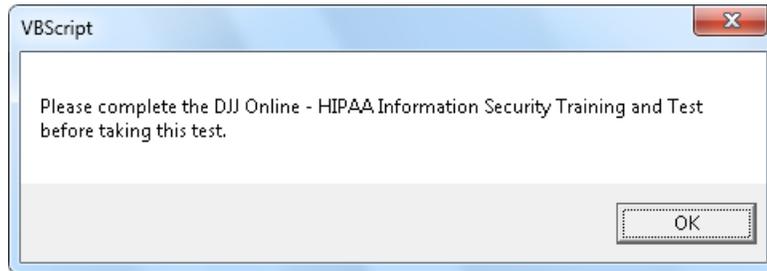


The HIPAA Information Security Training (formerly Information Security Online Training) is an online training test that is required by all DJJ Staff. DJJ Staff include all DJJ Employees, Non-DJJ Employees, State Employees from other agencies, Contractors and New Hires who have not completed HIPAA Information Security Training.

In order to pass the HIPAA Information Security Training, you must achieve a score of at least 80%. This score will display on your TRIS Student Record and is required before you will be granted DJJ Network Access and a DJJ Email Account. You also must complete the HIPAA Information Security Training test before you can take any other online test on the DJJ Online Training Classroom page. If you attempt to access any test on the DJJ Online Training Classroom page (with the exception of the Criminal Justice Online Test) without passing the HIPAA Information Security Training test first, you will see the following message:



If you completed the old Information Security Online Training test you will still need to pass the current HIPAA Information Security Training so that your test results will be stored in the Training Resource Information System (TRIS). In many cases, the old Information Security Online Training test results were stored according to your social security number therefore could not be converted over to TRIS.

The table of contents below provides more information about the HIPAA Information Security Training process and obtaining a Student ID. Please contact the Office of Training at [404-508-7154](tel:404-508-7154) if you have further questions.

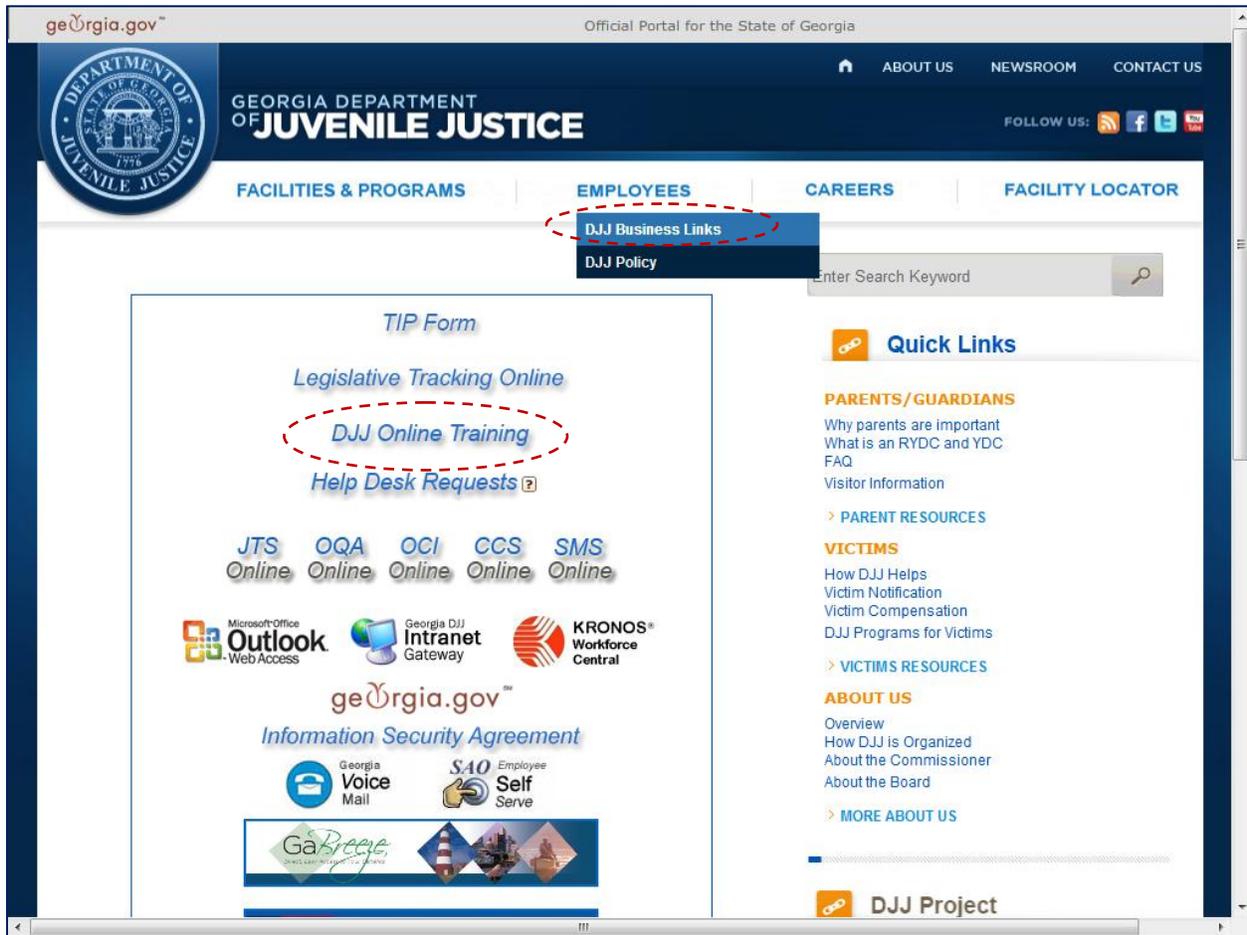
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## Accessing the DJJ Online Training page

From the DJJ Home Page ([www.djj.state.ga.us](http://www.djj.state.ga.us)):

- Select **DJJ Business Links** (from under EMPLOYEES)
- Click **DJJ Online Training** link from the list to return the Online Training login screen



**DJJ Employee** with a valid DJJ Employee ID or Student ID – see page 3

**Non DJJ Employee** with a valid Student ID – See page 4

**Non DJJ Employee** without a valid Student ID or forgotten Student ID – See page 5

Note: Non-DJJ Employee = State Employee from other agencies, Contractors and New Hires who have not completed HIPAA.

DJJ Employee with a valid DJJ Employee ID or Student ID

Georgia Department of Juvenile Justice  
Online Training

Training ID: ONLINE

Training Password: ●●●●●●

DJJ Employee  Non DJJ Employee

DJJ Employee ID#: 12345678

Student ID#: \_\_\_\_\_

Log onto DJJ Online Training

Georgia Department of Juvenile Justice  
Online Training

Last Name:	
First Name:	
Email Address:	
Employee Id Number / Social Security Number:	
Job Title:	
Job Location:	

<< THIS IS NOT ME    CONTINUE TO TRAINING >>

Department of Juvenile Justice  
Online Classroom  
Training Selection

Welcome to the DJJ Online Classroom. Please select from the following list of Training Materials.

**Policy Revisions:** (Complete within 30 Days from Effective Date)

- [Criminal Justice Online Test](#)
- [HIPAA Information Security Training](#) **REQUIRED FOR ALL USERS**
- [Anti-Bullying / Anti-Harassment Training](#)
- [Customer Service Training](#)

Non DJJ Employee with a valid Student ID

Georgia Department of Juvenile Justice  
Online Training

Training ID: ONLINE

Training Password: \_\_\_\_\_

DJJ Employee  Non DJJ Employee

Student ID#: 10014

--or--

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Site: \_\_\_\_\_

Email Address: \_\_\_\_\_

Log onto DJJ Online Training

Department of Juvenile Justice  
Online Classroom  
Training Selection

Welcome to the DJJ Online Classroom. Please select from the following list of Training Materials.

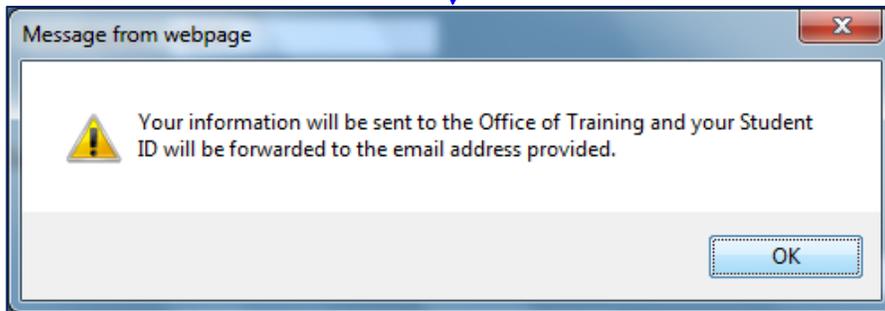
**Policy Revisions:** (Complete within 30 Days from Effective Date)

- [Criminal Justice Online Test](#)
- [HIPAA Information Security Training](#) **REQUIRED FOR ALL USERS**
- [Anti-Bullying / Anti-Harassment Training](#)
- [Customer Service Training](#)
- [Documentation Standards Training](#)
- [DJJ Harassment Policy](#)
- [Managing Communications Requests](#)

**Non DJJ Employee without a valid Student ID or forgotten Student ID**

The screenshot shows the 'Georgia Department of Juvenile Justice Online Training' registration form. The form includes the following fields and callouts:

- Training ID:** A text box containing 'ONLINE'. Callout: 'Enter "online"'
- Training Password:** A text box with masked characters. Callout: 'Training Password will be provided by the supervisor'
- DJJ Employee:** Radio buttons for 'DJJ Employee' and 'Non DJJ Employee'. The 'Non DJJ Employee' button is selected. Callout: 'Select the Non DJJ Employee radio button.'
- Student ID#:** An empty text box.
- Personal Information:** Fields for First Name (NEW), Last Name (GUY), Date of Birth (10/31/90), Job Title (Deputy Commissioner), Work Site (CENTRAL OFFICE HQ), and Email Address (NG@GMAIL.COM). Callout: 'Enter your name, DOB, job title, work location and a valid email address'
- Log onto DJJ Online Training:** A button at the bottom. Callout: 'Click here'



The Office of Training will search the database for your Student ID. If a Student ID is found, it will be forwarded to the email address provided on screen. If a Student ID is not found, one will be created and forwarded to the email address provided.

Once you receive the Student ID, follow the steps on page 3.

HIPAA Information Security Training Presentation and Test

**DEPARTMENT OF JUVENILE JUSTICE**  
**HIPAA - Information Security Training**

Home | Training | Test | Policies

**WELCOME**

Welcome to HIPAA Information Security Online Training. Below are our Frequently Asked Questions :

**What is HIPAA?**  
The Health Insurance Portability and Accountability Act of 1996. It is a federal regulation (law) regarding the confidentiality and security of health information.

**Does HIPAA apply to me?**  
HIPAA applies to everyone. If you work with youth or with information about youth, you need to know about HIPAA. Even if you have no direct contact with youth or their information, you still need to know about HIPAA because you work here.

**What health information about youth can I look at?**  
If it's not your job, it's not your business! You will be given access to health information based upon the nature of your job.

**What about JTS?**  
You will be given access to the Juvenile Tracking System (JTS) based upon the nature of your job. Do not access or attempt to access information on JTS that is not needed to perform your job duties.

Information Security

DEPARTMENT OF JUVENILE JUSTICE

Georgia

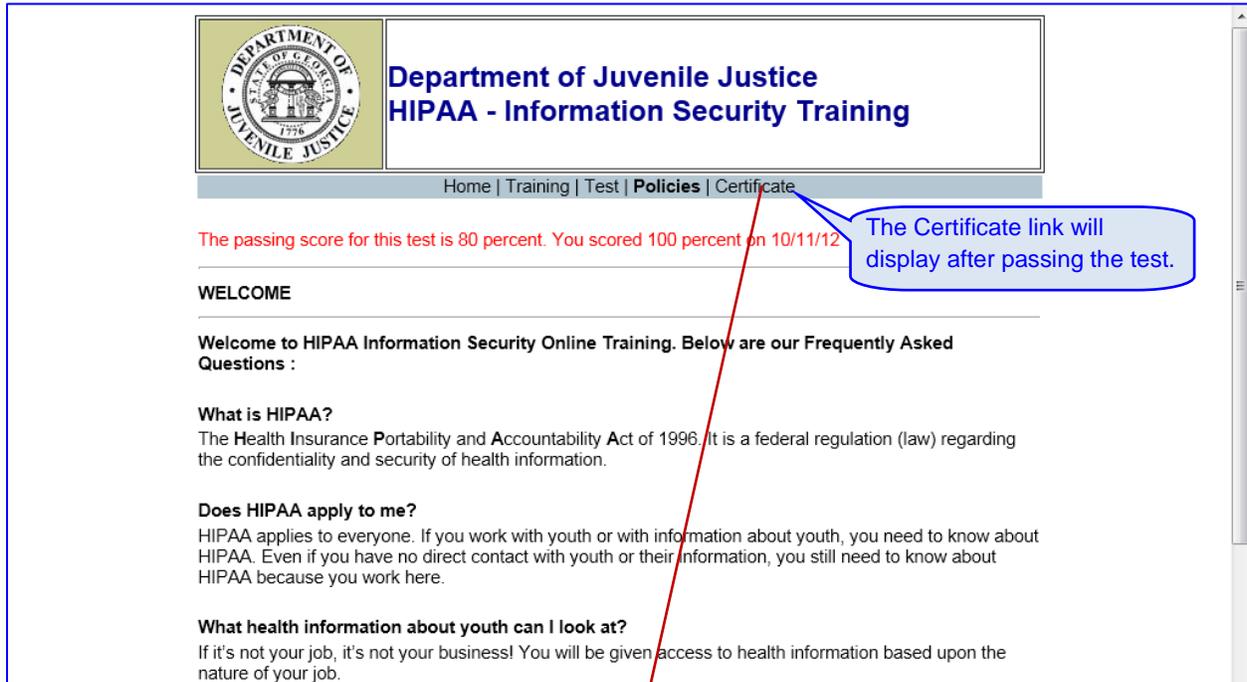
ADOBE CAPTIVATE

**OFFICE OF TRAINING  
INFORMATION  
SECURITY**

ONLINE TEST

Proceed to TEST

## HIPAA Information Security Training Certificate of Completion



The screenshot shows a web browser window with the Department of Juvenile Justice logo on the left. The main header reads "Department of Juvenile Justice HIPAA - Information Security Training". Below the header is a navigation menu with links for "Home", "Training", "Test", "Policies", and "Certificate". A red arrow points from the "Certificate" link to a callout box that says "The Certificate link will display after passing the test." Below the navigation menu, a red message states: "The passing score for this test is 80 percent. You scored 100 percent on 10/11/12". The main content area is titled "WELCOME" and contains a "Frequently Asked Questions" section with three questions: "What is HIPAA?", "Does HIPAA apply to me?", and "What health information about youth can I look at?".

