



Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 15-36-ALL

DATE: May 22, 2015

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Replacement of Surveyor Employment and Training (SET) Report with new Training Needs Assessment (TNA) Report

Memorandum Summary

Change from SET to TNA: The Centers for Medicare & Medicaid Services (CMS) will be replacing the SET Report with the TNA Report in an effort to efficiently and effectively assess the training needs of States and Regions, in developing CMS SCG training programs and schedule.

New Process: The new process will be outlined and implemented at the July 2015 Training Coordinators Training in Maryland.

Background

As part of the Training Division's strategic planning and implementation efforts, we are revising and improving several existing training processes to make them efficient and effective in meeting our shared goals and mission. The format and utilization of SET report data is one such effort. We understand and appreciate the feedback provided by the Regions and States on the limited utility of the SET Report. As it pertains to the utilization of SET report to inform the assessment of training needs, training development, scheduling, and student allocations, we believe the new TNA Report would be of greater value.

Implementation

We will no longer expect States and Regions to complete and submit a biannual SET Report. Instead, we ask that States and Regions provide us with a TNA Report for a clear, streamlined assessment of training needs and recommendations. This report (via survey monkey) should be completed biannually, and may be updated on an ad hoc basis. We believe this will allow both for short-term as well as long-term planning of training needs.

We are currently in the design/development phase of the TNA Report, in collaboration with Regional Training Administrators (RTA) and State Training Coordinators (STC) who will be reviewing the first draft of the report in June 2015. We will also do a pilot test with a small group of RTAs and STCs.

The new process will be outlined and implemented at the July 2015 Training Coordinators Training in Maryland.

Contact: Please contact Anita Segar at anita.segar@cms.hhs.gov (410-786-4614) with questions and clarifications.

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
State Training Coordinators
Regional Office Administrators