



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

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**Admin Info: 15-10-ALL**

**DATE:** December 5, 2014

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** 2015 Survey Executives Training Institute (SETI) and State Agency Director's Orientation Course (SADOC)

**Memorandum Summary**

- **2015 SETI:** Monday, April 13 to Wednesday, April 15, 2015 at Sheraton Hotel North, Towson, MD.
- **2015 SADOC:** Wednesday, April 15 to Friday, April 17, 2015 at Sheraton Hotel North, Towson, 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 2015 SETI will take place April 13 – 15, 2015 at the Sheraton Hotel North, Towson, 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 training, please forward to the Survey and Certification Group (SCG) Training Director, Anita Segar at [anita.segar@cms.hhs.gov](mailto:anita.segar@cms.hhs.gov).

Plan to arrive on Sunday, April 12, 2015. 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, ARA, and pertinent key managers should also attend.

## **SADOC**

The 2015 SADOC will dovetail with the SETI, from April 15-17, 2015 at the Sheraton Hotel North, Towson, MD. The SADOC is for new SA Directors (typically within six months of appointment) 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. Plan to arrive on Tuesday, April 14, 2015 if you are only attending SADOC.

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) .

For questions, 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).

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management