

# COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #3

July 12, 2006

## ***ANNUAL COMPLIANCE TRAINING***

Agency Policy HHS-A-M-3.1, "Employee Compliance Training," along with sound business practices and County principles, requires that all HHS-A employees complete annual training on the Agency's compliance program. For the first time, this training is available online via desktop computers and can be completed in sections and in less than 60 minutes total.

During the first week in August, all Agency employees will receive an e-mail flyer from Training and Development on how to access the training. Employees will also receive a copy of the Agency's "Code of Conduct and Statement of Incompatible Activities" booklet via County mail. After completing the training, each employee will sign a certification that training has been completed. Beginning October 2, 2006, each Deputy Director and ADD will receive a monthly reminder of the employees in their Division/Region who have not completed the training. All employees need to complete the training by **January 31, 2007**.

Face-to-face training for staff who do not have access to desktop computers, or for any other staff, can be arranged by calling the Compliance Office. Upon request, the Compliance Office is also available to provide a one-hour training on the Code of Conduct and Statement of Incompatible Activities to assist managers and supervisors in responding to frequently asked questions.

Thank you for your support and assistance in ensuring staff complete this training by January 31.

For more information, or to arrange on-site training, please contact:

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***"An ethical workplace is your right...  
and your responsibility"***



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QUALITY ■ EFFICIENCY ■ INTEGRITY