



**Center for Clinical Standards and Quality/Survey & Certification Group**

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**Admin Info: 14-10-ALL**

**DATE:** December 13, 2013

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** 2014 Survey Executives Training Institute (SETI) – Required Attendance

**Memorandum Summary**

- **2014 Survey Executives Training Institute Dates:** April 7 – 9, 2014 (Monday to Wednesday)
- **Location:** Sheraton Hotel North, Towson, MD
- **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 and certain key managers should also attend. Travel expenses for the two designated State staff are 100%

The 2014 SETI, (formerly, Survey & Certification Leadership Summit) will take place April 7 – 9, 2014 at the Sheraton Hotel North, Towson, MD.

CMS has changed the design of this event to be structured training in areas of common concern and importance to the federal survey process. This year we will have a curriculum for each session with specific learning objectives, as well as more interaction between the presenters and audience. We will assist our presenters to ensure that our SETI program provides an improved learning experience for all attendees.

Please save these dates on your calendars and plan to arrive on Sunday, April 6, 2014. While we appreciate the funding constraints affecting many States, the annual CMS SETI training is required for the SA director and one other top SA management official designated by the SA director. Travel expenses for two individuals from each State are fully federally funded. We strongly urge that you bring as many of your other management staff as you can. All Centers for Medicare & Medicaid Services (CMS Regional office (RO) Associate Regional Administrators and certain key managers should also attend.

Please also look for a separate Admin Info memorandum describing the State Agency Directors' Orientation Course (SADOC) which will dovetail with the SETI. It will be held at the same hotel and run April 9 -11, 2014. SADOC is for those new SA Directors (typically within six months of appointment) or those senior SA managers who are potential candidates to be SA Directors.

SETI registration, captured through the CMS SumTotal Learning Management System (LMS), will be announced in a separate memorandum.

For questions, please contact the CMS central office training coordinators, Michele Clark at [Michele.Clark@cms.hhs.gov](mailto:Michele.Clark@cms.hhs.gov) or Lisa Byrd at [Lisa.byrd@cms.hhs.gov](mailto:Lisa.byrd@cms.hhs.gov). Lisa can also answer questions about SADOC.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management