



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

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**Admin Info: 16-10-ALL**

**DATE:** December 4, 2015

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** State Survey and Certification Achievement Award – 2016 Survey Executives Training Institute (SETI)

**Memorandum Summary**

**Nominations:** We request your nominations for the *National Survey and Certification Achievement Awards* by **February 26, 2016**.

This year we will be continuing with the *National Survey & Certification Achievement Awards*, and invite your nominations for State individuals or teams that merit special acknowledgement.

We established the *National Survey & Certification Achievement Awards* in 2009 to recognize the achievements of those individuals and teams who have demonstrated outstanding performance in furthering the goals and objectives of the Survey and Certification (S&C) program for the Centers of Medicare & Medicaid Services (CMS). The awards will recognize the extraordinary performance of State individuals and teams in the following areas:

- High-quality work in the area of Survey and Certification (S&C) under difficult circumstances;
- Significant performance improvement in meeting the goals of the S&C program;
- Outstanding leadership in crafting creative solutions to difficult S&C problems; and,
- Effective use of information to promote the goals and objectives of the S&C program.

At least two awards will be made each year - one to State executive leadership and one to staff performing S&C activities. Nominations for the S&C Achievement Award for Outstanding Leadership will be accepted from CMS Regional Offices (ROs), while nominations for S&C Achievement Awards for Outstanding Performance (staff) will be accepted directly from State Survey Agency Leadership or CMS ROs. The CMS ROs will play a key role in all selections.

The award ceremony will occur at the 2016 SETI on April 20 – 22, 2016. A separate Admin Info memorandum provided the “save the date” information for the SETI.

**Contact:** Please email the attached nomination form to Fred Mehl by February 26, 2016 at [fred.mehl@cms.hhs.gov](mailto:fred.mehl@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

Attachment: 2016 S&C Achievement Nomination Form

cc: Survey and Certification Regional Office Management