



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

Med-QUEST Division
Health Care Services Branch
P.O. Box 700190
Kapolei, Hawaii 96709-0190

January 29, 2021

MEMORANDUM

MEMO NO.

QI 2102
FFS 21-01
CTR-2101
CCS-2101

TO: QUEST Integration Health Plans, Medicaid Service Providers,
Contractors & Vendors

FROM: Judy Mohr Peterson, PhD *JMP*
Med-QUEST Division Administrator

SUBJECT: CIVIL RIGHTS AWARENESS TRAINING REQUIREMENTS

The purpose of this memorandum is to inform service providers, contractors, and vendors that required Civil Rights Awareness trainings are to be conducted on an annual basis. Medicaid health plans are considered Medicaid contractors and need to meet the requirements of this memorandum. Service providers, contractors, and vendors must:

- Retain the signed training confirmation forms of their employees for three years.
- Provide MQD with an annual list of their employees who have completed the training by February 15 of each year.

Service providers, contractors, and vendors have two options to meet this annual training requirement.

The first option is to use the same three part training that is available to MQD and state employees, which is available to the public via the three links below:

- Module 1 - <https://hidhrd.adobeconnect.com/pzbd11tc1l35>

- Module 2 - <https://hidhrd.adobeconnect.com/ppvob6gdif2z>
- Module 3 - <https://hidhrd.adobeconnect.com/pmyzre54r4wj>

The required training confirmation form is found at the end of each module, and all three modules must be completed and signed by each employee.

The second option is to use existing internal Civil Rights Awareness training that service providers, contractors, and vendors currently use with their employees. This internal training can be used if it meets Civil Rights training requirements, is conducted annually, and has a training confirmation form that is signed by employees upon completion.

The annual employee training completion list shall be sent via email to MQDCivilRightsForms@dhs.hawaii.gov with a subject line "(Provider/Contractor/Vendor Name) Civil Rights Training List". The first annual list shall be submitted to this mail box by February 15, 2021.

If you have any questions, please contact Jon Fujii at jfujii@dhs.hawaii.gov

Signature: 

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