



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

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**Admin Info: 13-05-ALL**

**DATE:** November 9, 2012

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** 2013 Survey & Certification Leadership Summit – Required Attendance

**Memorandum Summary**

- **2013 Leadership Summit Dates:** April 9-11, 2013 (Tuesday to Thursday)
- **Location:** Double Tree Hotel Annapolis, MD
- **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) managers should also attend. Travel expenses for the two designated State staff are 100% federally-funded.

The 2013 Leadership Summit will take place April 9 - 11, 2013 at the Double Tree Hotel in Annapolis, MD.

Please save these dates on your calendars and plan to arrive on Monday, April 8, 2012. While we appreciate the funding constraints affecting many States, the annual CMS Survey & Certification Leadership Summit training is required for the State Survey Agency 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 that you bring as many of your other management staff as you can. All CMS RO managers should also attend.

Conference registration is currently underway through the CMS SumTotal Learning Management System (LMS). 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).

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management