

Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 18-04-ALL

DATE: November 17, 2017

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Survey and Certification Group - Training Division Requests Nominations for the New Training Advisory Work Group

Memorandum Summary

- **Nominations:** The Centers for Medicare & Medicaid Services (CMS) Survey and Certification Group (SCG) Training Division is requesting nominations for the new **Survey and Certification Group Training Division Advisory Focus Group by Tuesday January 30, 2018.**

Background

CMS will establish and assemble the SCG **Training Division Advisory Focus Group** in early 2018 which will provide input and expertise related to new training initiatives, such as the refresher training courses and competency testing requirements.

The Training Division recognizes the value of having direct communication with surveyors when developing and updating training. The **Focus Group** members will provide input for our new initiatives from the user's perspective. The SCG Training Division is looking specifically for Surveyors or State Survey Agency (SA) Managers with past survey experience who are:

- Interested in furthering the goals and objectives of the SCG Training Division;
- Interested in providing quality evaluation and feedback regarding training issues and topics under review; and
- Able to devote approximately 30 minutes, but not more than an hour per month to responding to quick surveys and questionnaires.

Our goal is to have at least two Surveyors or SA Managers with survey experience, from every State, who will join the Training Division efforts as a member of this **Focus Group**. The Regional Training Administrators will automatically be included in the Focus Group. The Training Division will also open up the Focus Group to RO Managers and Subject Matter Experts who may be interested. This will be communicated separately with the Regional Offices.

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Contact: Please email the attached nomination form to the SCG Webinars mailbox at scgwebinars@cms.hhs.gov by close of business on Tuesday, January 30, 2018. Please contact Susan Schaeffer at Susan.Schaeffer@cms.hhs.gov or Anita Segar at Anita.Segar@cms.hhs.gov with any questions that you may have.

Effective Date: Immediately. This communication should be communicated with all Survey and Certification staff, their managers and the State/Regional Office training coordinators within 10 days of this memorandum.

/s/

David R. Wright

Attachment: Nomination Survey and Certification Training Division Advisory Focus Group Form

cc: Survey and Certification Regional Office Management

Training Division Advisory Focus Group Nomination Form

Survey and Certification Training Division Advisory Focus Group

Thank you for your nomination(s). Please fill out the following fields.

Nominee 1:

Email:

State:

Nominee 2:

Email:

State:

Nominator

Email:

State:

Nominated for their:

Please check the boxes below as they pertain to their nomination criteria.

Interest in furthering the CMS Survey and Certification Group Training Division efforts;
Nominee 1 Nominee 2

Expertise as a surveyor and projected value to the SCG Training Division Advisory Focus
Group; Nominee 1 Nominee 2

Ability to respond to quick surveys/questionnaires, requiring no more than 30-60 min/month.
Nominee 1 Nominee 2

Additional Comments: