



Center for Clinical Standards and Quality

Admin Info: 23-04-ALL

DATE: January 4, 2023

TO: State Survey Agency Directors

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

SUBJECT: 2023 Survey Executives Training Institute (SETI)

Memorandum Summary

- **SETI:** Wednesday, April 26, through Friday, April 28, 2023, in person.
- **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, Division Directors, and certain key staff should attend.
- **Registration:** Registration for the training and hotel is available at: <https://qsep.cms.gov/SETISADOC/home.aspx>. **Registration must be completed no later than March 17, 2023.**
- **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 February 24, 2023.**
- **Reimbursement for SETI:** Post-event reimbursement information is available here: <https://qsep.cms.gov/SETISADOC/home.aspx>. **Reimbursement forms must be completed no later than May 12, 2023.**

SETI

SETI will take place April 26–28, 2023, in person at the Hilton Baltimore Inner Harbor in Maryland. 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 as well as opportunities for meaningful interaction between 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 bring as many of your management staff as you can. All CMS Location managers, Division Directors, and pertinent key staff are encouraged to also attend.

Complete your training registration under the Event Registration tab at the link here:
<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.

Quality, Safety & Oversight Achievement Awards

CMS will recognize the achievements of those individuals and teams who have demonstrated outstanding performance in furthering the goals and objectives of CMS QSOG. CMS appreciates the hard work of 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 only 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 by February 24, 2023.

If you have questions related to event registration and logistics, please contact the Help Desk at cms.seti.sadoc@swingtech.com. For inquiries related to content and topics, please contact Caprina Buckner at Caprina.Buckner@cms.hhs.gov.

Effective Date: Immediately. Please communicate to all appropriate staff within 30 days.

/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: