



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

---

**Admin Info: 17-06-ALL**

**DATE:** January 27, 2017

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** 2017 State Agency Director Orientation Course (SADOC) and Survey Executives Training Institute (SETI)

**Memorandum Summary**

- **SADOC:** Monday, May 15 and Tuesday, May 16, 2017 at the Hilton Baltimore Hotel, Baltimore, MD.
- **SETI:** Wednesday, May 17 through Friday, May 19, 2017 at the Hilton Baltimore Hotel, Baltimore, MD.
- **SADOC Attendance Required:** Attendance is mandatory for new State Survey Agency (SA) Directors (typically within six months of appointment) or those senior SA managers who are potential candidates to be SA Directors.
- **SETI Attendance Required:** Attendance is mandatory for the SA Director and one other manager. All Centers for Medicare & Medicaid Services (CMS) Regional Office (RO), Associate Regional Administrators (ARA), and certain key managers should also attend. Travel expenses for the two designated State staff are 100 percent federally funded.
- **Training Registration:** Registration is available via the SADOC/SETI event website (<http://sadoc-seti.arcsourcgroup.com/>).

**SADOC**

The SADOC will precede SETI and will be held at the Hilton Baltimore Hotel in Baltimore, MD. The SADOC is for new SA Directors (typically within six months of the appointment) and/or senior SA managers who are potential candidates to be SA Directors. The SADOC prepares SA Directors for continued success in their roles. Topics discussed include legal issues, supervisory review, budget concerns, severe regulatory distress, and handling the media. If you are attending SADOC, please plan to arrive on Sunday, May 14, 2017.

Save the dates and complete your registration for this training event through the SADOC/SETI event website (<http://sadoc-seti.arcsourcgroup.com/>).

For CMS Central Office (CO) and Regional Office (RO) staff, we will provide teleconferencing information at a later date for both SADOc and SETI.

## **SETI**

The SETI will take place May 17 through 19, 2017 at the Hilton Baltimore Hotel in Baltimore, MD. Hotel reservations can be made at the time of event registration through the SADOc/SETI event website. Please visit the training event link below. 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 meaningful interaction between the presenters and attendees.

If you are only attending SETI, please plan to arrive on Tuesday, May 16, 2017. While we recognize 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 you to bring as many of your management staff as you can. All CMS RO managers, ARA, and pertinent key managers should also attend.

Save the dates and complete your registration for this training event by visiting the SADOc/SETI event website (<http://sadowc-seti.arcsourcgroup.com/>).

**Contact:** For questions related to event registration and logistics, please contact the following CMS Central Office Training Coordinators/Facilitators:

SETI: Fred Mehl at [fred.mehl@cms.hhs.gov](mailto:fred.mehl@cms.hhs.gov)  
SADOc: Lisa Byrd at [lisa.byrd@cms.hhs.gov](mailto:lisa.byrd@cms.hhs.gov)

**Effective Date:** Immediately. This policy 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/  
David R. Wright

Attachment(s):  
Attachment 1- SADOc (draft) Agenda  
Attachment 2- SETI (draft) Agenda

cc: Survey and Certification Regional Office Management