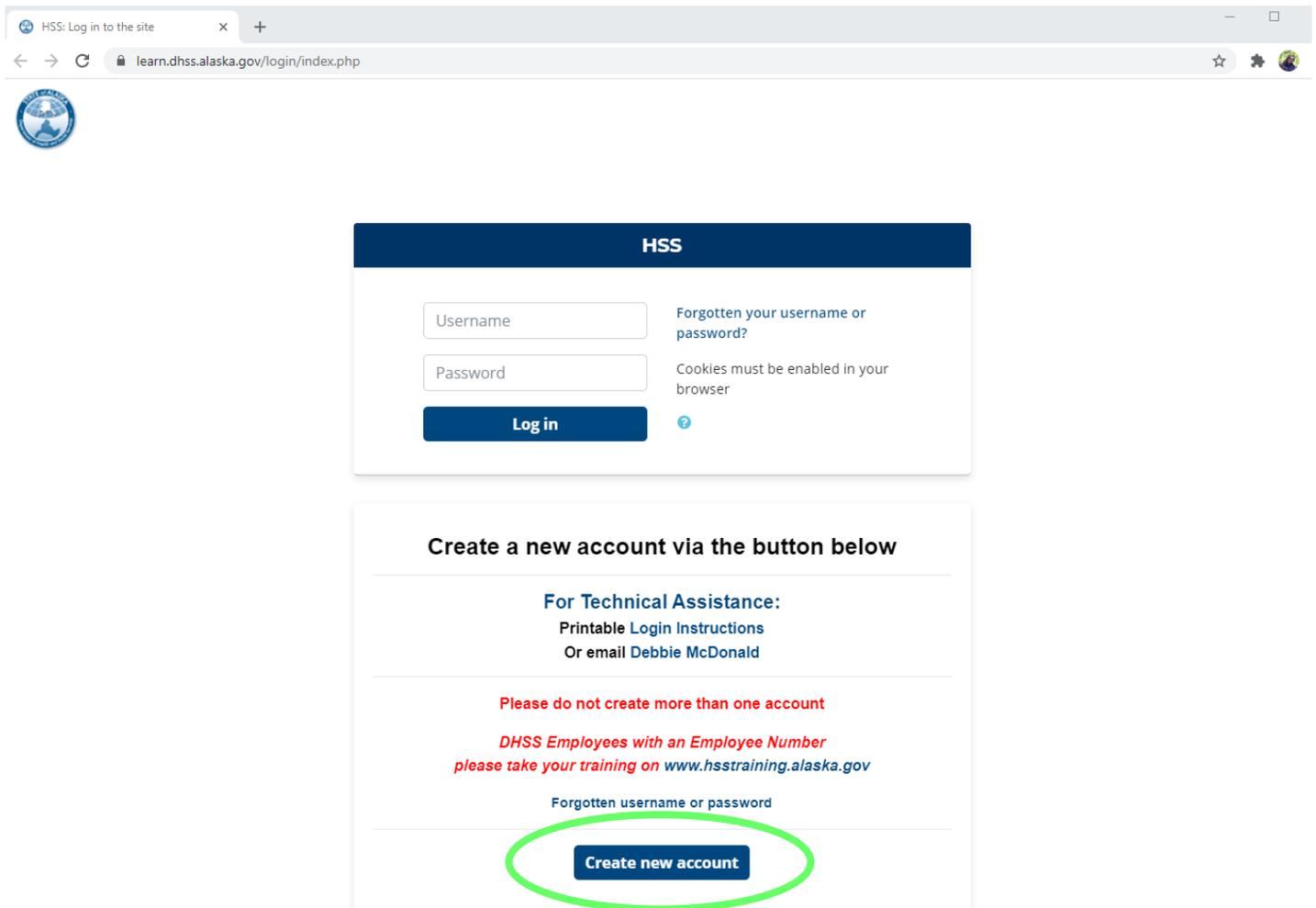


DHSS Civil Rights and Discrimination Complaint Training Instructions

<https://learn.dhss.alaska.gov/login/index.php>



HSS

Username

Password

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Create a new account via the button below

For Technical Assistance:
Printable [Login Instructions](#)
Or email [Debbie McDonald](#)

Please do not create more than one account

DHSS Employees with an Employee Number
please take your training on www.hsstraining.alaska.gov

Forgotten username or password

Create new account

At the above link, click “Create new account.”

New account x +

learn.dhss.alaska.gov/login/signup.php?



HSS

New account

▼ Collapse all

▼ Choose your username and password

Username ⓘ

The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password ⓘ

▼ More details

Email address ⓘ

Email (again) ⓘ

First name ⓘ
(as you would like it to appear on your certificate)

Last name ⓘ

City/town

▼ More User Information

Create a username and password, and then fill in your personal information.

New account

learn.dhss.alaska.gov/login/signup.php?

More User Information

Business Address

State

Zip

Telephone (Just numbers, no dashes)

Employer or Business Name

Job Title

Profession (Please select the profession most closely related to your field)

Medical Specialty (Ex: Pediatrician, Psychiatrist, Surgeon, N/A)

Medical Credentials or Degree (Ex: MD, DO, NP, PA, None)

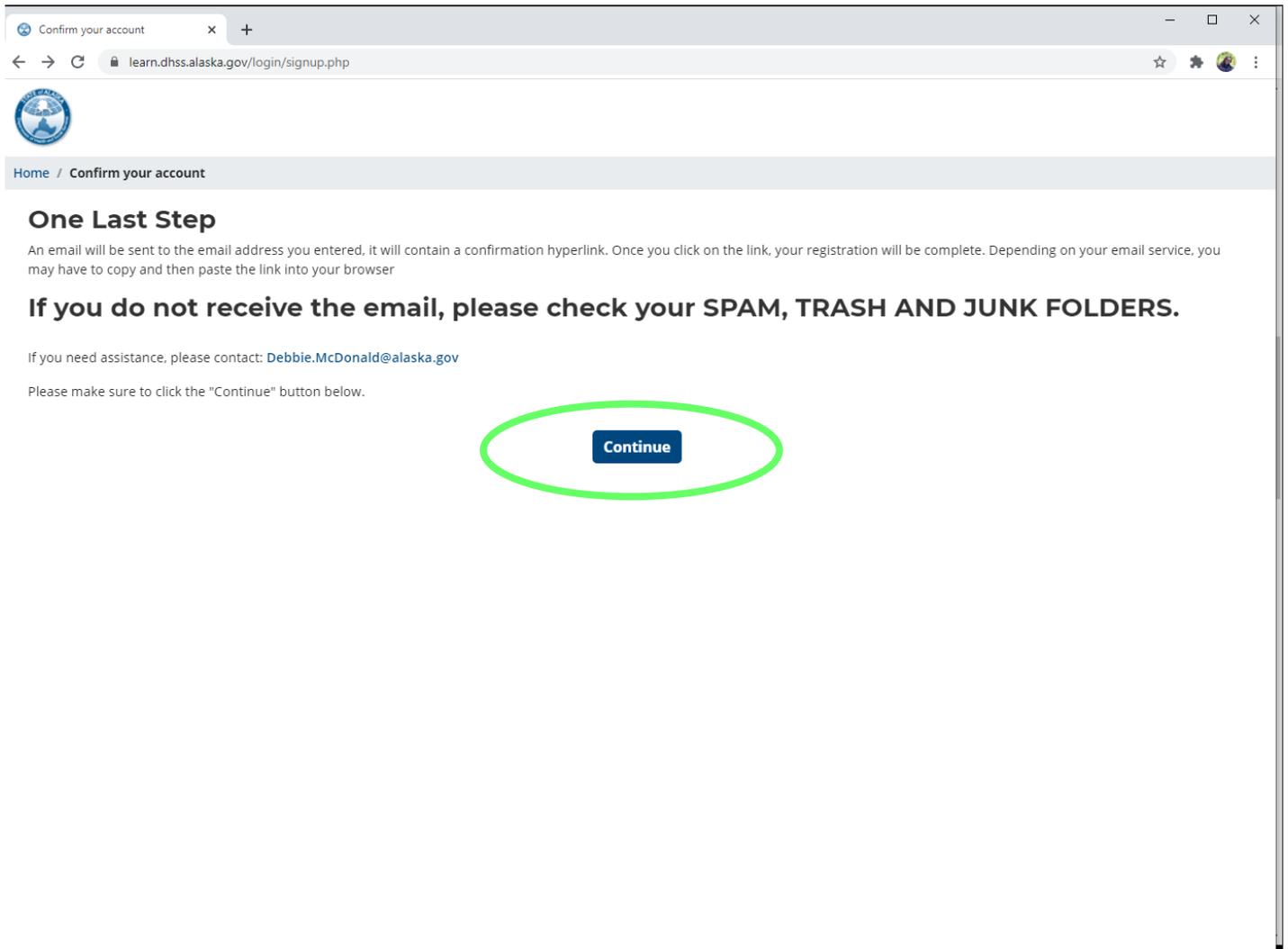
Security question I'm not a robot 

There are required fields in this form.

[BACK TO TOP](#)

You will need to fill in some CCS business information as well.

When you have filled everything out, check the box to verify you are not a robot, and then click "Create my new account."



You will then need to go to your email account and click the link in the verification email. Once you've verified your account, click "Continue."

Health & Social Services
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / Dashboard / Change Password / User account / Edit profile

Human Resources

Expand all

General

First name (as you would like it to appear on your certificate) !

Last name !

Email address !

Email display !

City/town

More User Information

Business Address !

State !

Zip !

Telephone (just numbers, no dashes) !

Employer or Business Name !

Job Title !

Profession (Please select the profession most closely related to your field) !

This next screen will show you a review of all of your personal information.

City/town

More User Information

Business Address !

State !

Zip !

Telephone (just numbers, no dashes) !

Employer or Business Name !

Job Title !

Profession (Please select the profession most closely related to your field) !

Medical Specialty (Ex: Pediatrician, Psychiatrist, Surgeon, N/A) !

Medical Credentials or Degree (EX: MD, DO, NP, PA, None) !

Obsolete

City !

There are required fields in this form marked !.

You are logged in as Human Resources (Log out) [BACK TO TOP](#)

You will need to scroll to the bottom of this screen, and type in “Juneau” under “Obsolete,” “City.” Then click “Update profile.”

The screenshot shows a web browser window with the address bar displaying `learn.dhss.alaska.gov/user/preferences.php?userid=20381`. The page header includes the logo for 'HEALTH & SOCIAL SERVICES LEARNING MANAGEMENT SYSTEM' and the user name 'Human Resources'. A navigation bar contains links for 'MENU', 'HIPAA TRAINING', 'SEARCH COURSES', and 'TECHNICAL ASSISTANCE'. The 'SEARCH COURSES' link is highlighted with a green circle. Below the navigation bar, the breadcrumb trail reads 'Home / Dashboard / Change Password'. The main content area is titled 'Change Password' and contains two sections: 'User account' with links for 'Edit profile', 'Change password', 'Preferred language', 'Forum preferences', 'Editor preferences', 'Course preferences', and 'Calendar preferences'; and 'Repositories' with a link for 'Manage instances'. A footer bar at the bottom indicates 'You are logged in as Human Resources (Log out)'.

At the top of the screen, click on “SEARCH COURSES.”

Browser address bar: DHSS Training: All courses | learn.dhss.alaska.gov/course/

Page Header: HEALTH & SOCIAL SERVICES LEARNING MANAGEMENT SYSTEM | Human Resources

Navigation: MENU | HIPAA TRAINING | SEARCH COURSES | TECHNICAL ASSISTANCE

Breadcrumbs: Home / Courses / Department of Health and Social Services

Course categories: Department of Health and Social Services

Search courses: **Go** ?

Expand all

- Alaska Psychiatric Institute
- Behavioral Health
- Commissioner's Office**
- Department Supportive Services
- HIPAA Training
- Health Care Services
- Juvenile Justice
- Public Health

Click on "Commissioner's Office."

Browser address bar: learn.dhss.alaska.gov/course/index.php?categoryid=38

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / Courses / Department of Health and Social Services / Commissioner's Office

Course categories: Department of Health and Social Services / Commissioner's Office

Commissioner's Office

Search courses **Go** ?

Civil Rights and Discrimination Complaint

The Department of Health & Social Services (DHSS) and many grantees of DHSS receive federal financial assistance to operate a variety of programs and services. Because of this financial assistance, federal agencies also monitor compliance with all civil rights laws. It is the responsibility of DHSS to ensure that its employees and its grantees (sub-recipients) comply with all applicable federal civil rights laws.

This training has been created to assist you in knowing and complying with civil rights policies and procedures.

Contact information: If you are not able to access this training and need assistance, please contact: Debbie.McDonald@alaska.gov

You are logged in as Human Resources (Log out)

Click on "Civil Rights and Discrimination Complaint."

COM Civil Rights

learn.dhss.alaska.gov/enrol/index.php?id=86

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / Courses / Civil Rights and Discrimination Complaint / Enroll me / Enrollment options

Enrollment options

Civil Rights and Discrimination Complaint

The Department of Health & Social Services (DHSS) and many grantees of DHSS receive federal financial assistance to operate a variety of programs and services. Because of this financial assistance, federal agencies also monitor compliance with all civil rights laws. It is the responsibility of DHSS to ensure that its employees and its grantees (sub-recipients) comply with all applicable federal civil rights laws.

This training has been created to assist you in knowing and complying with civil rights policies and procedures.

Contact information: If you are not able to access this training and need assistance, please contact: Debbie.McDonald@alaska.gov

Self enrollment (Student)

Click the button below to begin

Begin

You are logged in as Human Resources (Log out)

Click "Begin."

Course: Civil Rights and Discrimi... x +

learn.dhss.alaska.gov/course/view.php?id=86

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint

Civil Rights and Discrimination Complaint Training

The Department of Health & Social Services (DHSS) and many grantees of DHSS receive federal financial assistance to operate a variety of programs and services. Because of this financial assistance, federal agencies also monitor compliance with all civil rights laws. It is the responsibility of DHSS to ensure that its employees and its grantees (sub-recipients) comply with all applicable federal civil rights laws.

Please complete the following training on Civil Rights and Discrimination Complaint Procedures. **After completing the training keep a copy of the final certificate of completion for your records. If you are a grantee (sub-recipient) of DHSS, place a copy of the certificate of completion in your grant file. This certificate will be viewed during the monitoring of your grant.**

Contact: Debbie.McDonald@alaska.gov

- Step 1: Lesson -- Civil Rights and Discrimination Complaint Training
- Step 2: Final Exam
- Civil Rights and Discrimination Complaint Certificate
- Restricted Not available unless: You achieve a required score in Step 2: Final Exam
- Announcements

Topic 1

Not available

You are logged in as Human Resources (Log out)

Click on "Step 1: Lesson - Civil Rights and Discrimination Complaint Training." After clicking that button, you will click through the 6-screen lesson, clicking "Next" after reading each screen.

COM Civil Rights: Step 1: Lesson

learn.dhss.alaska.gov/mod/lesson/view.php?id=1120&pageid=-9

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint / Step 1: Lesson -- Civil Rights and Discrimination Complaint Training

LESSON MENU

- Civil Rights
- Discrimination Complaints
- Discrimination Complaint Process
- Additional Resources

Export as PDF

Step 1: Lesson -- Civil Rights and Discrimination Complaint Training

Congratulations - end of lesson reached

Well done!

Review Lesson

[Return to Civil Rights and Discrimination Complaint](#)

View grades

You are logged in as Human Resources (Log out)

At the end of the lesson, click “Return to Civil Rights and Discrimination Complaint.”

Course: Civil Rights and Discrimi... x +

learn.dhss.alaska.gov/course/view.php?id=86

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint

Civil Rights and Discrimination Complaint Training

The Department of Health & Social Services (DHSS) and many grantees of DHSS receive federal financial assistance to operate a variety of programs and services. Because of this financial assistance, federal agencies also monitor compliance with all civil rights laws. It is the responsibility of DHSS to ensure that its employees and its grantees (sub-recipients) comply with all applicable federal civil rights laws.

Please complete the following training on Civil Rights and Discrimination Complaint Procedures. **After completing the training keep a copy of the final certificate of completion for your records. If you are a grantee (sub-recipient) of DHSS, place a copy of the certificate of completion in your grant file. This certificate will be viewed during the monitoring of your grant.**

Contact: Debbie.McDonald@alaska.gov

- Step 1: Lesson -- Civil Rights and Discrimination Complaint Training
- Step 2: Final Exam**
- Civil Rights and Discrimination Complaint Certificate
- Restricted** Not available unless: You achieve a required score in **Step 2: Final Exam**
- Announcements

Topic 1

Not available

You are logged in as Human Resources (Log out)

Click "Step 2: Final Exam."

COM Civil Rights: Step 2: Final Exam

learn.dhss.alaska.gov/mod/quiz/view.php?id=1121

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint / Step 2: Final Exam

Step 2: Final Exam

Final Exam

Passing grade: 80% or greater

Grading method: Highest grade

[Begin Now](#)

You are logged in as Human Resources (Log out)

Click "Begin Now." After clicking, you will take a 5 question True/False quiz. At the bottom of the quiz, click "Finish Attempt" in the lower right.

Step 2: Final Exam: Attempt summary

learn.dhss.alaska.gov/mod/quiz/summary.php?attempt=46389&cmid=1121

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint / / Step 2: Final Exam / Summary of attempt

QUIZ NAVIGATION

1 2 3 4
5

Finish attempt ...

Step 2: Final Exam Summary of attempt

| Question | Status |
|----------|--------------|
| 1 | Answer saved |
| 2 | Answer saved |
| 3 | Answer saved |
| 4 | Answer saved |
| 5 | Answer saved |

Return to attempt

Submit all and finish

You are logged in as Human Resources (Log out)

Click "Submit all and finish."

Step 2: Final Exam: Attempt summary

learn.dhss.alaska.gov/mod/quiz/summary.php?attempt=46389&cmid=1121

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint / / Step 2: Final Exam / Summary of attempt

QUIZ NAVIGATION

1 2 3 4
5

Finish attempt ...

Step 2: Final Exam Summary of attempt

| Question | Status |
|----------|--------------|
| 1 | Answer saved |
| 2 | Answer saved |
| 3 | Answer saved |
| 4 | Answer saved |
| 5 | Answer saved |

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish

You are logged in as Human Resources (Log out)

You will then need to confirm by clicking "Submit all and finish" one more time.

Step 2: Final Exam: Attempt review | learn.dhss.alaska.gov/mod/quiz/review.php?attempt=46389&cmid=1121

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint / Step 2: Final Exam

QUIZ NAVIGATION

1 2 3 4
✓ ✓ ✓ ✓

5
✓

Finish review

Started on Thursday, July 29, 2021, 3:14 PM
State Finished
Completed on Thursday, July 29, 2021, 3:20 PM
Time taken 6 mins 12 secs
Grade 100.00 out of 100.00
Feedback Congratulations you have successfully completed the Civil Rights and Discrimination Training.
Please proceed to [FMS Grants-Contracts: Civil Rights](#) and print your certificate.

Question 1 Correct 20.00 points out of 20.00 Flag question

The civil rights laws, and the policies of federal agencies, prohibit any program or activity receiving federal financial assistance to discriminate in the provision of services or benefits on the basis of any of the following protected classes. Those classes include: RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION or DISABILITY. True or False?

Select one:

True ✓
 False

Yes the correct answer is true.
The civil rights laws, and the policies of federal agencies, prohibit any program or activity receiving federal financial assistance to discriminate in the provision of services or benefits on the basis of any of the following protected classes. Those classes include: RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION or DISABILITY.

Question 2 Correct 20.00 points out of 20.00 Flag question

The only entity in Alaska that is responsible for complying with federal civil rights laws and policies prohibiting discrimination is the Department of Health and Social Services (DHSS). Grantees (sub-recipients) are not required to comply. True or False?

Select one:

True

The next screen will show you if you passed the quiz or not. IF you didn't pass, you will need to review the lesson and take the quiz again. If you did pass, you can click "FMS Grants-Contracts: Civil Rights" to print your Certificate.

Course: Civil Rights and Discrimi...
learn.dhss.alaska.gov/course/view.php?id=86

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint

Civil Rights and Discrimination Complaint Training

The Department of Health & Social Services (DHSS) and many grantees of DHSS receive federal financial assistance to operate a variety of programs and services. Because of this financial assistance, federal agencies also monitor compliance with all civil rights laws. It is the responsibility of DHSS to ensure that its employees and its grantees (sub-recipients) comply with all applicable federal civil rights laws.

Please complete the following training on Civil Rights and Discrimination Complaint Procedures. **After completing the training keep a copy of the final certificate of completion for your records. If you are a grantee (sub-recipient) of DHSS, place a copy of the certificate of completion in your grant file. This certificate will be viewed during the monitoring of your grant.**

Contact: Debbie.McDonald@alaska.gov

- Step 1: Lesson -- Civil Rights and Discrimination Complaint Training
- Step 2: Final Exam
- Civil Rights and Discrimination Complaint Certificate**
- Announcements

Topic 1
Not available

You are logged in as Human Resources (Log out)

Click "Civil Rights and Discrimination Complaint Certificate."

Civil Rights and Discrimination C x +

learn.dhss.alaska.gov/mod/certificate/view.php?id=1122

HEALTH & SOCIAL SERVICES
LEARNING MANAGEMENT SYSTEM

Human Resources

MENU HIPAA TRAINING SEARCH COURSES TECHNICAL ASSISTANCE

Home / My courses / Department of Health and Social Services / Commissioner's Office / Civil Rights and Discrimination Complaint / Civil Rights and Discrimination Complaint Certificate

Congratulations you have successfully completed the Civil Rights training.

To ensure your certificate prints correctly: Please make sure to select Landscape Orientation and 100% Resizing.

Summary of previously received certificates

| |
|----------------------------------|
| Issued |
| Thursday, July 29, 2021, 3:23 PM |

Please note: The issued date on this screen reflects the original course completion date.

Click the button below to download a current copy of your certificate.

[Get your certificate](#)

You are logged in as Human Resources (Log out)

Click "Get your certificate."



Your certificate will open in a new window. This is a PDF file that can be saved to your computer and emailed to your supervisor or HR, or you can print the certificate.

After you've saved or printed your certificate, you can close out the certificate window and the DHS website window.