



**Center for Clinical Standards and Quality/Quality, Safety & Oversight Group**

**Admin Info: 23-03-ALL**

**DATE:** January 18, 2023

**TO:** State Survey Agency Directors

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

**SUBJECT:** 2023 State Agency Director Orientation Course (SADOC)

**Memorandum Summary**

- **SADOC:** Monday, April 24, and Tuesday, April 25, 2023, in person.
- **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 for the conference and hotel is available at <https://qsep.cms.gov/SETISADOC/home.aspx>. **Registration must be completed no later than March 17, 2023.**

**SADOC**

SADOC will precede the Survey Executives Training Institute (SETI) and will be held in person at the Hilton Baltimore Inner Harbor in Maryland on April 24–25, 2023. SADOC is for new SA directors (typically within 6 months of the 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 Event Registration tab at the following link: <https://qsep.cms.gov/SETISADOC/home.aspx>.

**Registrations will NOT be accepted after March 17, 2023. There will be no exceptions.**

The conference will be held at the Hilton Baltimore Inner Harbor, 401 W. Pratt St., Baltimore, MD 21201.

**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 message should be communicated with all Survey & Certification staff, their managers, and the State and CMS Location training coordinators within 30 days of this memorandum.

/s/

Karen L. Tritz  
Director, Survey & Operations Group

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