Monitor Annual Learning Completion:
ZSFG Trainee Report for TAs

Select 'Box' via MyAccess →ZSFG TA Materials →Hydra Reports →ZSFG Manager Match File

- **Download** the spreadsheet onto your desktop

- **Filter** the spreadsheet by your specific 'ZSFG Department' (column P)

- **Review** the Annual Learning Status (Columns BE – BG)

BE	BF	BG
DPH Residents Interns Status	**Annual Learning Overall Status**	**DPH Compliance and Privacy (C&P) Status**

DPH Residents/Interns Status: Trainee Module (All Embedded Annual Training)

Annual Learning Overall Status: shows 'Completed' status only if both requirements have been completed

DPH Compliance and Privacy: An Annual Learning Requirement for all Trainees