



Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 17-02-ALL

DATE: November 09, 2016

TO: State Survey Agency Directors
State Training Coordinators and Regional Office Training Administrators

FROM: Director
Survey and Certification Group

SUBJECT: Integration of the Surveyor Training Learning Systems

Memorandum Summary

- **Surveyor Training Learning Systems:** The Centers for Medicare & Medicaid Services (CMS) Survey & Certification Group Training Division currently maintains three learning systems: Enterprise Learning Management System (ELMS), Blackboard (Bb) and Surveyor Training Website (STW). In 2017, the Training Division will consolidate the three learning systems into one integrated system, thus eliminating the need for multiple accounts and separate sign-on to access SCG training.
- **Consolidated System Access:** During the consolidation of the Surveyor Training Learning Systems, we will migrate courses currently housed in Bb to the STW, and merge the basic functionality of ELMS into the Surveyor Training Website as well, at <https://surveyortraining.cms.hhs.gov>.

Background

For several years, CMS has maintained and supported three different learning systems. In order to generate cost savings, enhance and simplify user experience and eliminate the administrative burden of maintaining three separate systems, the Training Division is in the process of consolidating functions from the three systems (ELMS, Bb and STW) into one integrated learning system on the STW.

The system consolidation and integration process will centralize all training for SCG. The integration of the systems into one portal will provide an easier and simpler access for the surveyor workforce. Access will be provided 24 hours a day, 7 days a week, and 365 days a year. Learners will be able to self-register and self-launch their online courses at any time that is convenient for them. Transcripts will be housed in the new system and will be updated as surveyors successfully complete new training.

After the systems consolidation and integration is complete, learners will be able to log into a single portal on the STW to register for and access their pre-requisite courses and other training.

All transcripts from ELMS will be relocated to the STW. All courses from Bb will be relocated to the STW. Tests and evaluations will also be housed on the STW. The system integration process is scheduled to be conducted throughout FY2017.

During this transition you will be notified of changes taking place and kept up-to-date with additional details in a timely manner. We encourage all Regional Training Administrators (RTAs) and State Training Coordinators (STCs) to immediately ensure that their current learning records are up to date in the ELMS.

Training

To ensure that our end-user community is prepared for the integrated system, training will be provided on system use and functionality. The availability of training will be communicated in advance of the system deployment. Training will initially be geared to the STCs and the RTAs and will also incorporate basic training for surveyors.

Next Steps: As additional information becomes available regarding these changes, we will provide updates and we will be communicating changes several times in the months to come regarding this change.

Contact: Questions concerning this memo should be sent to SCG Surveyor Training Division mailbox at SCG_Training@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

cc: Survey and Certification Regional Office Management
State Survey Agency Training Coordinators
Regional Office Training Administrators