



**Center for Clinical Standards and Quality/Survey & Certification Group**

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**Admin Info: 13-39-CLIA**

**DATE:** September 27, 2013

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Mandatory State Agency/Regional Office Surveyor Training for Individualized Quality Control Plan (IQCP)

**Memorandum Summary**

- **Mandatory IQCP Surveyor Training Class**—The training class will take place in Baltimore, MD, from November 18-22, 2013.
- **Budget Information**—Existing funding in the FY 2014 budget is to be used for this training class. No additional funding can be provided.
- **Attendee Information**—Information about registration, hotel, and prerequisite work is provided in this memorandum.

The Centers for Medicare & Medicaid Services (CMS) will conduct a training class on IQCP in Baltimore, MD, from November 18-22, 2013. **The training class is mandatory for all Clinical Laboratory Improvement Amendments (CLIA) surveyors.** CMS Regional Office (RO) CLIA surveyors and State agency (SA) CLIA surveyors are required to attend. Managers, supervisors, and other CLIA staff who do not perform laboratory surveys are also invited to attend, but it is not mandatory for them. Please note that this training will be technical in nature. There will be no additional funding provided for surveyors to attend this training. Existing funding in the FY 2014 budget is to be used for RO and SA travel. An agenda for the week is attached.

Attendees must take the following steps before the training class begins:

1. Read the prerequisite material.
2. Print materials and bring them to the training class.

**Registration Information**

This class is now open in TotalLMS. If you do not have access, please contact your Training Coordinator. If you experience issues registering for this class, please contact the LMS Help Desk at [Help@qtso.com](mailto:Help@qtso.com).

## Hotel Information

This training will be held at:  
The Sheraton Baltimore North Hotel  
903 Dulaney Valley Road  
Baltimore, MD 21204  
Phone: 410-321-7400  
Hotel Reservations: 888-627-7147

A block of rooms are being held under “CMS Introduction to IQCP Training.” Please secure your hotel reservation by using the TDP/CMS web link <http://tdpsvs.com/CMS/>. Reservations must be made no later than Monday, November 4, 2013. Please do not contact the hotel directly.

## Prerequisite Reading

Before the training class begins, attendees should read S&C 13-54-CLIA, Individualized Quality Control Plan (IQCP): A New Quality Control (QC) Option. The memo can be obtained from the following web address.

<http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-13-54.pdf>

Attendees should be familiar with the memo and the five (5) attachments before they arrive at the training class. A pre-test will be given.

## Materials to Bring

NO PRINTED MATERIALS WILL BE PROVIDED ON SITE. Instructions on printing the materials will be provided closer to the training date.

If you have any questions about the training, please send them to [IQCP@cms.hhs.gov](mailto:IQCP@cms.hhs.gov).

**Effective Date:** Immediately. This information should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/

Thomas E. Hamilton

Attachment: IQCP Training Class Agenda

cc: Survey and Certification Regional Office Management