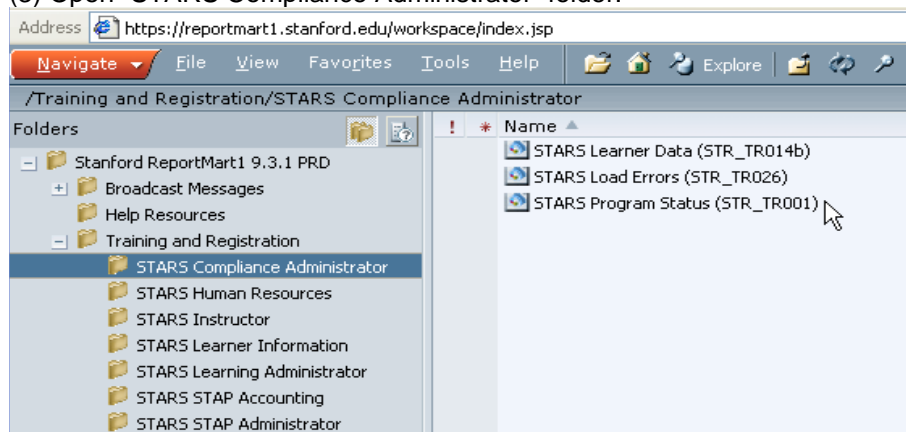
(1) Login to reportmart1 with SUNetID and password



(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.



For University Business Use Only

## Stanford University Reporting: Program Status

### CONFIDENTIALITY AGREEMENT:

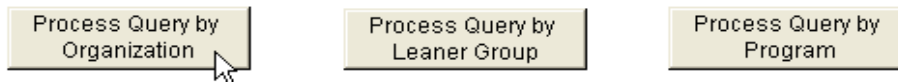
I understand and accept responsibility for complying with the Federal law and University policy concerning the rights of students, student applicants, employees, and job applicants; and I understand that a breach of this can be cause for disciplinary action, up to and including termination of employment.

**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.

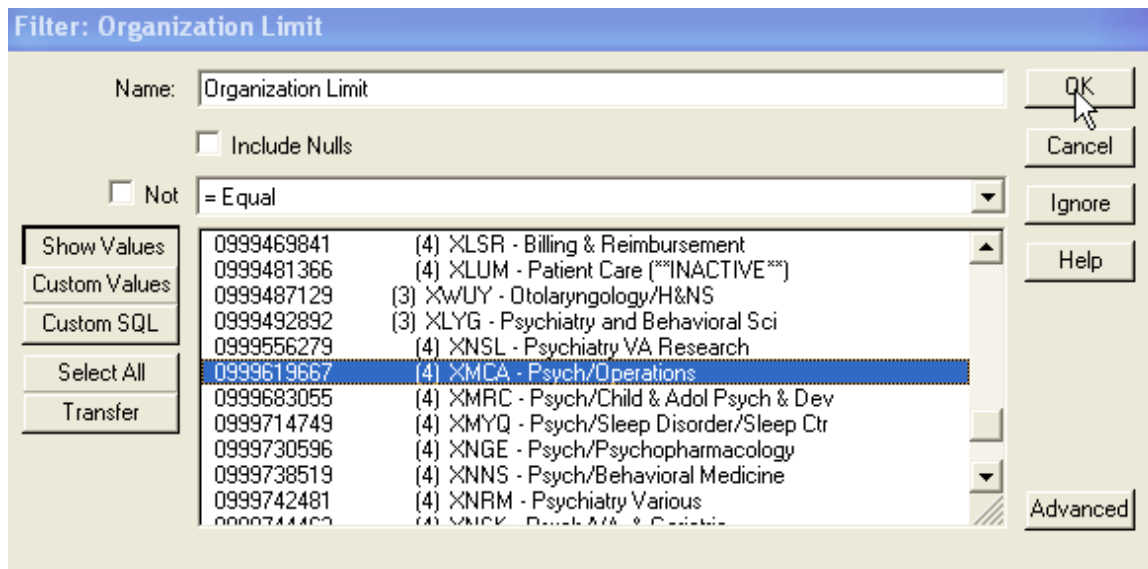


After processing, choose a Section button below to view a results section or to export the full results.

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

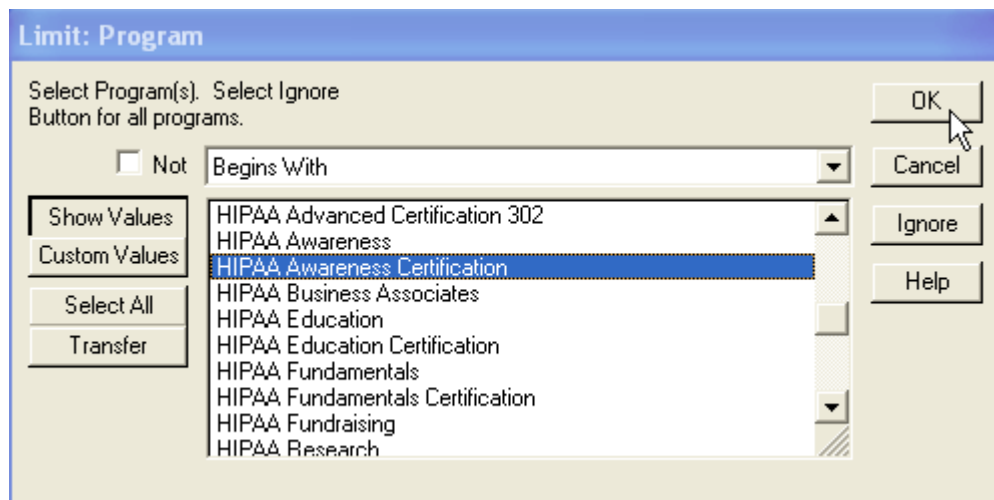
ID	Name	Count
0999469841	(4) XLSR - Billing & Reimbursement	4
0999481366	(4) XLUM - Patient Care (**INACTIVE**)	4
0999487129	(3) XWUY - Otolaryngology/H&NS	3
0999492892	(3) XLYG - Psychiatry and Behavioral Sci	3
0999556279	(4) XNSL - Psychiatry VA Research	4
0999619667	(4) XMCA - Psych/Operations	4
0999683055	(4) XMRC - Psych/Child & Adol Psych & Dev	4
0999714749	(4) XMYQ - Psych/Sleep Disorder/Sleep Ctr	4
0999730596	(4) XNGE - Psych/Psychopharmacology	4
0999738519	(4) XNNS - Psych/Behavioral Medicine	4
0999742481	(4) XNRM - Psychiatry Various	4
0999744600	(4) XNRC - Psych/VA & Geriatric	4

(8) In this example we select “**XMCA**” group by highlighting the org name and clicking “OK” button. [Choose your org code to run your report]

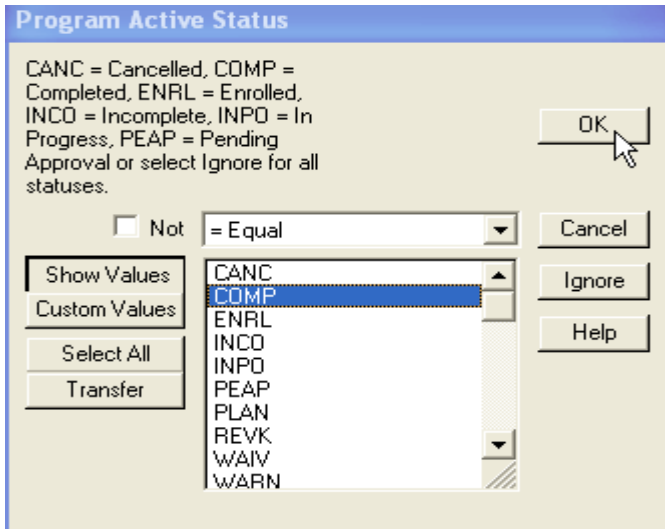


(9) After waiting for a while, the following “Select Program” window will be displayed.

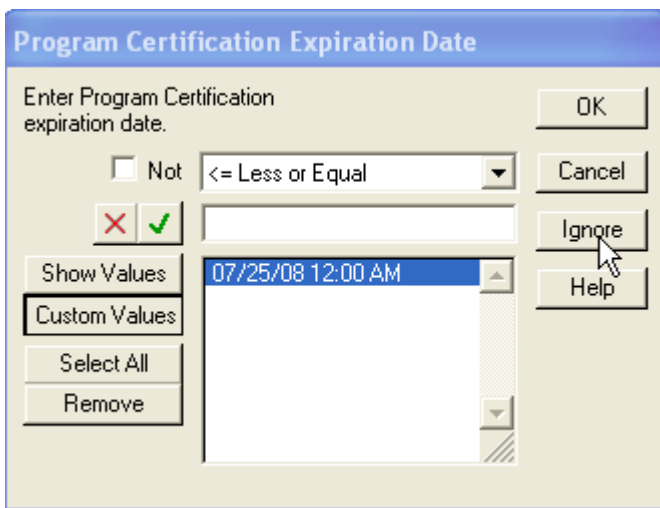
- To run report on Awareness certification, highlight “**HIPAA Awareness Certification**” program name then click “OK”.
- To run report on Fundamentals certification, highlight “**HIPAA Fundamentals Certification**” program name then click “OK”.
- To run report on Advanced certification, highlight both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



(10) The following window will be displayed for us to choose the program status, meaning what status we want to report for, if we want to get everyone in the org who completed the program, we choose “COMP” then click “OK” button. [If you want to run on multiple statuses, hold “Ctrl” key to select more statuses by clicking on the status like ENRL, INPO etc]. In this example, we run on “COMP” status.



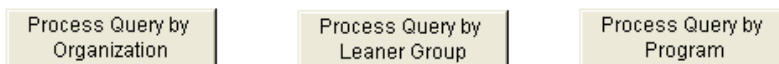
(11) Highlighting “COMP” then click “OK”, we will get the last option window to choose the “Expiration Date”, please click on “Ignore” button.



(12) Clicking “Ignore” button will start the report process, depends on the size of the Learner 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.

### Results Section:

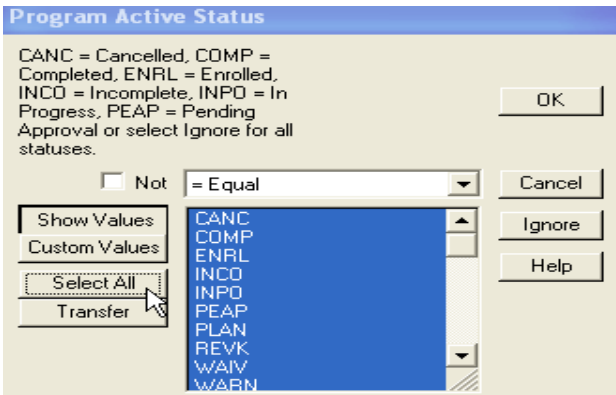


(13) Clicking on “Result” button will bring up the result window like below.

Learner Org Descr	Name	Program Code	Program	Program Status	Program Registration Date	Program Expiration Date	Program Completion Dt
Psych/Operations	Chanraud,Sandra Marie-	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	09/26/2008	08/31/2009	09/29/2008
Psych/Operations	Dang,Quynh	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/19/2008	08/31/2009	09/10/2008
Psych/Operations	Day,Sandra	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/05/2008	08/31/2009	09/24/2008
Psych/Operations	Doglietto,Georgene M	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	09/08/2008	08/31/2009	09/08/2008
Psych/Operations	Houck,Fae P	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/19/2008	08/31/2009	08/28/2008
Psych/Operations	Mangonon,Sherry Ann	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/19/2008	08/31/2009	08/28/2008
Psych/Operations	Aboujaoude,Elias Nassi						
Psych/Operations	Allen,Megan Redding						
Psych/Operations	Andrew,Garrick						
Psych/Operations	Belanoff,Joseph K.						
Psych/Operations	Bell,Kimberly						
Psych/Operations	Blasey,Christine						
Psych/Operations	Bonner,Julie						
Psych/Operations	Bronfeld,Adrienne Lynn						
Psych/Operations	Cherry,Bradley J.						
Psych/Operations	Coffelt,Nicole Lynn						
Psych/Operations	Devan,Jennifer Lynn						
Psych/Operations	Endo,Rosemary A						
Psych/Operations	Everett,Sheila R.						
Psych/Operations	Fox,Marybeth						
Psych/Operations	Garcia,Rocio Cristina						
Psych/Operations	Gonzalez,Linda						
Psych/Operations	Green,Rebecca A						

We can see who has completed the “HIPAA Awareness Certification” in the organization “XMCA”, when they registered and when they completed. IF you choose “COMP” to run the report, the program status with blank means they might be “Registered”, “Inprogress”, “Not Completed” or any statuses other than “Completed”, we don’t know exactly. BUT

**It’s better to run the report on all statuses.** On step 10 we choose “Select ALL” for the program status, we will get everybody’s registration status in this organization as shown in the following report. If someone gets blank row, we know the person has not registered for the program yet.



Name	Program Code	Program	Program Status	Program Registration Date	Program Expiration Date	Program Completion Dt
Bronfeld,Adrienne Lynn	HPAA-PRGM-0101	HIPAA Awareness Certi	Not Completed	08/19/2008		
Mendonca,Ana Paula	HPAA-PRGM-0101	HIPAA Awareness Certi	Not Completed	08/19/2008		
Romero,Laddie	HPAA-PRGM-0101	HIPAA Awareness Certi	Not Completed	08/19/2008		
Soboleski,Jennifer E.	HPAA-PRGM-0101	HIPAA Awareness Certi	Not Completed	08/19/2008		
Chanraud,Sandra Marie-	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	09/26/2008	08/31/2009	09/29/2008
Dang,Quynh	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/19/2008	08/31/2009	09/10/2008
Day,Sandra	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/05/2008	08/31/2009	09/24/2008
Doglietto,Georgene M	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	09/08/2008	08/31/2009	09/08/2008
Houck,Fae P	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/19/2008	08/31/2009	08/28/2008
Mangonon,Sherry Ann	HPAA-PRGM-0101	HIPAA Awareness Certi	Completed	08/19/2008	08/31/2009	08/28/2008
Aboujaoude,Elias Nassi						
Allen,Megan Redding						
Andrew,Garrick						
Belanoff,Joseph K.						
Bell,Kimberly						
Blasey,Christine						
Bonner,Julie						

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