



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

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**Admin Info: 15-04-PRTF**

**DATE:** October 3, 2014

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Revised Dates for Psychiatric Residential Treatment Facilities (PRTF) Basic Surveyor Training

**Memorandum Summary**

**Revised Dates for Interactive web-based Basic PRTF Surveyor Training:** Due to resource limitations and time constraints Centers for Medicare & Medicaid Services (CMS) Central Office (CO) is revising the date for the first offering of the Basic PRTF Surveyor Training (refer to below dates). We apologize for any inconvenience.

The Survey and Certification Group is offering three opportunities for PRTF Basic Surveyor Training via webinar to State Agency (SA) surveyors between February 17, 2015 and May 19, 2015 as follows:

**Training 1: February 17 to February 19, 2015 (12:00 p. m. Est. to 4:30 p. m. Est.)**  
**Training 2: March 10 to March 12, 2015 (12:00 p. m. Est. to 4:30 p. m. Est.)**  
**Training 3: May 19 to May 21, 2015 (12:00 p. m. Est. to 4:30 p. m. Est.)**

Please note attendance is only necessary at one of the three trainings.

The PRTF training will focus on the Condition of Participation (CoP), regulatory requirements, and survey process and procedures. This training is required for PRTF surveyor new certification or continued certification. Students will be required to complete the pre-requisites and the pre-test in the Learning Management System (LMS) prior to the webinar training. To participate in these courses surveyors must register via the LMS. Registration information and instruction on how to access the webinar will be made available in a subsequent announcement. These training courses are designed to prepare and support surveyors to meet their task of assessing PRTF providers for compliance with the regulatory requirements.

For training registration and webinar questions, please contact Fred Mehl at [Fred.Mehl@cms.hhs.gov](mailto:Fred.Mehl@cms.hhs.gov) 410-786-6859.

For questions about this memorandum, contact Peter Ajuonuma [peter.ajuonuma@cms.hhs.gov](mailto:peter.ajuonuma@cms.hhs.gov) or Donald Howard [donald.howard@cms.hhs.gov](mailto:donald.howard@cms.hhs.gov) .

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management