



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

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# Logging In

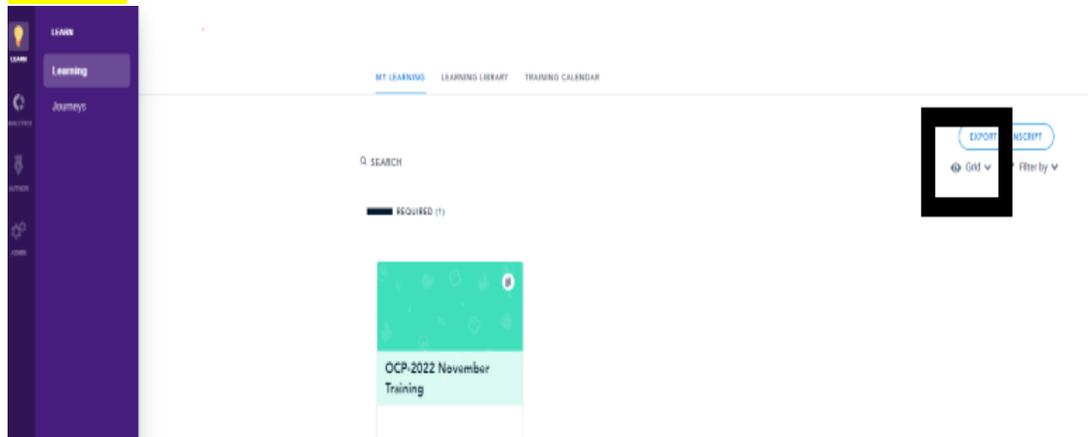
1. Click on [CATS](#) or type <https://lsuhsc.bridgeapp.com> into a browser.
  - **Note:** Firefox and Google Chrome are preferred browsers. Safari and Internet Explorer are NOT supported.
2. Enter in your LSUHSC credentials.

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

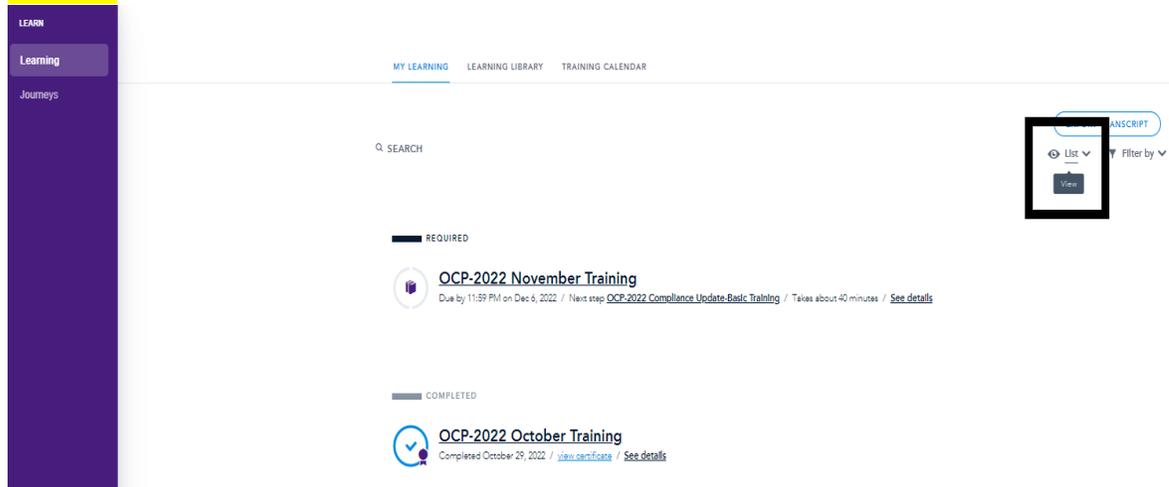
**Note:** A **program** consists of one or more courses and/or checkpoints. A **checkpoint** is a course that requires action by a user, such as uploading documentation.

3. You can select how you want the courses to appear:

## Grid View



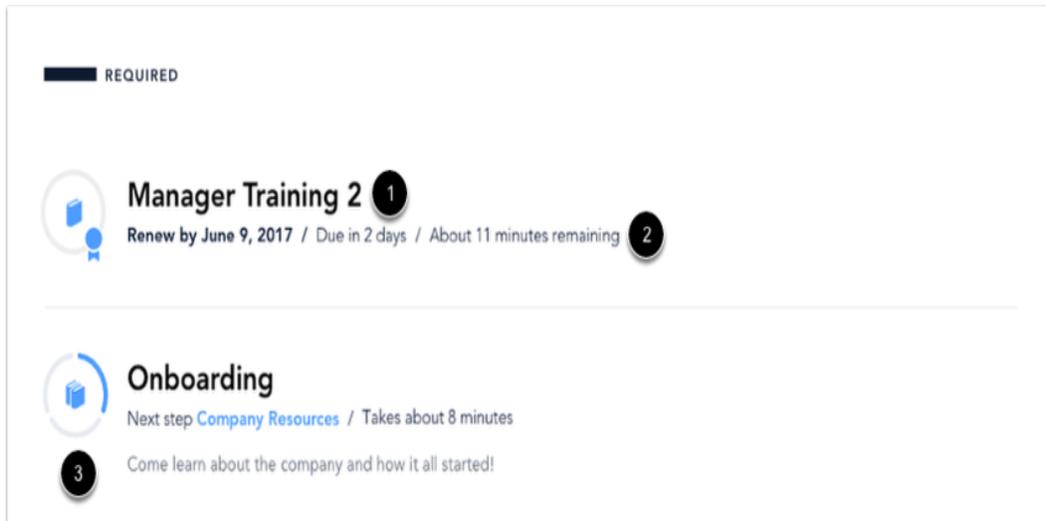
## List View



# Required Trainings

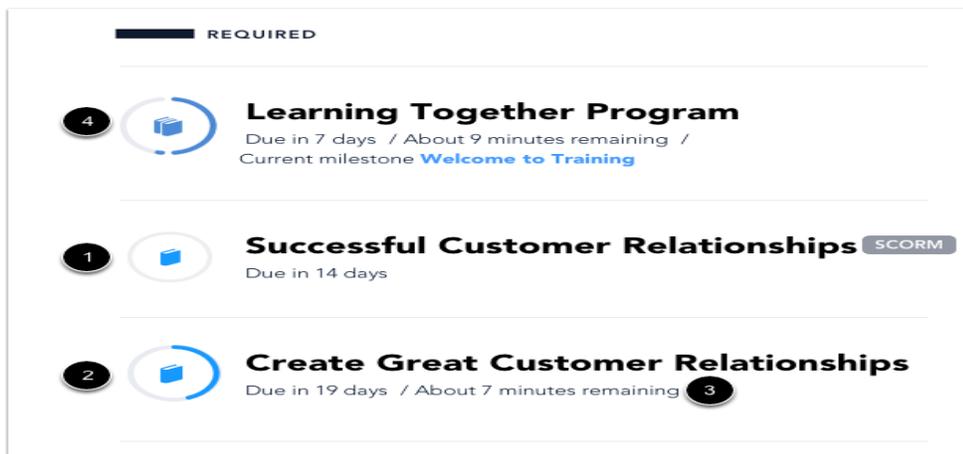
You can view all learning items you are required to complete. You can view the name of each learning item [1], how many days remain to complete the learning item, and the estimated time it takes to complete [2]. If the learning item is part of a program, you can view the name of the program and learning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



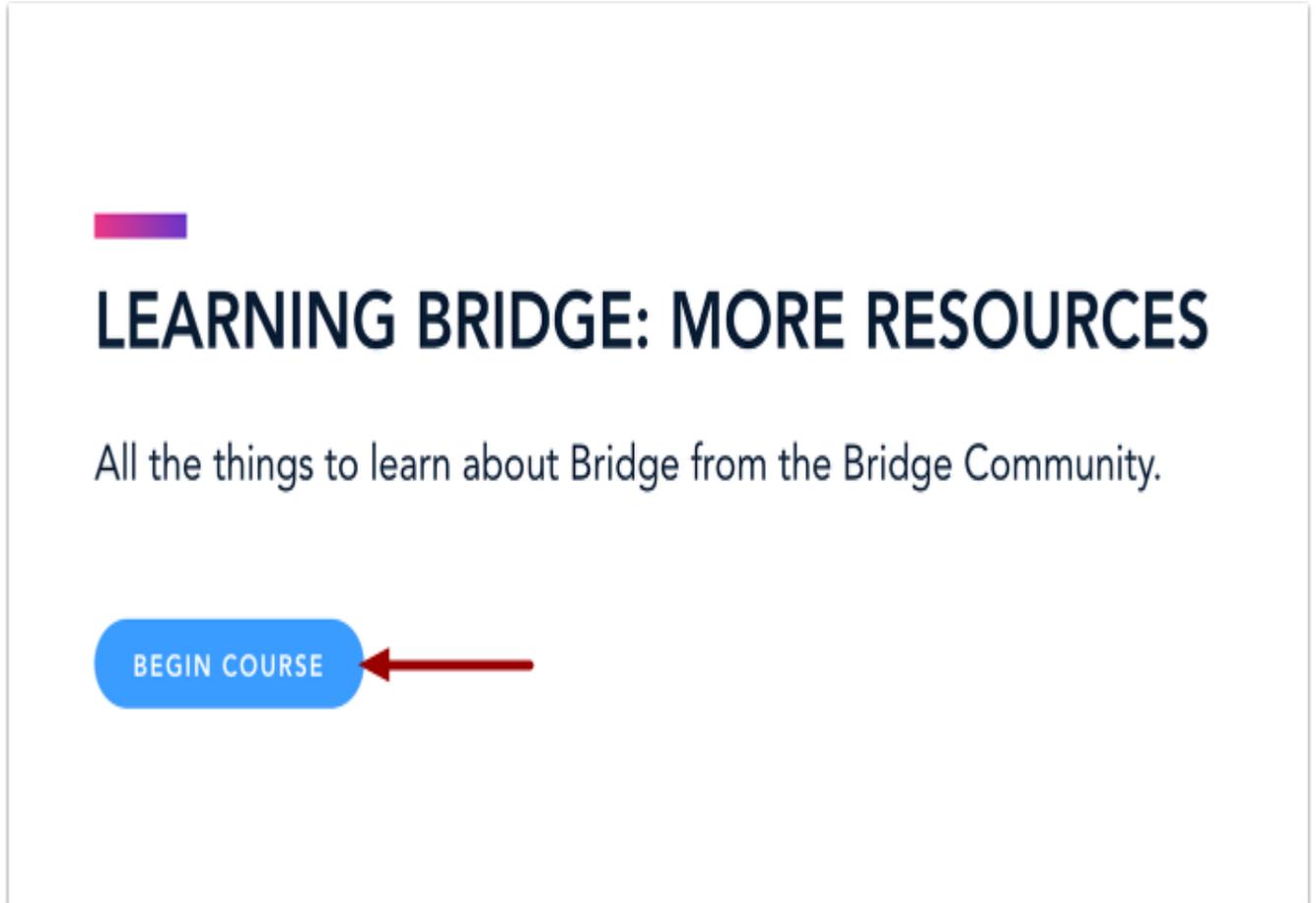
You can also view an overview of the status of your programs. Programs show a multiple-book icon surrounded by a segmented circle [4] to represent the number of courses in the program. Your completed progress is indicated with shading. The estimated time to complete the course is displayed under the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



# 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.



A screenshot of a presentation slide. At the top left, there is a small purple and pink gradient bar. The main title of the slide is "LEARNING BRIDGE: MORE RESOURCES" in large, bold, dark blue letters. Below the title is the subtitle "All the things to learn about Bridge from the Bridge Community." in a smaller, dark blue font. At the bottom of the slide, there is a blue rounded rectangular button with the text "BEGIN COURSE" in white. A red arrow points from the right towards the button.

**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**.

← [BACK TO MY LEARNING](#)

## Great Work!

YOU COMPLETED

 **Our Company Products** Your Score  
[view certificate](#) **100%**

NEXT UP

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

[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, a large teal and blue gradient banner features the title 'Onboarding 2' in white, followed by the text '3 Steps / About 28 minutes remaining'. A prominent blue button with white text reads 'RESUME 1 OF 3'. Below the banner, two course cards are visible. The first card, titled 'Our Company Products', is highlighted with a red border and includes a red circular icon with a white square and a curved arrow. It states 'Last Attempt Failed / Due in 7 days / About 10 minutes remaining / Your Score 0%' and 'Learn all about the awesome products we make here at our facility!'. The second card, titled 'Emergency Action Plan', features a blue circular icon with a white square and a blue ribbon. It states 'Due in 7 days / About 10 minutes remaining' and '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.

# “Added by You” Section

In the ADDED BY YOU section, you can view any courses that were added by you from the learning library. You can self-enroll in courses available in the [LEARNING LIBRARY](#). If you want to remove a course that you added, locate the course, and click the **Delete** icon.

**ADDED BY YOU**



### Quality 101

Quality is one of our guiding principles! Come and learn the basics of quality control and how to create high-quality products.



## Confirm Remove

To confirm, click the **Remove** link.



### Quality 101

Quality is one of our guiding principles! Come and learn the basics of quality control and how to create high-quality products.

Remove Course

CANCEL

**REMOVE**



# 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

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## Our Company Products

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

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

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## Orientation

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

New employee training



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## Nonverbal Communication

Completed 6 months ago / Your Score 100%

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## 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.



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## PowerPoint Basics

**ARCHIVED**

Archived / Completed 8 months ago / Your Score 100%

<https://www.google.com> [www.google.com](https://www.google.com)

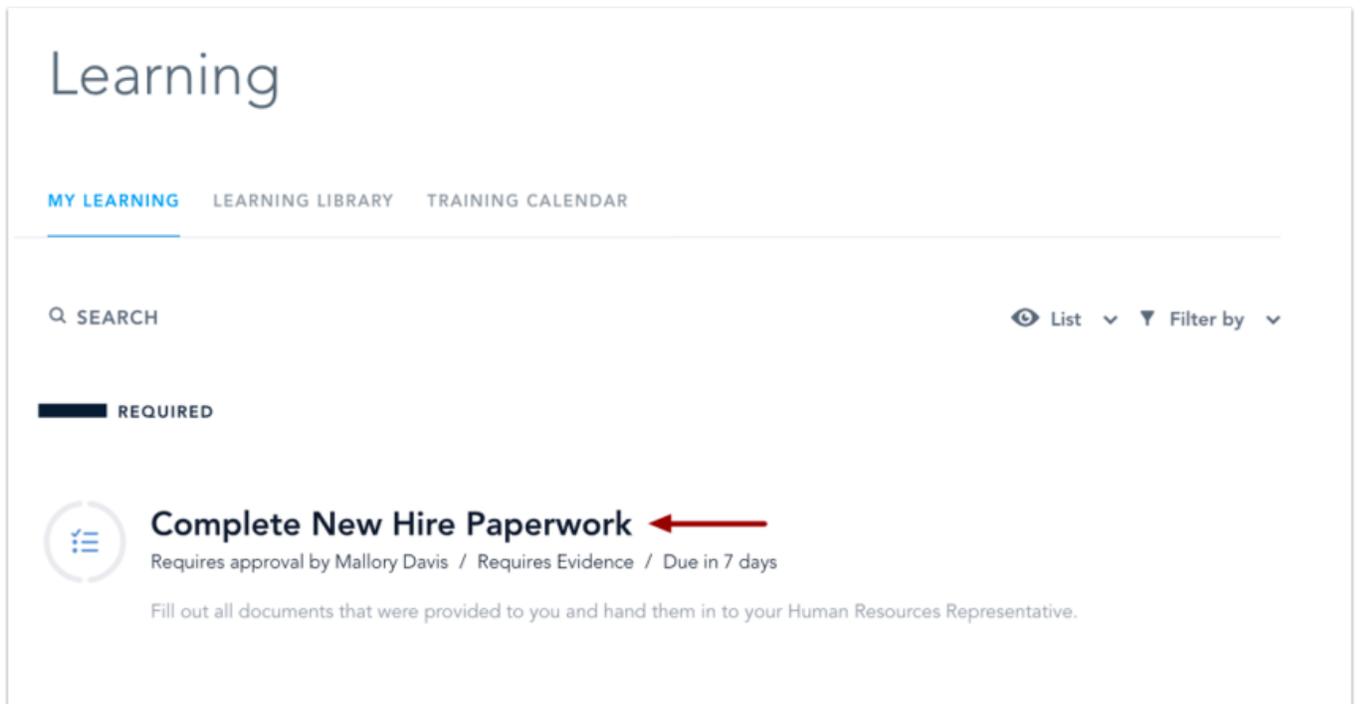


# Checkpoint

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 descriptive sentence: '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 to "BACK TO MY LEARNING". The main heading is "Complete New Hire Paperwork" with a sub-header "Approval by Jessica Brown" and a small profile icon. Below this, instructions state: "Fill out all documents that were provided to you and hand them in to your Human Resources Representative." There are three numbered callouts: 1 points to the "EVIDENCE" section, 2 points to the "Upload a file" area, and 3 points to the "REQUEST APPROVAL" button. The "RESOURCES" section contains a file named "checkpoints.png". The "EVIDENCE" section contains an "Upload a file" area with a dashed border and a file named "New Hire Paperwork.docx". At the bottom, a blue bar contains the text "Get your work approved" and "You'll be able to send questions or comments to your approver before sending." followed by the "REQUEST APPROVAL" button.

< 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

1

Upload a file  
Drag and Drop or [browse and choose a file](#)

2

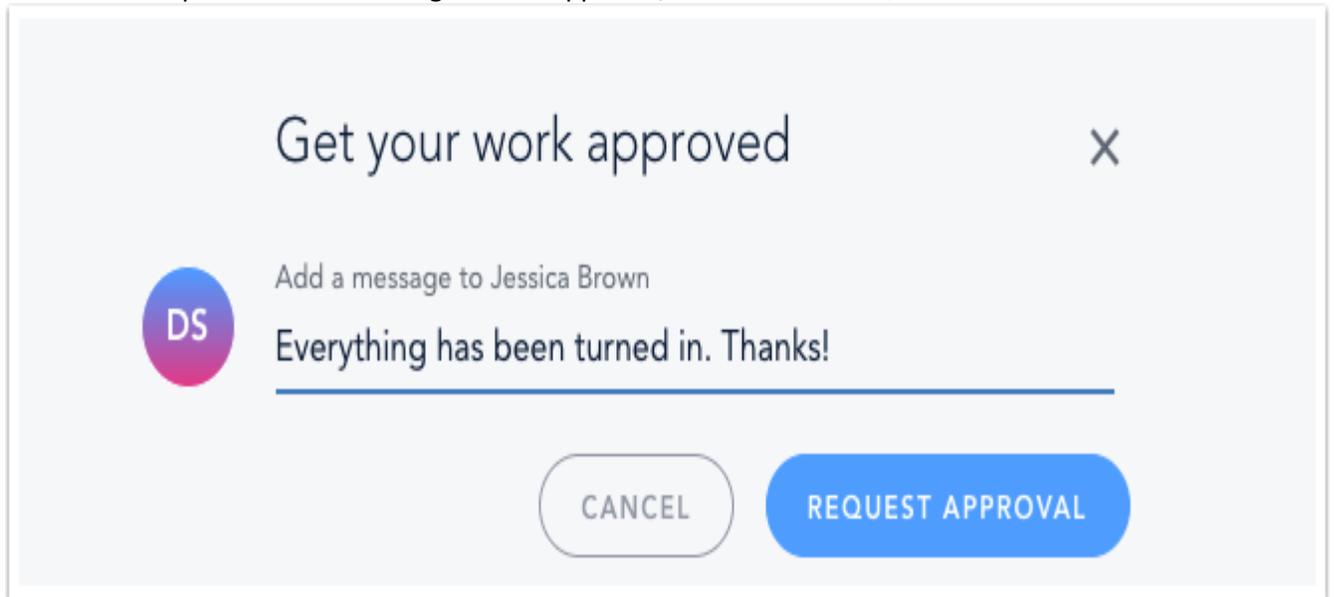
New Hire Paperwork.docx

3 REQUEST APPROVAL

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

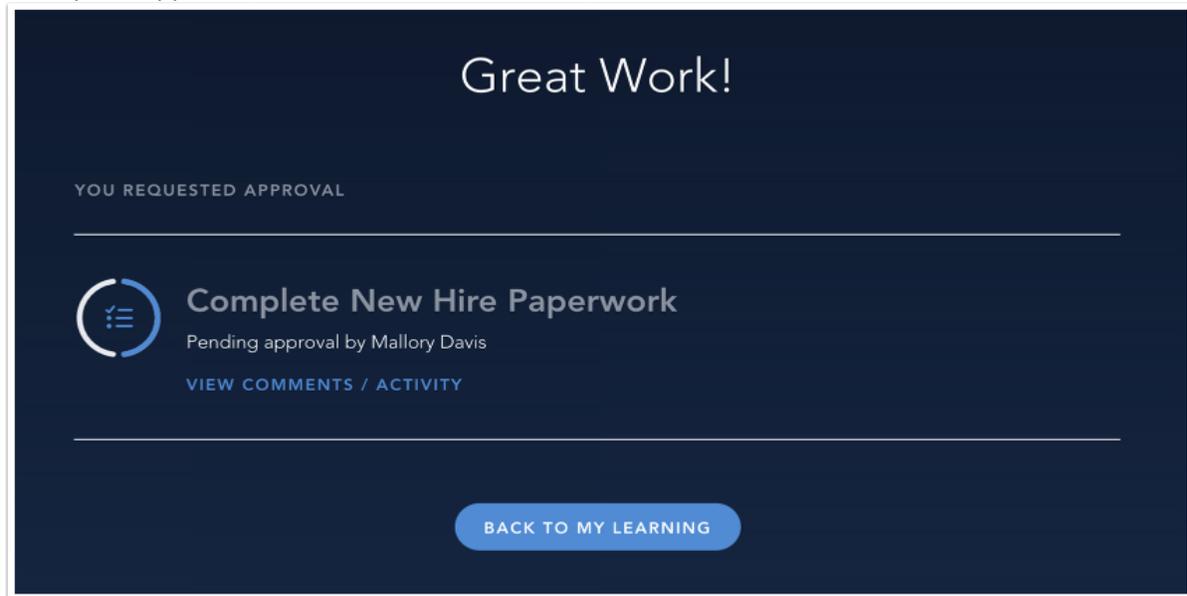
# Submit Checkpoint

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.

**2** [REQUEST APPROVAL](#)

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

Page 13 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. Below the header, a large blue banner features the title 'Onboarding' and a sub-header '3 Steps / Takes about 28 minutes'. Below the banner, two course cards are listed: 'Our Company Products' and 'Emergency Action Plan'. The 'Our Company Products' card includes a lock icon and the text 'Takes about 10 minutes' and 'Learn all about the awesome products we make here at our facility!'. The 'Emergency Action Plan' card includes a lock icon and the text 'Takes about 10 minutes' and 'In this course, we will review the policies and procedures for our emergency action plan.'.

# How to Self-Assign Library Courses

1. Click **ENROLL** and you will be asked to confirm enrollment prior to beginning the course:

DETAILS ENROLL

OCP - 2022 HIPAA Privacy in Research Training

OCP - 2022 Security of High Level Radiation So...

OCP - 2022 Security Procedure for Authorized I...

You've been invited to take the following course:

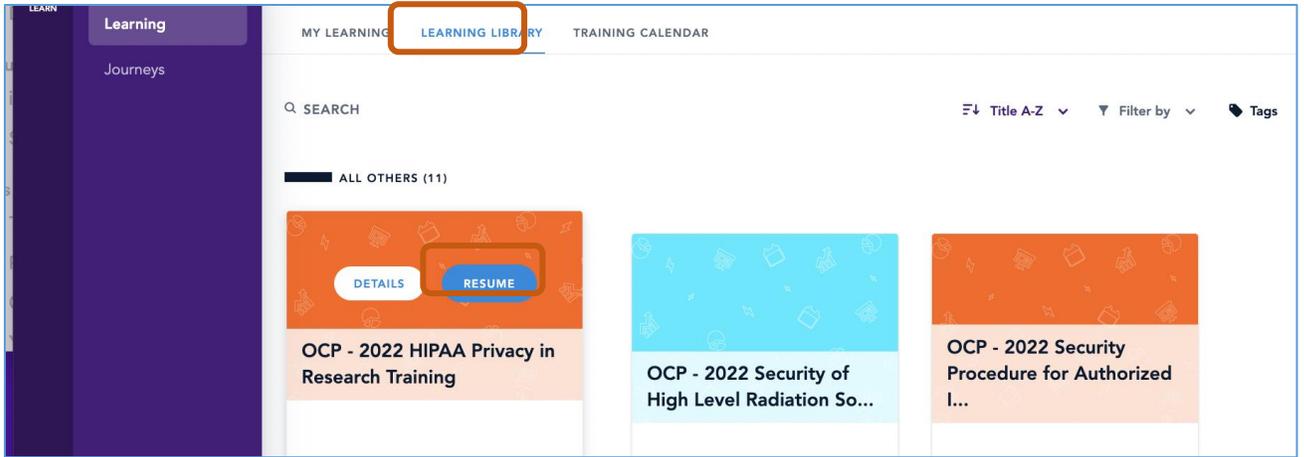
OCP - 2022 HIPAA Privacy in Research Training

NO, THANKS ENROLL

2. Begin the course.
3. You can click **BACK TO LIBRARY** at any point and return to complete the training in the future.

← BACK TO LIBRARY

- a. Resume training from the **LEARNING LIBRARY**:

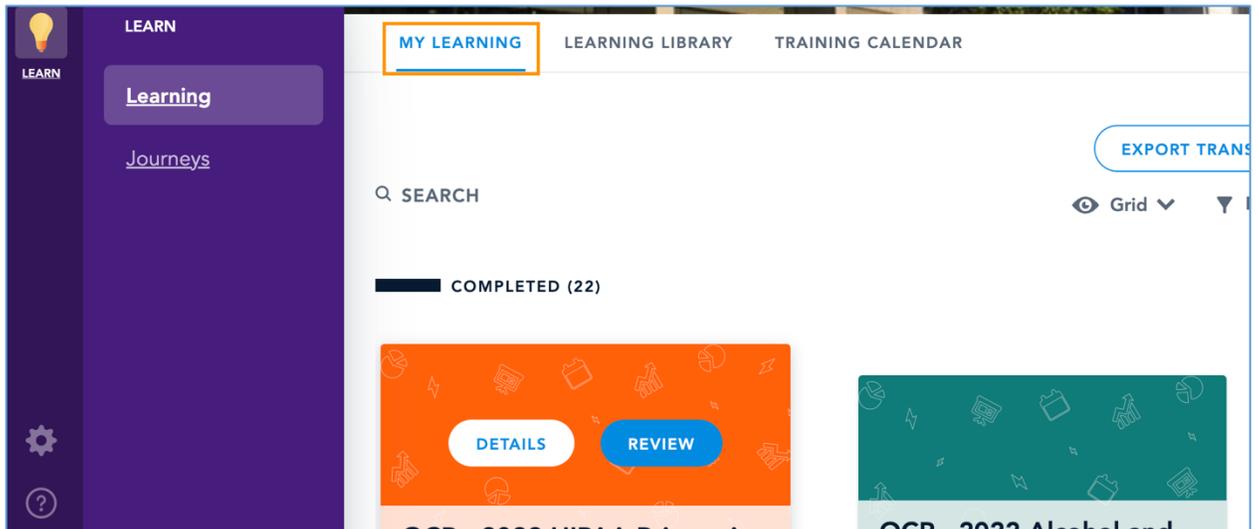


4. You can access a **certificate of completion** once the training is complete.



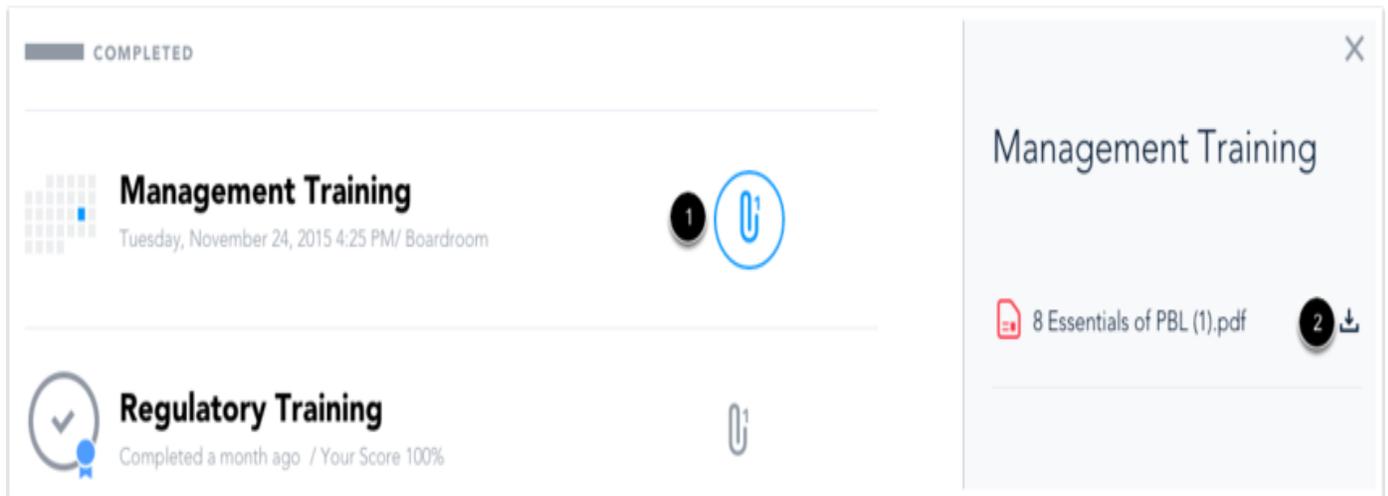
5. Repeat the steps to assign additional training courses.

**MY LEARNING:** All assigned and completed training will be available under this this tab.



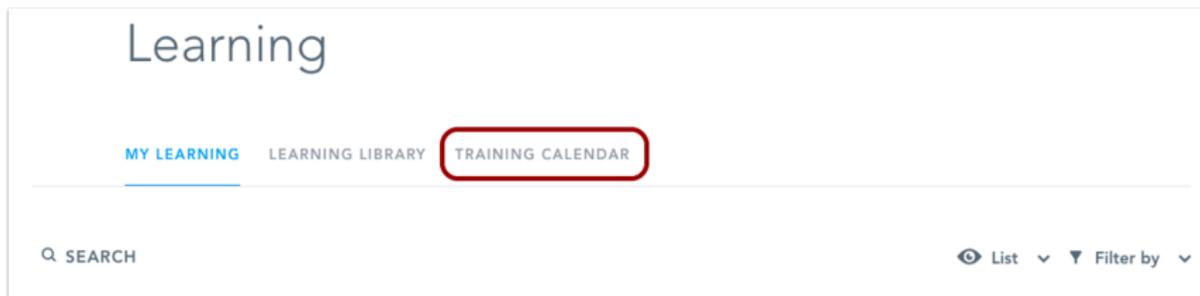
# View or Download Attachments

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].



## 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.



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