



Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 14-09-ICF/IID

DATE: December 13, 2013

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)
Basic Surveyor Webinar Trainings in 2014 – Onsite Observation Information

Memorandum Summary

The Survey and Certification Group (SCG) will present Basic ICF/IID Surveyor Trainings to State Agency (SA) surveyors in 2014 via webinar based medium. The week immediately following these webinar trainings, the student will be required to accompany a designated SA preceptor on a survey in the home State of the student and complete a full day of onsite observations. The student must also submit required documentation to SCG following the observation describing the onsite experience.

The SCG will present an ICF/IID Basic Surveyor training on January 13-17, 2014 via webinar from 1pm EST to 6:30pm EST each of the training days. Students will be required to complete the pre-requisites and the pre-test in TotalLMS prior to the webinar training. The week immediately following the webinar training course, January 20-24, 2014, students will be required to accompany a designated SA preceptor on a survey, complete a full day of onsite observations, under the direction of the designated preceptor, and submit the required documentation to the SCG describing the onsite experience. If a student does not attend the onsite observation training with a designated SA preceptor the week following the webinar training and submit the required documentation to the SCG ICF/IID mailbox at ICFIID@cms.hhs.gov, then the student will not fulfill the ICF/IID Basic Surveyor Training requirements and therefore will not receive a certificate of completion.

In order to provide consistent information during the observation component of the Basic ICF/IID training, designated SA preceptors will be required to attend or view a webinar on the role of an ICF/IID preceptor and to sign a copy of the attached Preceptor Guidelines (see Attachment A). This webinar will be presented prior to the upcoming training dates. The Preceptor Guidelines must be signed by both the preceptor and the preceptor's supervisor and returned to the SCG ICF/IID mailbox at ICFIID@cms.hhs.gov at least two weeks prior to the onsite observation.

Upon completion of the Basic ICF/IID onsite training, the student will be required to submit documentation of the onsite training experience (see Attachment B) to the SCG ICF/IID mailbox at ICFIID@cms.hhs.gov. SCG will review the individual student's written documentation of the onsite training. The student will then be notified by SCG that he/she may then take the course post-test in TotalLMS. The student must successfully pass the post-test to receive a certificate of course completion.

To help ensure the success of this upcoming training, the SCG has also attached a list of roles and responsibilities for the ICF/IID Basic Surveyor Webinar Trainings detailing the roles and responsibilities of the SCG, the Regional Offices (RO), and the SAs (see Attachment C).

Surveyors must register for the Basic ICF/IID Surveyor Webinar Training in TotalLMS in the same manner they do for face-to-face training. Webinar instructions will be emailed to individuals prior to the start of class.

Contact Melissa Rice at Melissa.rice@cms.hhs.gov for additional information concerning the training.

Effective Date: Immediately. This memo should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/

Thomas E. Hamilton

Attachments

cc: Survey and Certification Regional Office Management