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**Center for Clinical Standards and Quality**

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**Admin Info: 22-04-ALL**

**DATE:** February 4, 2022

**TO:** State Survey Agency Directors

**FROM:** Directors, Quality, Safety & Oversight Group (QSOG) and Survey & Operations Group (SOG)

**SUBJECT:** 2022 State Agency Director Orientation Course (SADOC)

**Memorandum Summary**

- **SADOC:** Monday, March 28, and Tuesday, March 29, 2022, virtually.
- **SADOC Attendance Required:** Attendance is mandatory for new State Survey Agency (SA) Directors (typically within 6 months of appointment) or those senior SA Managers who are potential candidates to be SA Directors.
- **Registration:** Registration is available here:  
<https://qsep.cms.gov/SETISADOC/home.aspx>.
- **Registration must be completed no later than February 18, 2022.**

**SADOC**

SADOC will precede the Survey Executives Training Institute (SETI) and will be held virtually. SADOC is for new SA Directors (typically within 6 months of their appointment) and senior SA Managers who are potential candidates to be SA Directors. SADOC prepares SA Directors for continued success in their roles. Topics discussed include legal issues, supervisory review, budget concerns, regulatory topics, and handling the media, among several others.

Training registration can be completed under the Registration tab at the link here:  
<https://qsep.cms.gov/SETISADOC/home.aspx>.

**Registrations will NOT be accepted after February 18, 2022. There will be no exceptions.**

Log-in information to join the virtual event will be provided for both SADOc and SETI at a later date, after applicants have been approved to attend the event.

**Contact:** For questions related to event registration and logistics, please contact the Help Desk at [cms.seti.sadoc@swingtech.com](mailto:cms.seti.sadoc@swingtech.com). For questions related to content and topics, contact Caprina Buckner at [Caprina.Buckner@cms.hhs.gov](mailto:Caprina.Buckner@cms.hhs.gov).

**Effective Date:** Immediately. This information should be communicated with all survey and certification staff, their managers, and State/CMS Location Training Coordinators within 30 days of this memorandum.

/s/

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Director, Survey & Operations Group

David R. Wright  
Director, Quality, Safety & Oversight Group