

**INTERNAL  
COMMUNICATION FORM**  
DEPARTMENT OF HUMAN SERVICES

Suspense

**March 29, 2019**

Subject: Mandatory Training for DHS Service Providers, Contractors,  
and Vendors for 2019

Originator: G. Watts/586-4955  
PERS/CRCS

To: SODAs, EDs

From: HR

Date: 03/01/19

Memo No. 1

Human Resources is pleased to announce DHS service providers, contractors, and vendors Civil Rights training for 2019 available on-demand in the Civil Rights Corner at <http://humanservices.hawaii.gov> or from direct links indicated below. Adobe Acrobat DC and Flash Player (version 11.2 or higher) are required and Chrome Browser is recommended on service provider, contractor, and vendor computers.

Civil Rights Awareness Training:

Module 1, Overview (General)      <https://hidhrd.adobeconnect.com/pwcan6zc1nnr/>

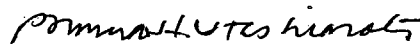
Module 2, DHS (Specific)      <https://hidhrd.adobeconnect.com/p6wa1j0s6t9i/>

Both modules are to be completed no later than **March 29, 2019**.

The required confirmation form for service providers, contractors, and vendors can be found at the end of each module and can be printed by clicking on the "paper clip" at the bottom of the screen for attachments. Service providers, contractors, and vendors must retain the signed confirmation forms for their employees for three years and provide their contract provider at DHS with a list of their employees who have completed the training by **March 29, 2019**. DHS divisions must retain these service provider, contractor, and vendor lists for three years as well.

Copies of signed service provider confirmations for both modules must be sent electronically (no paper copies) to [DHSCivilRightsBox@dhs.hawaii.gov](mailto:DHSCivilRightsBox@dhs.hawaii.gov).

Questions concerning content can be sent to Geneva Watts, Human Resources Office, Civil Rights Compliance Staff, via email at [DHSCivilRightsBox@dhs.hawaii.gov](mailto:DHSCivilRightsBox@dhs.hawaii.gov).



HR

c: Director's Office