



Office of Compliance Programs
Compliance and Training System (CATS)
User Guide

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Logging In

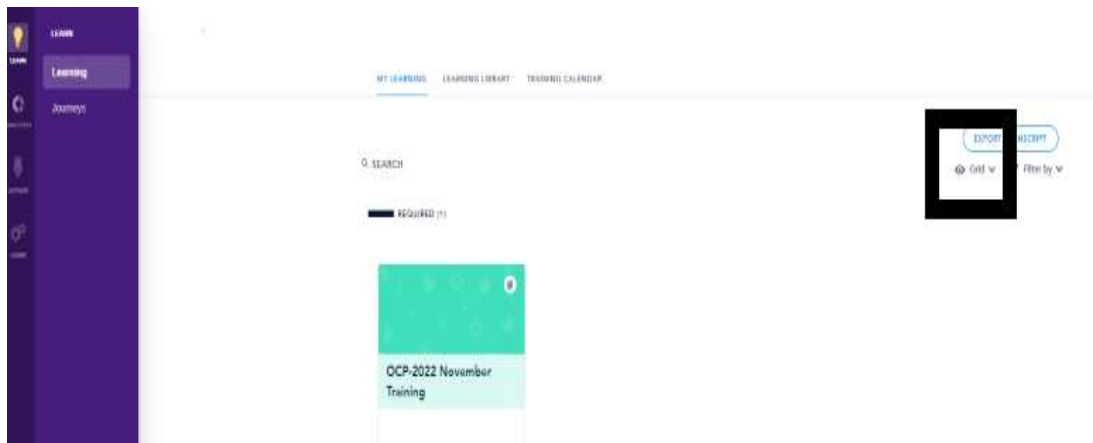
1. Click on [CATS](#) or type <https://lsuhsc.bridgeapp.com> into a browser.
 - **Note:** Firefox and Google Chrome are preferred browsers. Safari and Internet Explorer are NOT supported.
2. Enter in your LSUHSC credentials.

The platform will open under the “My Learning” page. On the “My Learning” page, you can view all of your courses, checkpoints, and programs.

Note: A **program** consists of one or more courses and/or checkpoints. A **checkpoint** is a course that requires action by a user, such as uploading documentation.

3. When you log into CATS, under the “My Learning” tab, you will see all of your outstanding courses listed first. The overdue course will be under the “Needs Attention” section. Current courses due will be listed next under the “Required” section. If you do not have any outstanding courses, the “Needs Attention” and “Required” sections will not appear. Your completed courses are in the “Completed” section.
4. If you prefer the view with the courses listed, instead of the tiles, use the drop down at the top right of your screen to switch from “Grid View” to “List View”.

Grid View



List View

LEARN

Learning

Journeys

MY LEARNING LEARNING LIBRARY TRAINING CALENDAR

SEARCH

TRANSCRIPT

Filter by

REQUIRED

OCP-2022 November Training
Due by 11:59 PM on Dec 6, 2022 / Next step [OCP-2022 Compliance Update-Basic Training](#) / Takes about 40 minutes / [See details](#)

COMPLETED

OCP-2022 October Training
Completed October 29, 2022 / [view certificate](#) / [See details](#)

Required Trainings

You can view all learning items you are required to complete. You can view the name of each learning item [1], how many days remain to complete the learning item, and the estimated time it takes to complete [2]. If the learning item is part of a program, you can view the name of the program and learning item status [3]. **Note:** A learning item is a course or checkpoint.

To begin or view a course, click the name of the course. To begin or preview a program, click the name of the program.

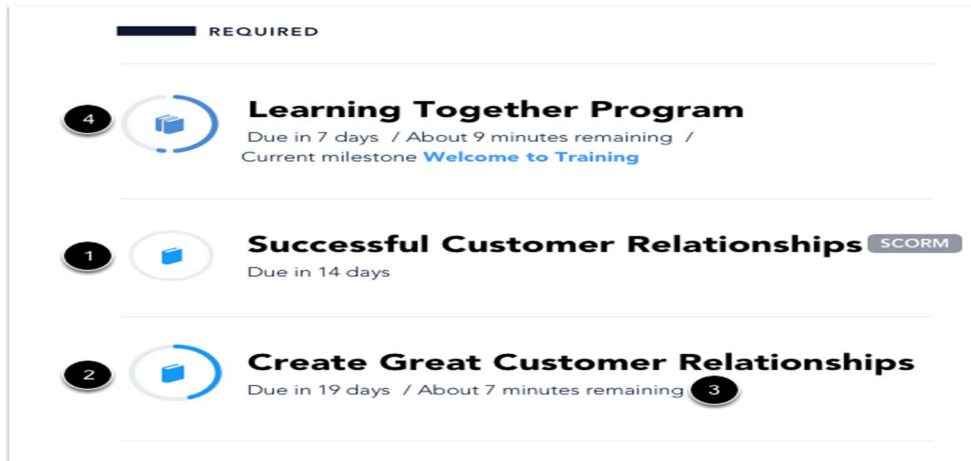
REQUIRED

Manager Training 2 1
Renew by June 9, 2017 / Due in 2 days / About 11 minutes remaining 2




Onboarding
Next step [Company Resources](#) / Takes about 8 minutes
3
Come learn about the company and how it all started!

You can also view an overview of the status of your programs. Programs show a multiple-book icon surrounded by a segmented circle [4] to represent the number of courses in the program. Your completed progress is indicated with shading. The estimated time to complete the course is displayed under the course title.

You can view an overview of the status of your courses. Courses with a book icon surrounded by a faint circle represent courses that you can begin at any time [1]. Once you have viewed the course, the course shows the status of how far you progressed in the course. Your completed progress is indicated with shading in the completion circle [2].

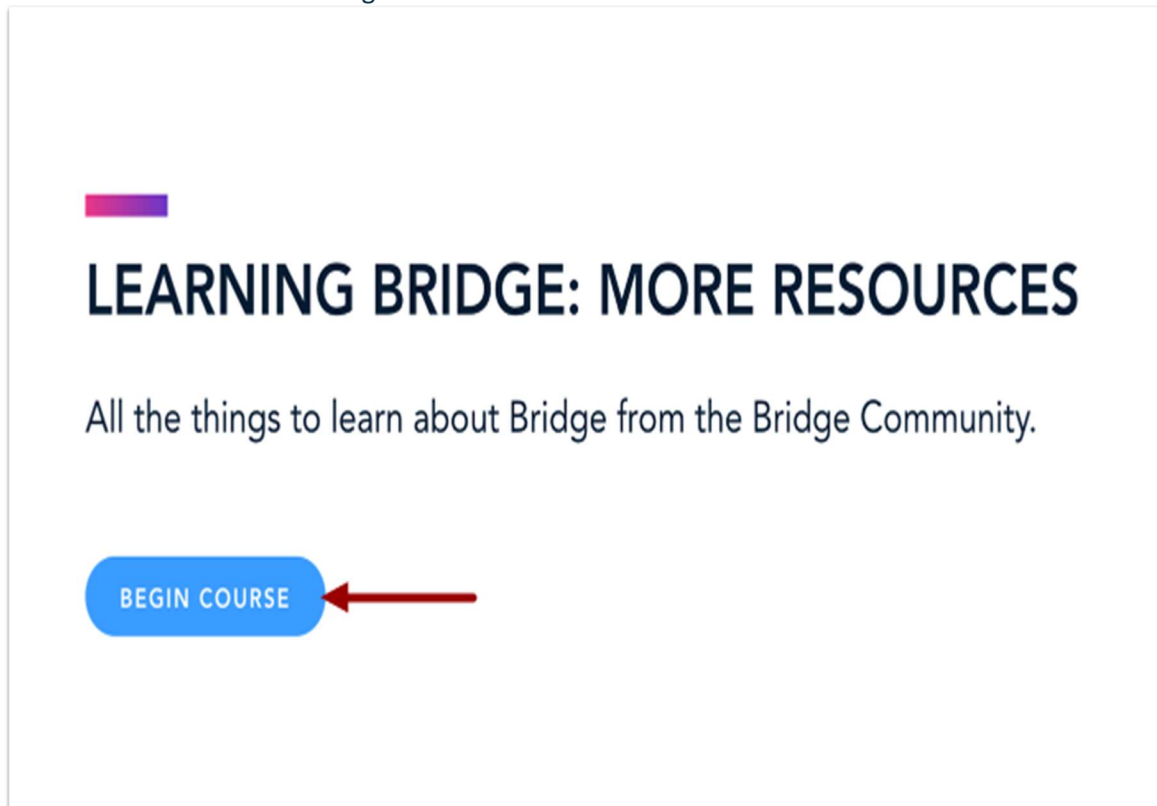



REQUIRED

- 4**  **Learning Together Program**
Due in 7 days / About 9 minutes remaining /
Current milestone [Welcome to Training](#)
- 1**  **Successful Customer Relationships** SCORM
Due in 14 days
- 2**  **Create Great Customer Relationships**
Due in 19 days / About 7 minutes remaining **3**

Begin Course


Once you begin a program, you will be prompted to start each course contained therein. Click the **BEGIN COURSE** button to get started.





LEARNING BRIDGE: MORE RESOURCES

All the things to learn about Bridge from the Bridge Community.

BEGIN COURSE 

Note: Once you begin a course, you can exit and return at any time to resume where you left off. The bar at the top of each page will advance as you proceed through the slides to indicate your progress. You can also click on the shaded part of the bar to go back to previous slides.

< BACK TO PROGRAM



What is a Compliance Program?

A compliance program is a voluntary undertaking by a health care entity (like LSUHSC-NO) to prevent and detect criminal conduct.

The Patient Protection and Affordable Care Act (Obamacare) requires that all healthcare providers that bill Medicare and Medicaid and their contractors have an effective compliance program in place.

Completion

Once you have completed a course, you will be shown a completion page with a score and the name of the next milestone in the program. To return to the My Learning page, click the **BACK TO MY LEARNING**.

A screenshot of a dark blue completion page. At the top left, it says '< BACK TO MY LEARNING' with a red arrow pointing left. The main heading is 'Great Work!'. Below that, under 'YOU COMPLETED', is a card for 'Our Company Products' with a score of 100% and a 'view certificate' link. Under 'NEXT UP', is a card for 'Onboarding' with the text 'Next step Company Resources / Takes about 8 minutes' and 'Come learn about the company and how it all started!'. At the bottom center is a blue button that says 'BACK TO PROGRAM'.

View Failed Course

If you fail a course within a program that has multiple attempts enabled, the course will remain on the Program Preview page until you pass the course.

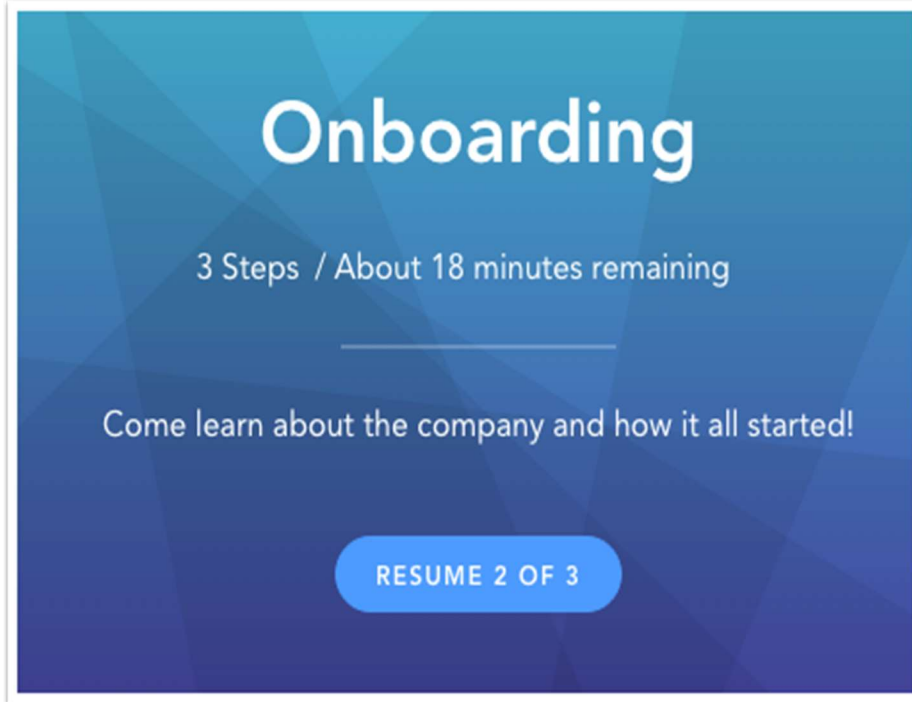
The screenshot displays a user interface for a learning management system. At the top, there is a navigation bar with a back arrow and the text "MY LEARNING". Below this, the main content area features a large teal and blue gradient background with the title "Onboarding 2" in white. Underneath the title, it says "3 Steps / About 28 minutes remaining". A prominent blue button in the center contains the text "RESUME 1 OF 3".

Below the main content area, there are two course cards. The first card is titled "Our Company Products" and is highlighted with a red border. It includes a red circular icon with a white square and a curved arrow. The text below the title reads: "Last Attempt Failed / Due in 7 days / About 10 minutes remaining / Your Score 0%". A description below that says: "Learn all about the awesome products we make here at our facility!".

The second card is titled "Emergency Action Plan" and features a blue and white icon with a square and a circle. The text below the title reads: "Due in 7 days / About 10 minutes remaining". A description below that says: "In this course, we will review the policies and procedures for our emergency action plan."

Continue a Program


The Program Preview page will reflect your progression through the steps of the program. To begin the next course or checkpoint in your program, click the **Resume** button.



Overdue Learning Items

Courses that were not completed by the due date will have a magenta icon and due date text. Click the name of the course to begin.


REQUIRED


 **Learning Excel 2016**
Due 215 days ago / About a few seconds remaining

In this course, you will learn the basic operations and formulas in Excel 2016.

View Completed Courses

Once a program has been completed, the program's individual courses, and checkpoints will be added to the COMPLETED section of the My Learning page. **Note:** A score will not be displayed for courses without quiz questions. Additionally, you can view archived courses. Completed courses will show the completion date, a link to any available certificates, and your score, if applicable.

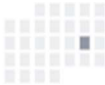
 COMPLETED



Our Company Products

Completed 2 minutes ago / [view certificate](#) / Your Score 100%


Learn all about the awesome products we make here at our facility!




Orientation

Expires March 30, 2018 / Thursday, March 30, 2017 12:00 PM / Office


New employee training





Nonverbal Communication


Completed 6 months ago / Your Score 100%




Communication Style

Completed 6 months ago / [view certificate](#) / Your Score 100%

Learn how to improve your communication with customers and coworkers by identifying your own communication strengths and weaknesses.






PowerPoint Basics

ARCHIVED

Archived / Completed 8 months ago / Your Score 100%

<https://www.google.com> www.google.com

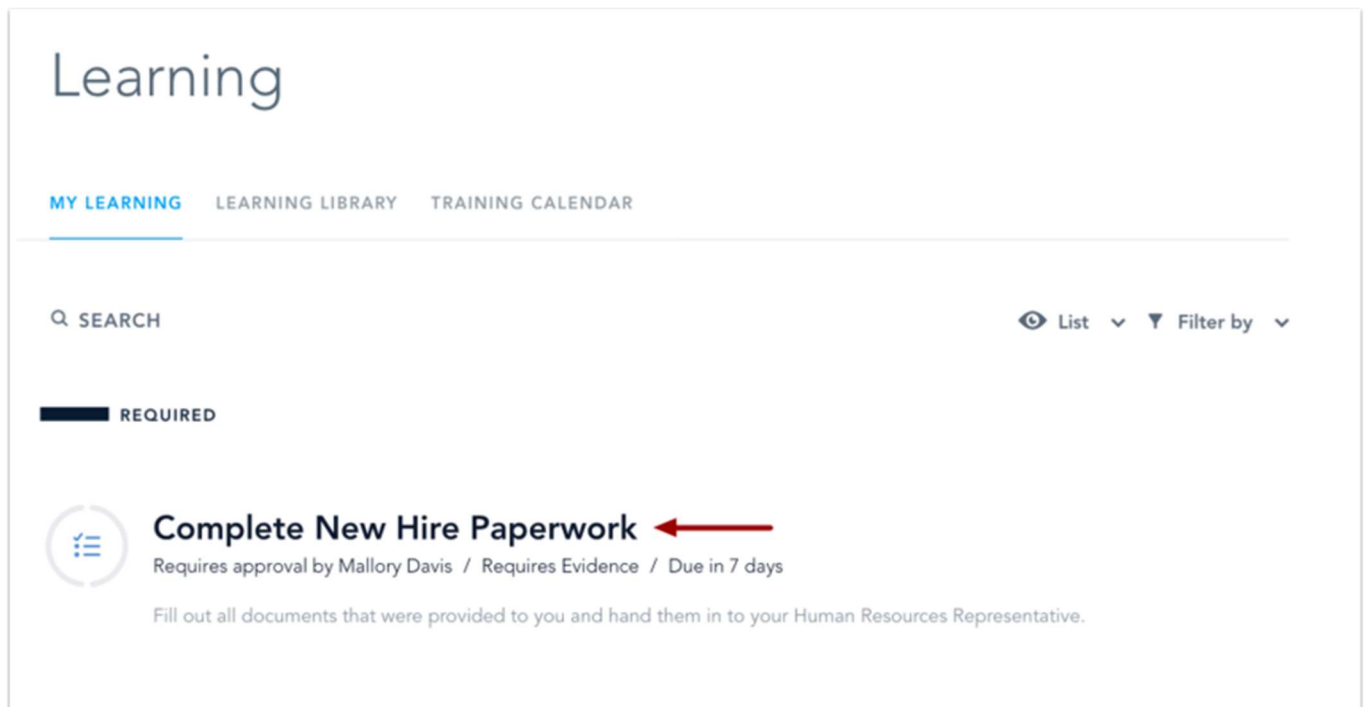


Checkpoint

A checkpoint is used when you are required to upload documentation. Additionally, you may be required to submit the documentation for review and approval.

How to Complete a Checkpoint

On the My Learning page, click the title of the checkpoint.



The screenshot shows the 'Learning' portal interface. At the top, the word 'Learning' is displayed in a large, light blue font. Below it, there are three navigation tabs: 'MY LEARNING' (highlighted in blue), 'LEARNING LIBRARY', and 'TRAINING CALENDAR'. A search bar with a magnifying glass icon and the text 'SEARCH' is on the left. On the right, there are two dropdown menus: 'List' with an eye icon and 'Filter by' with a downward arrow icon. Below the navigation, there is a section titled 'REQUIRED' with a black bar icon. The main content area features a circular icon with a checklist symbol next to the title 'Complete New Hire Paperwork'. A red arrow points to this title. Below the title, it says 'Requires approval by Mallory Davis / Requires Evidence / Due in 7 days'. At the bottom of the card, there is a brief instruction: 'Fill out all documents that were provided to you and hand them in to your Human Resources Representative.'

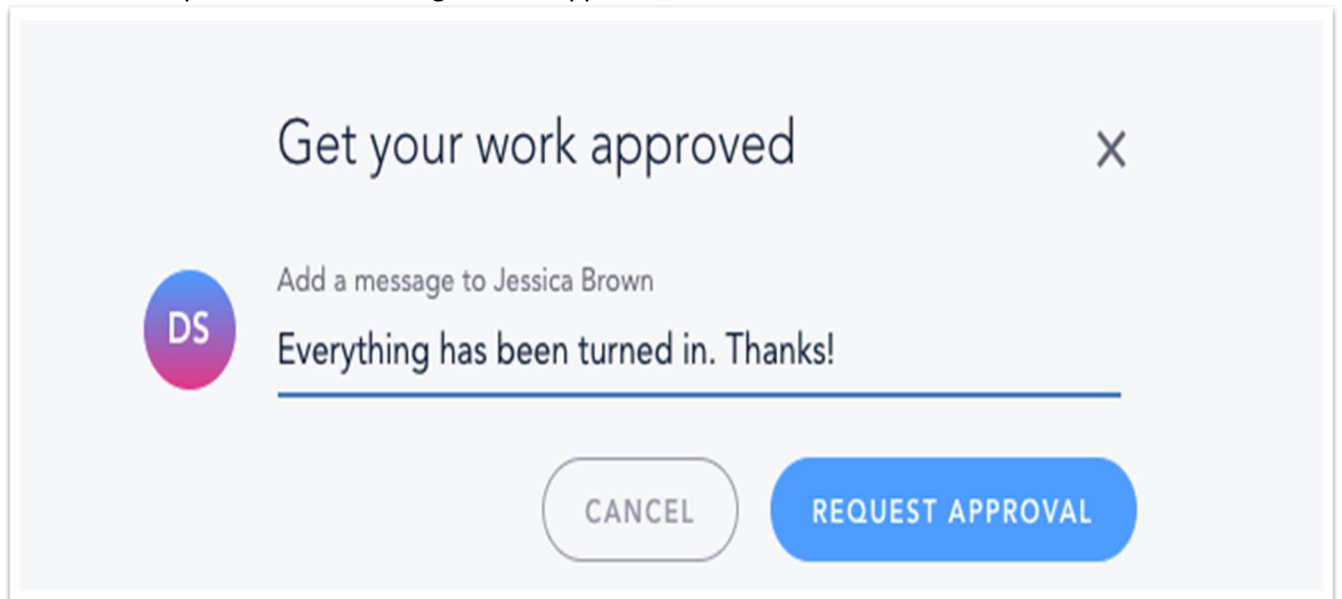
How to Complete a Checkpoint – (Cont.)

Follow the checkpoint instructions. Some checkpoints require approval after the documentation is submitted. To upload documentation, you can either drag and drop a file into the “Evidence” section [1] or upload a file from your device [2]. When you are finished, click the **Request Approval** button [3] or if no approval is required, click submit.

The screenshot shows a user interface for a checkpoint titled "Complete New Hire Paperwork". At the top left, there is a link "[← BACK TO MY LEARNING](#)". The main heading is "Complete New Hire Paperwork" with a sub-header "Approval by Jessica Brown" (JB). Below this, instructions state: "Fill out all documents that were provided to you and hand them in to your Human Resources Representative." There is an "INSTRUCTIONS" link with a dropdown arrow. Under the "RESOURCES" section, a file named "checkpoints.png" is listed. The "EVIDENCE" section features a dashed box labeled "1" containing an "Upload a file" button with a cloud icon and the text "Drag and Drop or [browse and choose a file](#)". A "2" is placed over the "browse and choose a file" link. Below the dashed box, a file named "New Hire Paperwork.docx" is listed with an "X" to its right. At the bottom, a section titled "Get your work approved" includes the text "You'll be able to send questions or comments to your approver before sending." and a blue "REQUEST APPROVAL" button labeled "3".

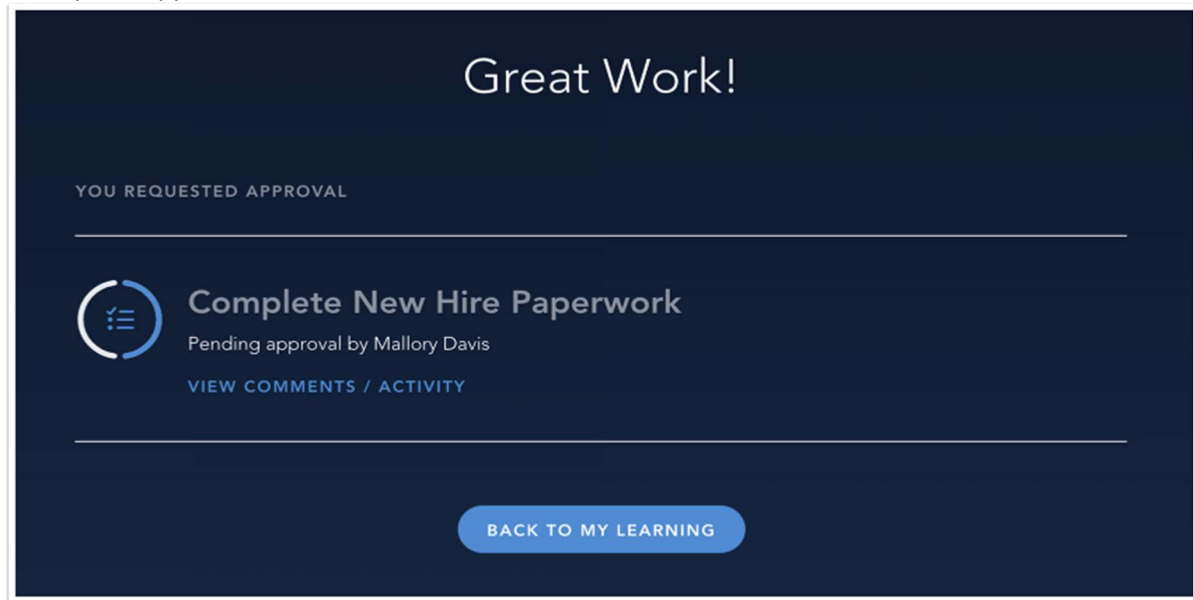
Submit Checkpoint

You have the option to add a message for the approver, then click the **REQUEST APPROVAL** button.




View Checkpoint Status

View the confirmation message. To view checkpoint activity, including comments from you and the checkpoint approver, click the **VIEW COMMENTS/ACTIVITY** link.



View Pending Approval

Checkpoints that are pending approval will remain in the Required section on your My Learning page.



Complete New Hire Paperwork

Pending approval by Mallory Davis / Evidence submitted / Due in 7 days

Fill out all documents that were provided to you and hand them in to your Human Resources Representative.

Resubmit for Approval

Approvers may request that you resubmit your documentation. Requests for resubmission will be indicated by a **Retry** icon on your My Learning page.



Complete New Hire Paperwork


Retry requested by Mallory Davis / Requires Evidence / Due in 7 days

Fill out all documents that were provided to you and hand them in to your Human Resources Representative.


View Approver Comments

You can view comments from the approver for more information about the request for resubmission [1]. To resubmit your checkpoint for approval, click the **REQUEST APPROVAL** button [2].

[← BACK TO MY LEARNING](#)





Complete New Hire Paperwork


 Approval by Jessica Brown


Fill out all documents that were provided to you and hand them in to your Human Resources Representative.


[INSTRUCTIONS ^](#)

 **RESOURCES**

 checkpoints.png


 **EVIDENCE** + EVIDENCE

 New Hire Paperwork.docx ×




Seth Jones submitted this checkpoint for approval
October 20, 2017


I've uploaded my evidence here. Thanks!

 FILES ATTACHED: [New Hire Paperwork.docx](#)

Pending approval by Jessica Brown October 20, 2017




Andy Admin requested that you retry
October 20, 2017

 **1**

You missed some information on your W4. Please fill that out and resubmit the evidence. Thanks.

Get your work approved
You'll be able to send questions or comments to your approver before sending.


 REQUEST APPROVAL

Page 12 of 18

Approved Checkpoints

Approved checkpoints are indicated by an **Approved** icon in the COMPLETED section on your MY LEARNING page.

COMPLETED



Complete New Hire Paperwork

Approved 2 minutes ago by Mallory Davis / Evidence submitted


Fill out all documents that were provided to you and hand them in to your Human Resources Representative.

Program Preview Page

You can preview the learning items within a program before enrolling in the program. Hover your mouse over the program card and click the **PREVIEW** button.

Note: The Program Preview page can be accessed for a program via the Learning Library or the recommended section of the My Learning page.


CUSTOMER RELATIONS (4) VIEW ALL



Management Training

In this program, you'll sharpen your leadership skills and receive additional human resources trai...

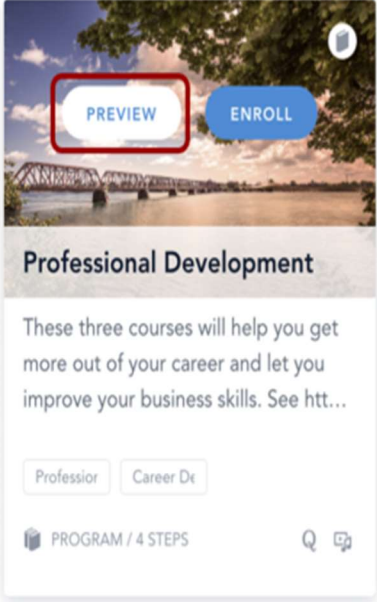
PROGRAM / 3 STEPS



Compliance Training

Take this course to become certified in our organizational compliance.

COURSE / 20 MINS



Professional Development

These three courses will help you get more out of your career and let you improve your business skills. See htt...

Professor Career De

PROGRAM / 4 STEPS

Program Preview – (Cont.)

The Program Preview page shows how many steps are in the program and the estimated time it takes to complete the program [1]. This page also shows a list of the courses, live trainings, and checkpoints in the program and their descriptions [2]. Depending on how the program is configured, you may be required to complete the steps in the order in which they appear. Programs may also be configured to allow you to complete steps in any order.

Note: If the estimated time it takes to complete your program is more than 44 minutes, the displayed estimate will be rounded to the nearest hour.

The screenshot shows a 'Program Preview' interface. At the top, a dark header contains the text 'Program Preview Enroll in the program to access the content.' and an 'ENROLL' button with a close icon. Below the header, a large blue banner features the title 'Onboarding' and a sub-header '3 Steps / Takes about 28 minutes'. A progress indicator shows '1' step completed. Below the banner, two course cards are listed: 'Our Company Products' (10 minutes) and 'Emergency Action Plan' (10 minutes). A red box highlights the course cards, and a '2' in a circle points to the first card. A '3' in a circle points to the 'ENROLL' button, and a '4' in a circle points to the close icon.

View or Download Attachments

Courses and live trainings with attachments display an attachment icon with the number of attachments included with the course or live training. To open a list of the attachments, click the **Attachment** icon [1]. To download the attachment to your computer, click the **Download** icon [2].

The screenshot displays a user interface for a learning management system. At the top left, a progress bar is labeled "COMPLETED". Below this, two course cards are visible. The first card is for "Management Training", dated "Tuesday, November 24, 2015 4:25 PM/ Boardroom". It features a grid icon on the left and a circular attachment icon with the number "1" on the right. The second card is for "Regulatory Training", with the text "Completed a month ago / Your Score 100%". It has a checkmark icon on the left and a paperclip attachment icon on the right. On the right side of the interface, a light blue sidebar is open, titled "Management Training" with a close button (X) in the top right corner. Inside the sidebar, there is a red document icon followed by the text "8 Essentials of PBL (1).pdf" and a circular attachment icon with the number "2" and a download arrow icon.

Training Calendar *(for future use)*

The Training Calendar allows users to see live training sessions available for registration and those they have already registered for. Your live trainings can be seen in Calendar View or Agenda View.

The screenshot shows the navigation menu of a platform titled "Learning". There are three menu items: "MY LEARNING", "LEARNING LIBRARY", and "TRAINING CALENDAR". The "TRAINING CALENDAR" item is highlighted with a red rounded rectangle. Below the menu, there is a search bar with a magnifying glass icon and the text "SEARCH". To the right of the search bar, there are two dropdown menus: "List" with an eye icon and "Filter by" with a downward arrow icon.

Please contact the Office of Compliance at NOCompliance@LSUHSC.edu or at (504) 568-8652 with any questions.