February 24, 2022

To: New Therapy Staff

The Centers for Medicare and Medicaid Services (CMS) has released mandatory targeted COVID 19 training for frontline Nursing Home Staff and health care facilities that must be completed with a certificate of completion to work in any Illinois skilled nursing facility.

This *free* training includes topics such as infection control, personal protective equipment (PPE), disinfection and caring for individuals with dementia during a pandemic. CMS developed this training in consultation with the Centers for Disease Control and Prevention (CDC) and expert stakeholders. The Illinois Department of Public Health (IDPH) has adopted an emergency rule requiring all frontline clinical staff in the state of Illinois to complete this training to work in any Illinois SNF.

If you have already completed it, you simply need to submit the training certificate to HR. If you have not completed this training, it consists of 5 online modules for frontline clinical staff and takes about 3 hours to complete. The training can be accessed at:
https://qsep.cms.gov/COVID-Training-Instructions.aspx

Once you complete the training, print the certificate, scan and email it to heather.borowiec@cptrehab.com. If you cannot print your certificate, please save the certificate and email it to: heather.borowiec@cptrehab.com.

You will not be eligible to work beyond the completion date determined by IDPH and Alden SNF Management if you chose not to complete the training.

Below is an example of what the CMS COVID Certificate of Completion should look like:

<image001.jpg>

Steps required to get a certificate for the *Targeted COVID-19 Training for Frontline Nursing Home Staff and Management*

1. Select "Sign up" for "Providers and Other Learners".
2. Tell Us Who You Are. Enter your Name and Email address. Select "Provider/Supplier" User Role from the drop-down list, select "Next" to continue registration.
3. Select "SNF/NF - Skilled Nursing Facilities/Nursing Facilities" from the drop-down list under "Provider/Supplier Type".

4. Select "Facility Search". Enter your primary facility CCN, or facility name (first few characters), or zip code, or state and select "Search". A list of facilities matching your criteria will appear. Select your facility from the list or select "Search Again" if your facility is not listed. Verify your choice on the following screen and select "Next" to complete registration. You will receive the email confirmation.
5. After confirmation, go to QSEP home page, select "Login" for "Providers and Other Learners". Enter your email address to login to QSEP. You will be sent to the QSEP Training Catalog.
6. Use either the search field or the alphabetical listing to locate the training. The training names are:

   ○ **CMS Targeted COVID-19 Training for Frontline Nursing Home Staff**
   ○ CMS Targeted COVID-19 Training for Nursing Home Management
7. Select the "Launch" button at the right side of the window beside the course listing.
8. The Training Menu page will be displayed, where you may begin the pre-test, training, and post-test.
9. After completing the post-test, return to the Training Menu page and select the "Training Evaluation" link.
10. Answer the following Training Evaluation questions:

   ○ What is your Role in the nursing home? Select **Clinical Staff** or Management
   ○ Were you hired at your current nursing home within the past two weeks? Select Yes or No
   ○ Do you work at multiple CCNs? **Select** Yes or **No**. If yes, use the link to the Facility Search tool to select up to 4 additional facilities. You can provide your Certificate of Completion to any other SNF you work at when you select No.
11. Answer the rest of the evaluation survey questions and select the "Submit Evaluation" button at the bottom of the survey.
12. Once the evaluation is submitted select "Click to View/Print Your Completion Certificate".