DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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CMS/
CENTERS for MEDICARE & MEDICAID SERVICES

Center for Medicaid and State Operations/Survey and Certification Group

Ref: S&C-04-01

DATE: **October 9, 2003**

TO: Survey and Certification Regional Office Management (G-5)
                  State Survey Agency Directors

FROM: Acting Director
                  Survey and Certification Group

SUBJECT: Mandatory On-Line Prerequisites for Basic Long Term Care Training

The Center for Medicaid and State Operations Training Staff has converted portions of the existing Basic Health Facility Long Term Care Surveyor course (Basic LTC) to a Web-Based Training (WBT) format.

Starting with the December 1-5, 2003 revised Basic LTC course, all participants must complete the on-line prerequisites of the Basic LTC WBT course, which include the Principles of Documentation (POD), Overview and Background of the Survey and Certification Regulations, Interviewing Skills, Enforcement, Abuse and Neglect, Legal Aspects of Surveying, Being an Effective Witness, Mock Hearing, and the Minimum Data Set.

It will take approximately 15-20 minutes to complete each module. Surveyors should anticipate 8-12 hours to complete all lessons. After successful completion of all lessons, a completion certificate for the on-line course will be generated. Completion of all lessons are mandatory as they are prerequisites for attending the Centers for Medicare & Medicaid Services (CMS)-sponsored instructor-led Basic LTC course. Once the surveyor has completed all on-line coursework and has presented the certificate of completion to the Regional Training Administrator (RTA) or State Training Coordinator (STC), the surveyor will be entered into the CMS Classroom Learning System. This training can also be used as a refresher for LTC surveyors who previously attended a CMS-sponsored Basic LTC training program.

The POD and other Basic LTC Web-based courses will be housed on www.remtechservices.com/cms/wbt and http://cms.internetstreaming.com until January, 2004. After January, all of the aforementioned Web-based training programs will be housed at http://cms.internetstreaming.com.

In addition to providing access to these training programs through the Web, the CMS Central Office will also send out copies of each program on CD-ROM to each RTA and STC. RTAs and STCs should start receiving the CD-ROM versions in October or November.

If you have any questions regarding the use of this training program, please call Delphia Johnson at (410) 786-6781.   Thank you for your cooperation and continued support of the Survey and Certification training program.

Effective Date: December 1, 2003

Training: The information contained in this announcement should be shared with all survey and certification staff, their managers and the state/RO training coordinator.

/s/
Thomas E. Hamilton

cc: Regional Training Administrators
         State Training Coordinators