

**INTERNAL  
COMMUNICATION FORM**  
DEPARTMENT OF HUMAN SERVICES

Suspense  
**January 29, 2021**

**Subject:** 2020-21 Mandatory Civil Rights Training for DHS Service Providers, Contractors, and Vendors

**Originator:** G. Watts/x64955  
HR/CRCS

**To:** SODAs, EDs, Commissions    **From:** HR

**Date:** 01/04/21

**Memo No.** 1

Human Resources is pleased to announce the Civil Rights Awareness on-demand training for departmental service providers, contractors, and vendors.

Modules 1, 2, and 3 and handouts are available on-demand in the Civil Rights Corner on our external DHS website ([humanservices.hawaii.gov](http://humanservices.hawaii.gov)). Handouts for each module may be viewed, downloaded, and/or printed. All three modules must be completed no later than **January 29, 2021**:

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

Module 2 – <https://hidhrd.adobeconnect.com/ppvob6gdif2z/>

Module 3 – <https://hidhrd.adobeconnect.com/pmyzre54r4wj/>

The required confirmation form is found at the end of each module and in the handouts.

Service providers, contractors, and vendors must retain the signed confirmation forms of their employees for three (3) years. They must also provide their DHS contract provider with a list of their employees who have completed the training by February 15, 2021. DHS contracting divisions and offices must retain the list of contracting employees for three (3) years. Copies of signed service provider confirmations for the three (3) modules must be sent electronically 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