



ETHICS TRAINING AND REFRESHER FOR SPECIAL STATE APPOINTEES

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Ethics Requirements for Special State Appointees:

- Required to complete Ethics training within six (6) weeks of appointment to a board or commission and a refresher training every two (2) years.
- Ind. Administrative Code 42 IAC 1-4-1



Special State Appointees Defined:

- Includes a person elected or appointed to board, commission, committee, or counsel authorized by statute or executive order and functioning in a policy or advisory role in the executive branch of government
- Ind. Code 4-2-6-1



Medicaid Advisory Committee Role:

- MAC is established by statute: Ind. Code 12-15-33-2
- The MAC acts in an advisory capacity for the administration of the Medicaid program



Ethics Training and Refresher Requirements:

- Training is done through the Office of the Inspector General website
- Link: <https://www.in.gov/ig/ethics-training-links-for/special-state-appointee-board-and-commission-members-training/>
- Available as a video and with accessible options
- Timing: Around 20-25 minutes
- Completion certificate must be sent to Fssa.Ethics@fssa.IN.gov



Sample Ethics Training/Refresher Certificate

Completion date and time included

2019 Ethics Training - SSAs

Jessica

Date / Time	Student Score	Passing Score	Result
November 17, 2021 12:51 pm	100	100	Pass

2019 Ethics Training - SSAs

#	Question	Correct Answer	Student Answer	Result	Points Awarded
1	Thank you for completing your ethics training. Please check the button below and push the Submit button to get your results.	I have completed the training and I understand the Code of Ethics.	I have completed the training and I understand the Code of Ethics.	Correct	10

Main Ethics Topics for Special State Appointees to be Aware of:

Political activity (42 IAC 1-5-4): cannot engage in political activity, including fundraising, while on duty or in your official capacity as special state appointee



Main Ethics Topics for Special State Appointees (cont.):

Conflicts of Interest-Contracts (Ind. Code 4-2-6-10.5): cannot have a financial interest in a contract with any state agency. If a financial interest exists, must ensure compliance with certain requirements before the contract is executed



Main Ethics Topics for Special State Appointees (cont.):

Conflicts of Interest-Decisions and Voting (Ind. Code 4-2-6-9): cannot participate in decisions or votes, or anything relating to decisions or votes if you or certain other individuals have a financial interest in the issue



Instructions to Complete Training and Refresher:

- Must be completed and certificates sent along by end of business on **December 17, 2021**
- Must complete training or the refresher despite other recent ethics training or ethics training for another branch
- Specific instructions to follow this meeting, including link and contact information for sending completion certificates



Questions?

- Email: Fssa.Ethics@fssa.IN.gov
- OIG informal advisory opinions:
<https://www.in.gov/ig/request-advice/informal-advisory-opinions/>

