Using CITI Program Content:
Information Privacy and Security (IPS)

CONTENT AUTHOR

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INTRODUCTION

Like all CITI Program educational materials, the components of the IPS series can be customized to fit the specific needs of your organization's learners. Taking advantage of this flexibility requires that you are familiar with the IPS offerings and with the capabilities of the CITI Program's web platform to deliver them. This module addresses the components of the IPS series. For general information on CITI Program's instructional capabilities, see **Using CITI Program Content: An Introduction**.

LEARNING OBJECTIVES

By the end of this module, you should be able to:

- Understand the structure of the IPS series, and how it can be customized to meet the needs of your organization's learners.
- Determine how to access the IPS series based on organization-wide or individual needs.
- Understand how to set up IPS series for learner groups at your organization.
- Obtain additional information on IPS series from the **IPS Catalog,** Help Desk Staff, and Sales Group.

IPS SERIES OVERVIEW

CITI Program's IPS series has two tracks. A **Health Privacy** track provides modules that address legal-regulatory requirements for data protection by subject area. Currently, the focus is on Health Insurance Portability and Accountability Act (HIPAA)-related requirements for health data – what HIPAA calls "protected health information" or PHI. An **Information Security** track provides modules that address protection of information in any context, regardless of the subject matter.

SUBSCRIPTION OPTIONS

IPS series subscriptions are available to both organizations and independent learners. Review the information below to help determine which option best meets your current needs. To discuss these options in further detail, please contact **sales@citiprogram.org**.

Organization Subscription

IPS series access is included within the CITI Program base subscription fee. Organization access allows for unlimited learner use (per site), designated administrative oversight, and the flexibility to use the modules in a number of different ways as discussed in the next section.

Independent Learner Subscription

IPS courses are available to independent learners for $110/course. Independent learner access is intended for those not affiliated to an organization that subscribes to the CITI Program or whose organization does not offer the IPS series.

SELECTING MODULES FOR YOUR ORGANIZATION'S LEARNERS

For the IPS series, the CITI Program offers the following options on how modules are presented to learners.

- **Required:** A module that must be taken by the learner in order to earn a Completion Report.
- **Elective:** A module that is associated with a set of other **Elective** modules. Learners select and complete a specified minimum number of electives from the set in order to earn a Completion Report. For example, if a learner group is required to complete three **Elective** modules, and five choices are presented, then completing any three of the five modules will allow the learner to move forward.
- **Supplemental:** A module that becomes available to the learner after completing any applicable **Required** and **Elective** modules. A learner may review **Supplemental** modules on a voluntary basis.

The selection of **Required**, **Elective**, and **Supplemental** is entirely at the discretion of your organization. Although, there must be at least one **Required** module for each learner group.

It is important to note that organizations may also develop customized organization-specific content to supplement the training. Organizations then work with the CITI Program to develop modules that are included in learner groups for seamless delivery to learners.

Organizations may choose to create separate IPS learner groups containing only the IPS modules in any combination as noted above. Alternatively, organizations may add the IPS modules to existing learner groups. A combination of both an IPS-specific learner group and inclusion of IPS modules in existing learner groups is yet a third option for organizations.

In keeping with the options above, the CITI Program can assist administrators in creating courses (learner groups) that best meet their organizational needs, including utilizing modules from across the CITI Program. To discuss course recommendations that combine modules from different CITI Program offerings, please contact the Help Desk at **support@citiprogram.org** or at (888)-529-5929.

HEALTH PRIVACY MODULES

Modules in the Health Privacy track include content on the basics of the federal HIPAA requirements as well as touching on state and local requirements. This foundation is supplemented by modules that focus on healthcare roles and types of activities, since HIPAA's requirements are largely conditioned by the purpose behind a use or disclosure of health information.

- Basics of Health Privacy
- Health Privacy Issues for Clinicians
- Health Privacy Issues for Fundraisers
- Health Privacy Issues for Marketers
- Health Privacy Issues for Researchers
- Health Privacy Issues for Students and Instructors

For a basic course in Health Privacy, we recommend that the "Basics" module (first in list above) be required as a foundation, along with at least one of the role-specific modules, depending on the type of learner. For example, a course with a student or instructor audience could require the Basics module, and the "for Students and Instructors" module. The remaining modules could be used as electives or as purely supplemental (optional) modules. For more details on the content of each of these modules, see the **IPS Catalog**.

INFORMATION SECURITY MODULES

Modules in the Information Security track are organized to provide a basic foundation of data and device security techniques, supplemented by more detailed information relevant to the particular activities and context of the learner.

- Basics of Information Security, Part 1
- Basics of Information Security, Part 2
- Picking and Protecting Passwords
- Protecting Your Computer
- Protecting Your Identity
- Protecting Your Portable Devices
- Safer Emailing and Messaging, Part 1
- Safer Emailing and Messaging, Part 2
- Safer Social Networking
- Safer Web Surfing
- Security for Work/Workers Off-Site

For a basic Information Security course, we recommend that the two "Basics" modules be required as a foundation (first two in the list above). A subset of the remaining modules could be used as electives, or as purely supplemental (optional) modules. For more details on the content of each of these modules, see the CITI Program **IPS Catalog**.

INDEPENDENT LEARNERS

For a listing of IPS courses available to independent learners, see the **Independent Learner Course Guide.**

RETRAINING FREQUENCY

Neither HIPAA's regulations nor the federal agencies administering them offer specific guidance on the frequency of HIPAA-related training; it is up to each organization to determine when a "refresher" is appropriate. Sometimes state laws or institutional policies may provide a standard. Absent other considerations, we recommend re-training of some kind at least every three to four years.

Standards for the frequency of information security training are also elusive. Generally, it is up to each organization to determine when a "refresher" is appropriate, except where a controlling law or regulation provides a standard. Absent such a standard, or a requirement from the organization's own policies, we recommend some kind of re-training at least every three to four years.

TRAINING METHODS

There is not a uniform standard regarding the methods and format used for IPS training. CITI Program content is designed to be a component of an overall foundation of training for an organization's affiliates. We recommend that organizations build frameworks of training that combine CITI Program content with face-to-face training, one-on-one mentoring, and other types of learning opportunities, as appropriate to the particular topics and their organizational cultures.

LANGUAGE AVAILABILITY

All of CITI Program's IPS modules are available in English. Most are also available in Korean. See the **IPS Catalog** for details.

CONTINUING EDUCATION (CME/CE) CREDITS

Detailed information regarding CMEs/CEUs is available in the **IPS Catalog** or on the **CITI Program website**. For more information on how to ensure CE availability for your organization's learners contact **support@citiprogram.org** or (888) 529-5929.

SUMMARY

The IPS series is highly customizable and commonly used to meet HIPAA training requirements. CITI Program's Help Desk is experienced with all of its curricular series, including IPS, and can assist you in configuring content for your learners. Contact them at **support@citiprogram.org** or (888) 529-5929.

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