



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

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**Admin Info: 13-12-ALL**

**DATE:** January 11, 2013

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** State Agency Director Orientation Training to Precede the 2013 Survey & Certification Leadership Summit

**This Memorandum supersedes Admin Info: 13-05-ALL 2013 Survey & Certification Leadership Summit – Required Attendance**

**Memorandum Summary**

- The Centers for Medicare & Medicaid Services (CMS) will be holding two events the week of April 8, 2013.
  - **SA Directors Orientation Training** will begin at 8AM on Monday, April 8, 2013 and continue through 12PM on Tuesday, April 9, 2013.
  - **Leadership Summit** will begin at 12PM on Tuesday, April 9, 2013 and continue through 5PM on Thursday, April 11, 2013
- **Location:** Double Tree Hotel Annapolis, MD
- **Attendance Requirements:**
  - **SA Directors Orientation Training**
    - SA Directors with less than two years on the job must attend.
    - This training is strongly recommended for SA Directors with less than five year experience.
  - **Leadership Summit**
    - Mandatory for SA Directors and their first-level, direct reports. The Mission and Priority Document (MPD) makes Summit attendance mandatory for these people. Travel expenses for the two designated State staff are 100% federally-funded.
    - Approved CMS Regional office (RO) Directors should also attend.
- **SumTotal Learning Management System (LMS) Registration Information:** There are two separate registration activities:
  - **Leadership Summit** registration opened November 9, 2012 and is currently in progress.
  - **SA Directors Orientation Training** registration will open Wednesday, January 16, 2013.

CMS will be holding its Annual Leadership Summit/State Agency Director Orientation during the period April 8 – 11, 2013.

- SA Directors with less than two years on the job must attend the **SA Directors Orientation Training** which starts at 8AM on Monday, April 8, 2013 and continues through 12PM on Tuesday, April 9, 2013. This training is strongly recommended for SA Directors with less than five year experience.
- **The Leadership Summit** begins with registration at 12PM on Tuesday, April 9, 2013 and continues through 5 PM on Thursday, April 11, 2013.
  - Attendance is mandatory for SA Directors and their first-level, direct reports. The MPD makes Summit attendance mandatory for these people. Travel expenses for the two designated State staff are 100% federally-funded
  - Approved CMS Regional office Directors should also attend.

### **SumTotal Learning Management System (LMS) Registration Information**

There are two separate registration activities:

- The Leadership Summit registration opened November 9, 2012 and is currently in progress.
- The SA Directors Orientation Training registration will open on **Wednesday, January 16, 2013**.

For registration questions, please contact the CMS central office training coordinators, Fred Mehl at [Fred.mehl2@cms.hhs.gov](mailto:Fred.mehl2@cms.hhs.gov) or Lisa Byrd at [Lisa.byrd@cms.hhs.gov](mailto:Lisa.byrd@cms.hhs.gov).

Training Materials will be forthcoming.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management