



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

**Admin Info: 21-05-ALL**

**DATE:** February 3, 2021  
**TO:** State Survey Agency Directors  
**FROM:** Director  
Quality, Safety & Oversight Group (QSOG)  
**SUBJECT:** 2021 Survey Executives Training Institute (SETI)

**Memorandum Summary**

- **SETI:** Wednesday, May 19 through Friday, May 21, 2021, 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) Regional Office (RO), 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 April 30, 2021.**
- **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 19, 2021.**

**SETI**

SETI will take place May 19 through 21, 2021, virtually. At the 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 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 bring as many of your management staff as you can. All CMS RO managers, ARAs, and pertinent key managers should 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 April 30, 2021. There will be no exceptions.**

### **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. 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 the QSOG goals and objectives.

Nominations for the Quality, Safety & Oversight Achievement Awards will be accepted from SA Leadership and CMS ROs. Please email the attached nomination form to Caprina Buckner at [Caprina.Buckner@cms.hhs.gov](mailto:Caprina.Buckner@cms.hhs.gov) by February 19, 2021.

If you have questions related to event registration and logistics, please contact the Help Desk at [cms.seti.sadoc@hendall.com](mailto:cms.seti.sadoc@hendall.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 the State and RO Training Coordinators within 30 days of this memorandum.

/s/  
David R. Wright  
Director

Attachment:  
Quality, Safety & Oversight Achievement Award Nomination Form

cc: Survey & Certification Regional Office Management

# 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: