



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

**Admin Info: 22-05-ALL**

**DATE:** February 4, 2022

**TO:** State Survey Agency Directors

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

**SUBJECT:** 2022 Survey Executives Training Institute (SETI)

**Memorandum Summary**

- **SETI:** Wednesday, March 30, through Friday, April 1, 2022, virtually.
- **SETI Attendance Required:** Attendance is mandatory for the State Survey Agency (SA) Director and one other manager. All Centers for Medicare & Medicaid Services (CMS) Location Associate Regional Administrators (ARAs) and certain key managers should also attend.
- **Registration:** Registration for the training is available here: <https://qsep.cms.gov/SETISADOC/home.aspx>.
- **Registration must be completed no later than February 18, 2022.**
- **Award Nominations:** CMS will continue with the Quality, Safety & Oversight Achievement Awards, which are given to State individuals or teams that merit special acknowledgment in support of the mission to ensure quality and safety of all Americans. **Nominations are due no later than Friday, February 18, 2022.**

**SETI**

SETI will take place from March 30 through April 1, 2022, virtually. At SETI, CMS will provide structured training in areas of common concern and importance to the Federal survey process. Each session will have a curriculum with specific learning objectives and opportunities for meaningful interaction between the presenters and attendees.

The annual CMS SETI training is required for the SA Director and one other top SA management official designated by the SA Director. We strongly urge you to have as many of your management staff participate as you can. All CMS Location managers, ARAs, and pertinent key managers should also attend.

Complete your training registration 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.**

## Quality, Safety & Oversight Achievement Awards

CMS will recognize the achievements of those teams and individuals who have demonstrated outstanding performance in furthering the goals and objectives of CMS and QSOG. CMS appreciates the hard work by individuals and groups related to COVID-19 and its impacts and recognizes those admirable efforts. As CMS cannot highlight any one team's individual efforts for COVID-19-related achievements, however, the awards will recognize the extraordinary performance of State individuals and teams in the following areas:

- High-quality work in ensuring quality and safety under difficult circumstances.
- Exceptional outcomes–focused performance in meeting the quality and safety goals of the CMS Quality, Safety & Oversight program.
- Effective use of information to promote QSOG goals and objectives.

Nominations for the Quality, Safety & Oversight Achievement Awards will be accepted from SA Leadership and CMS Locations. Please email the attached nomination form to Caprina Buckner at [Caprina.Buckner@cms.hhs.gov](mailto:Caprina.Buckner@cms.hhs.gov) by Friday, February 18, 2022.

**Contact:** If you have questions about event registration and logistics, please contact the Help Desk at [cms.seti.sadoc@swingtech.com](mailto:cms.seti.sadoc@swingtech.com). For inquiries related to content and topics, please 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 Group staff, their managers, and 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

Attachment:  
Quality, Safety & Oversight Achievement Award Nomination Form

# NOMINATION

## Quality, Safety & Oversight Achievement Award

### Nominee(s):

Check one of the following nomination categories:

- State Executive Leadership
- State Staff

Name \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_

### Nominator:

Name \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_

### Nominated for:

\_\_\_\_\_ High-quality work in the area of ensuring quality and safety, under difficult circumstances

\_\_\_\_\_ Exceptional outcomes-focused performance in meeting the quality and safety goals of the CMS Quality, Safety & Oversight program

\_\_\_\_\_ Outstanding leadership in crafting creative solutions to difficult problems

\_\_\_\_\_ Effective use of information to promote the goals and objectives of the Quality, Safety & Oversight Group

### Description of Accomplishments (not to exceed one page):

### Regional Office Comments (when provided):

### Language to be included on the Award: