



Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 14-05-ICF/IID

DATE: November 15, 2013

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)
Basic Surveyor Webinar Trainings in 2014

Memorandum Summary

The Centers for Medicare & Medicaid Services (CMS), Survey and Certification Group (SCG) will present a five day training class for State Agency (SA) surveyors in 2014 via webinar based medium. The first training will be presented on January 13-17, 2014 via webinar from 1pm Eastern Standard Time (EST) to 6:30pm EST each of the training days. These times have been set to accommodate all SA surveyors.

ICF/IIDs are to be surveyed for re-certification an average of every 12 months and at least once every 15 months. SCG will present an ICF/IID Basic Surveyor training on January 13-17, 2014 via webinar from 1pm EST to 6:30pm EST each of the training days. Students will be required to complete the pre-requisites and the pre-test in TotalLMS prior to the webinar training. The week following the webinar training course, students will be required to attend one full day of onsite training with an experienced SA surveyor in his/her State. Upon completion of the onsite training experience, the student and SA surveyor will be required to submit documentation of the onsite training experience. Once CMS approves the documentation, the student will be required to take and pass a post-test in TotalLMS.

To help ensure a successful training, SCG will provide a list of roles and responsibilities in the next several weeks that details the roles and responsibilities of CMS Central Office, the ROs, and the SAs as well as guidelines for the preceptor who will be leading the onsite experience for the student.

Surveyors must register in TotalLMS in the same manner they do for face-to-face training. Webinar instructions will be emailed to individuals prior to the start of class.

This memo should be shared with all ROs and SA surveyors upon receipt. All required training materials will be provided electronically to each participant in advance of the training class.

Contact Melissa Rice at 410-786-3270 or Melissa.rice@cms.hhs.gov for additional information concerning the trainings.

Effective Date: Immediately. This memo 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