



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

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**Admin Info: 16-09-ALL**

**DATE:** December 4, 2015

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** 2016 Survey Executives Training Institute (SETI) and State Agency Director's Orientation Course (SADOC)

**Memorandum Summary**

- **2016 SADOC:** Monday, April 18 and Tuesday, April 19, 2016 at the Hilton, Baltimore, MD.
- **2016 SETI:** Wednesday, April 20 to Friday, April 22, 2016 at the Hilton, Baltimore, MD.
- **SETI Attendance Required:** Attendance is mandatory for the State Survey Agency (SA) Director and one other manager. All Centers for Medicare & Medicaid Services (CMS) Regional Office (RO) Associate Regional Administrators (ARA) and certain key managers should also attend. Travel expenses for the two designated State staff are 100 percent federally-funded.
- **SADOC Attendance Required:** Attendance is mandatory for new SA Directors (typically within six months of appointment) or those senior SA managers who are potential candidates to be SA Directors.
- **Training Registration:** Via the CMS SumTotal Learning Management System (LMS).

**SETI**

The 2016 SETI will take place April 20 through 22, 2016 at the Hilton in Baltimore, MD. Hotel reservations can be made via the CMS Training Hotel Website: [www.tdpsvs.com/cms](http://www.tdpsvs.com/cms). The CMS will provide structured training in areas of common concern and importance to the federal survey process. Each session will have a curriculum with specific learning objectives, as well as meaningful interaction between the presenters and audience.

If you have any topics of interest that you would like discussed at this year's SETI, please forward to the Survey and Certification Group (SCG) Training Division Director, Anita Segar at [anita.segar@cms.hhs.gov](mailto:anita.segar@cms.hhs.gov)

If you are only attending SETI, please plan to arrive on Tuesday, April 19, 2016. While we appreciate the funding constraints affecting many States, the annual CMS SETI training is required for the SA Director and one other top SA management official designated by the SA Director. Travel expenses for two individuals from each State are fully federally funded.

We strongly urge you to bring as many of your management staff as you can. All CMS RO managers, ARA, and pertinent key managers should also attend.

### **SADOC**

The 2016 SADOC will precede SETI, and will be held at the Hilton in Baltimore, MD. The SADOC is for new SA Directors (typically within six months of appointment) and/or senior SA managers who are potential candidates to be SA Directors. The SADOC prepares State Agency Directors for continued success in their roles. Topics discussed include legal issues, supervisory review, budget concerns, severe regulatory distress, and handling the media. If you are attending SADOC, please plan to arrive on Sunday, April 17, 2016.

Save the dates for SETI and SADOC, and complete your registration for these training events through the CMS SumTotal Learning Management System (LMS)  
[https://cms82.sumtotalsystems.com/sumtotal/app/SYS\\_login.aspx](https://cms82.sumtotalsystems.com/sumtotal/app/SYS_login.aspx) .

**Contact:** For questions related to logistics, please contact the following CMS Central Office training coordinators:

SETI: Fred Mehl at [fred.mehl@cms.hhs.gov](mailto:fred.mehl@cms.hhs.gov).

SADOC: Lisa Byrd at [lisa.byrd@cms.hhs.gov](mailto:lisa.byrd@cms.hhs.gov).

**Effective Date:** Immediately. This policy 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

cc: Survey and Certification Regional Office Management