

FOR GROUP TRAINING

***These instructions provide from start to finish of how 1 person can register, complete their own training, and print all information for group training. If group training is provided please follow all CDC/IDPH guidance, i.e. social distancing, masking, cleaning/disinfecting, etc.**

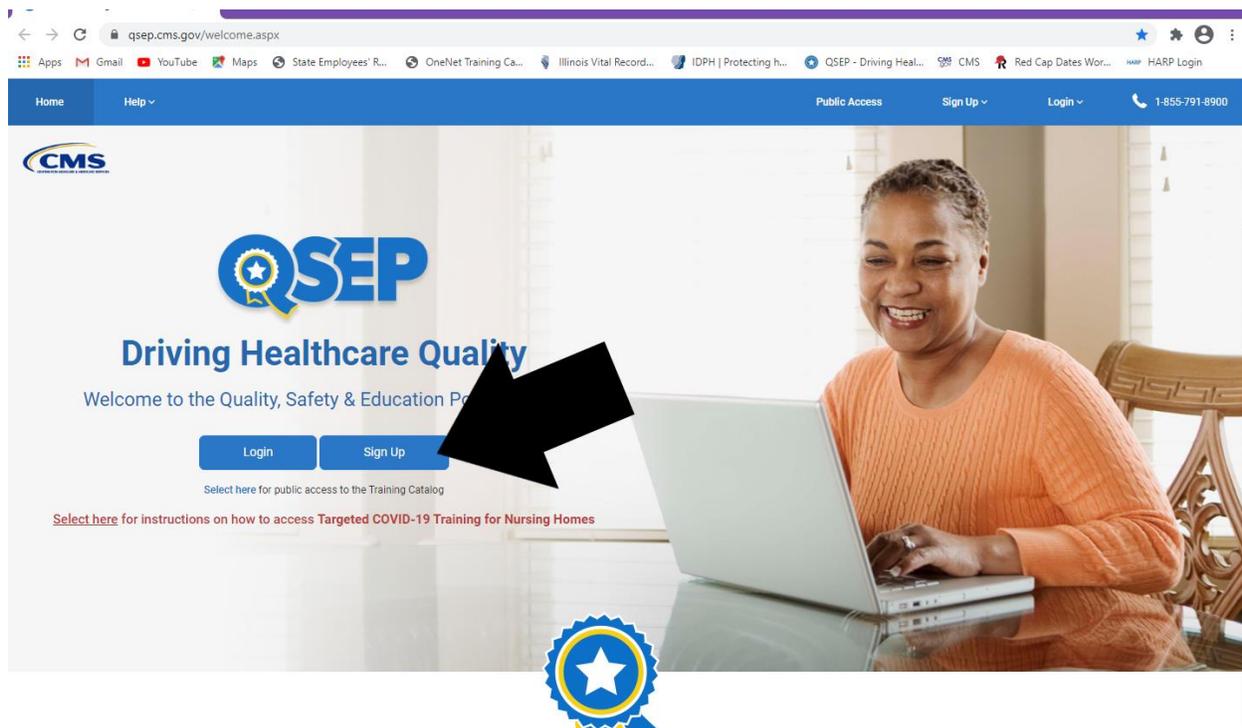
Instructions to Register in Quality, Safety & Education Portal (QSEP)

*must have an accessible email address

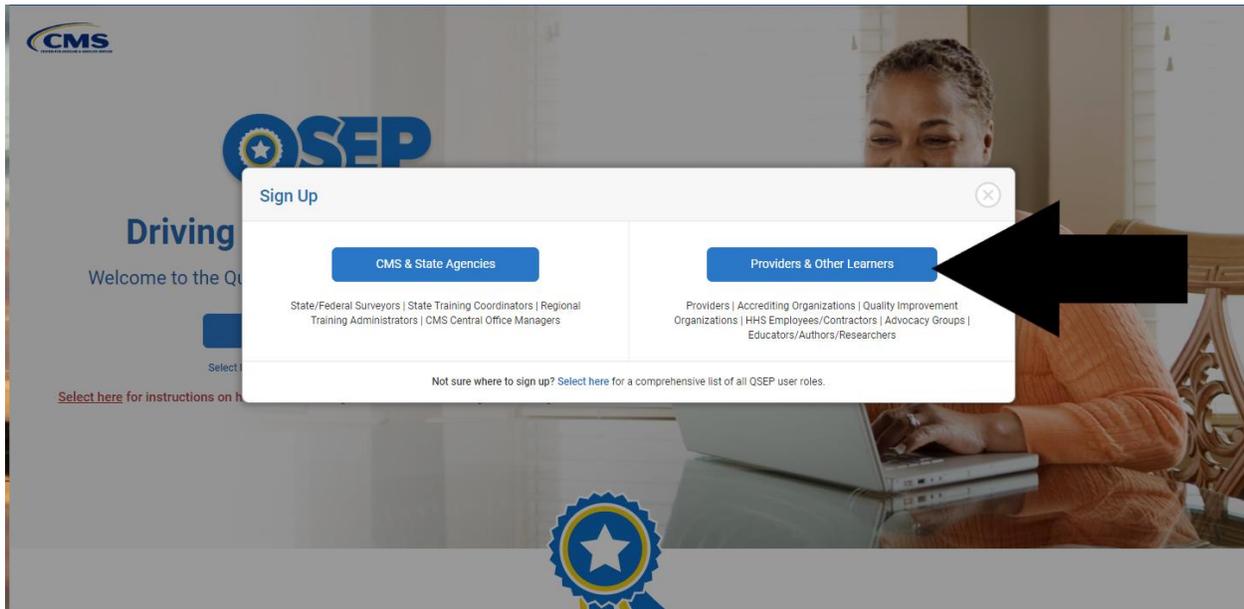
Click on the link to the Quality, Safety & Education Portal (QSEP):

<https://qsep.cms.gov/welcome.aspx>

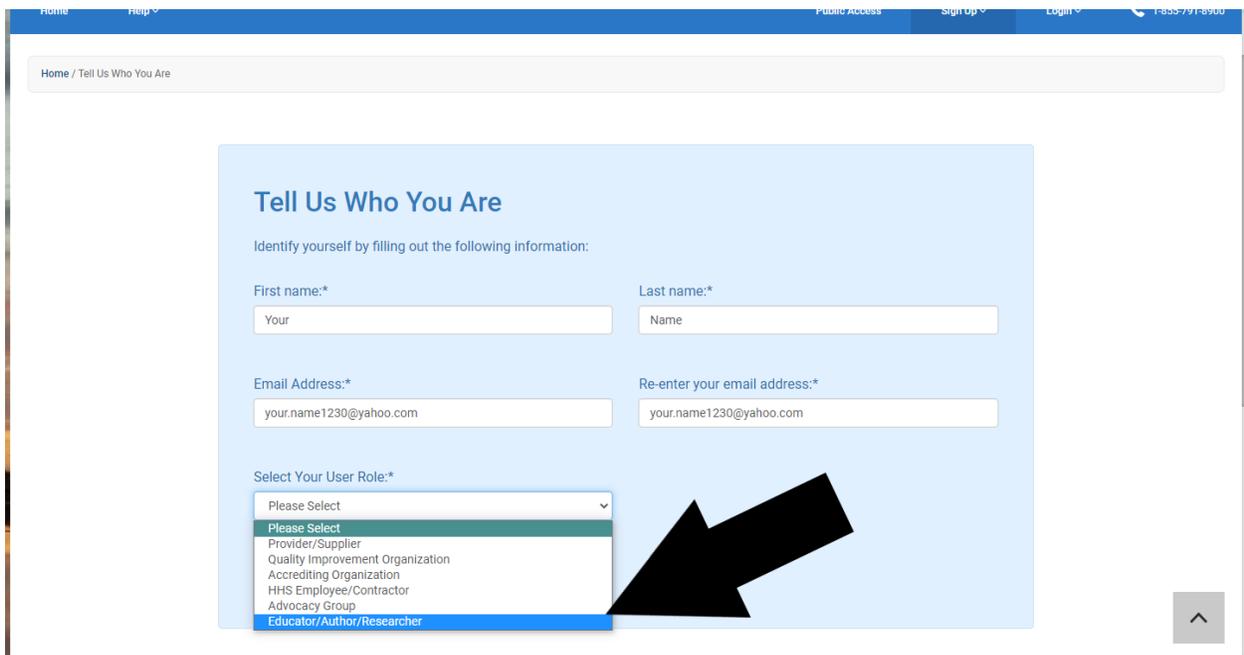
Once on the QSEP landing page, click on “Sign Up”



Then click on "Providers & Other Learners"



Enter your information. Select "Educator/Author/Researcher" when selecting your user role.



You will then receive the below message and will need to access your email account.

The screenshot shows the QSEP website interface. At the top, there is a navigation bar with the QSEP logo and the tagline 'DRIVING HEALTHCARE QUALITY'. Below this is a blue header with 'Home', 'Help', 'Public Access', 'Sign Up', 'Login', and a phone number '1-855-791-8900'. A breadcrumb trail shows 'Home / Email Confirmation'. The main content area features a light blue box with the heading 'Email Confirmation Required'. The text inside the box reads: 'A verification link has been sent to your email account. Please click on the link to verify your email address and complete the identification process.' Below this, it asks 'Did not receive a confirmation email?' and provides instructions: 'If you did not receive a confirmation email within 30 minute, please contact the QSEP Help Desk at helpdesk@qsep.org.' At the bottom of the page, there is a dark footer with links for 'CMS & HHS Websites', 'Tools', 'Helpful Links', and 'CMS Contact Information'.

The email may go to trash/spam so be sure to check there if it does not go directly to your inbox.

The screenshot shows a Yahoo! Mail inbox. The interface includes a search bar at the top, a 'Compose' button, and a sidebar with folders like 'Inbox', 'Drafts', 'Sent', 'Archive', 'Spam', and 'Trash'. The main inbox area displays a list of emails. The top email is an advertisement from 'Best Buy'. The second email is from 'donotreply@qsep.org' with the subject 'Sign Up Confirmation', dated '9:50 AM'. A large black arrow points to this email. The third email is from 'Yahoo' with the subject 'Welcome to email that gets you', dated '9:32 AM'. The 'Inbox' folder in the sidebar shows a count of '1'.

Once the email is opened, click where “click here” is highlighted in blue.

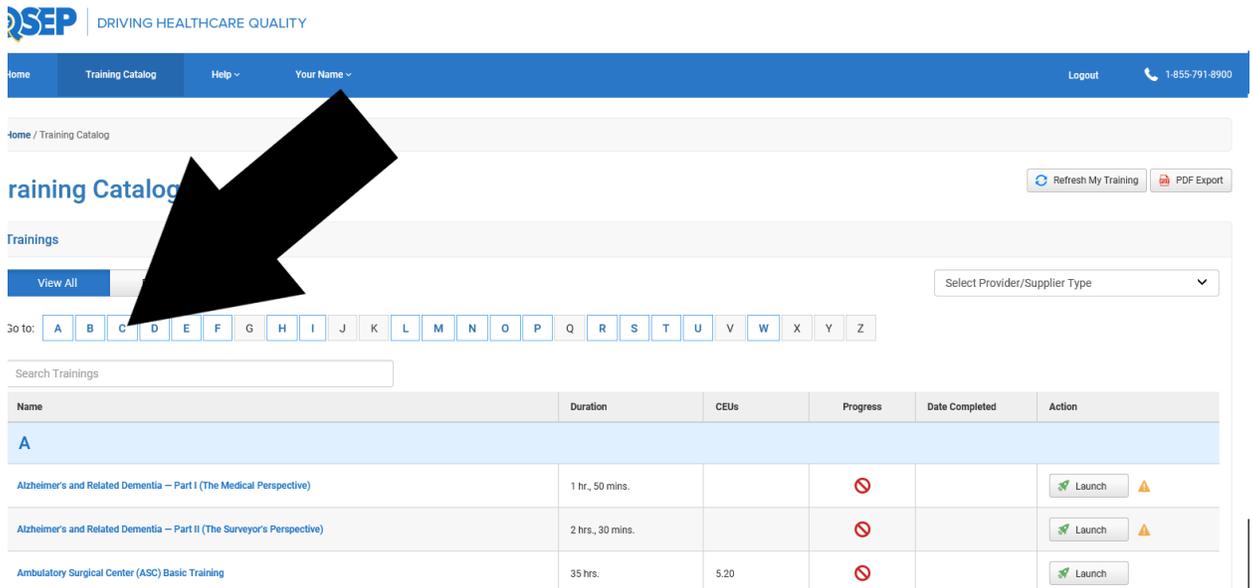
The screenshot shows the Yahoo! Mail interface. The email is from LendGo with the subject "Sign Up Confirmation". The sender is donotreply@qsep.org. The email body contains a confirmation link: "click here". A large black arrow points to this link. The interface includes a search bar, navigation tabs (Inbox, Contacts, Notepad, Calendar), and a left sidebar with folders like Drafts, Sent, and Trash.

That will take you directly to the Training Catalog and your name will appear in the blue ribbon.

The screenshot shows the QSEP Training Catalog website. The navigation bar at the top is blue and contains "Home", "Training Catalog", "Help", and "Your Name". A large black arrow points to the "Your Name" dropdown menu. Below the navigation bar is the "Training Catalog" header and a table of available trainings. The table has columns for Name, Duration, CEUs, Progress, Date Completed, and Action.

Name	Duration	CEUs	Progress	Date Completed	Action
A					
Alzheimer's and Related Dementia -- Part I (The Medical Perspective)	1 hr., 50 mins.		⊘		Launch
Alzheimer's and Related Dementia -- Part II (The Surveyor's Perspective)	2 hrs., 30 mins.		⊘		Launch
Ambulatory Surgical Center (ASC) Basic Training	35 hrs.	5.20	⊘		Launch

Either click on the letter "C" or scroll down to the letter "C".



SEP | DRIVING HEALTHCARE QUALITY

Home Training Catalog Help ~ Your Name ~ Logout 1-855-791-8900

Home / Training Catalog

Training Catalog Refresh My Training PDF Export

Trainings

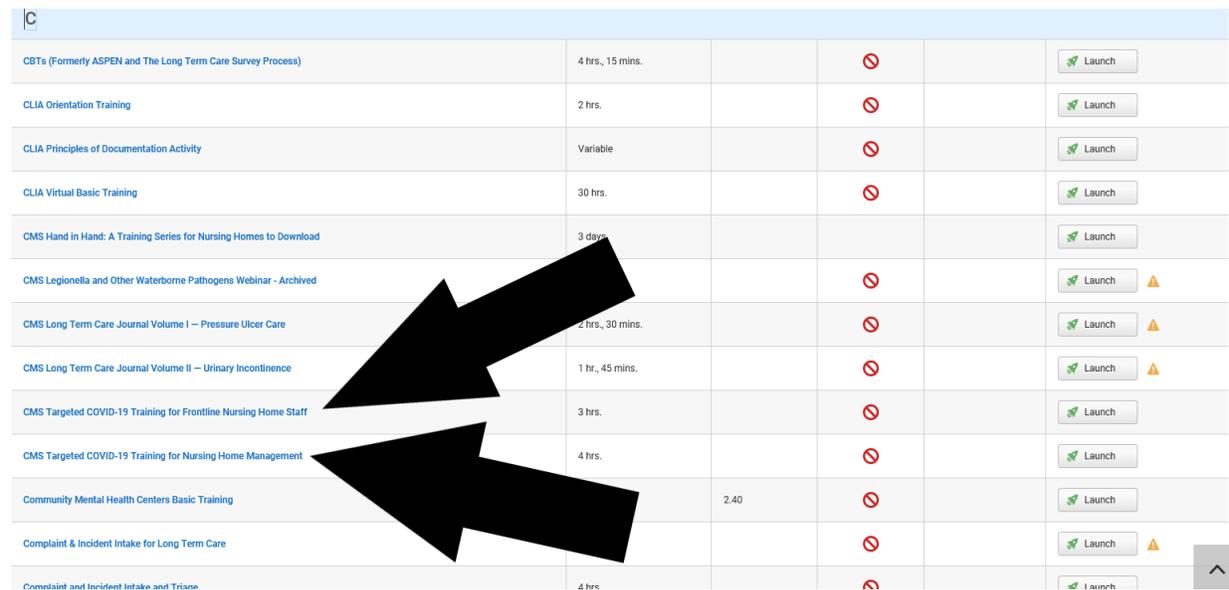
View All Select Provider/Supplier Type

Go to: A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Trainings

Name	Duration	CEUs	Progress	Date Completed	Action
A					
Alzheimer's and Related Dementia -- Part I (The Medical Perspective)	1 hr., 50 mins.		⊘		Launch ⚠
Alzheimer's and Related Dementia -- Part II (The Surveyor's Perspective)	2 hrs., 30 mins.		⊘		Launch ⚠
Ambulatory Surgical Center (ASC) Basic Training	35 hrs.	5.20	⊘		Launch

Click on the training which you are going to provide in the group setting



C

CBTs (Formerly ASPEN and The Long Term Care Survey Process)	4 hrs., 15 mins.		⊘		Launch
CLIA Orientation Training	2 hrs.		⊘		Launch
CLIA Principles of Documentation Activity	Variable		⊘		Launch
CLIA Virtual Basic Training	30 hrs.		⊘		Launch
CMS Hand in Hand: A Training Series for Nursing Homes to Download	3 days				Launch
CMS Legionella and Other Waterborne Pathogens Webinar - Archived			⊘		Launch ⚠
CMS Long Term Care Journal Volume I -- Pressure Ulcer Care	2 hrs., 30 mins.		⊘		Launch ⚠
CMS Long Term Care Journal Volume II -- Urinary Incontinence	1 hr., 45 mins.		⊘		Launch ⚠
CMS Targeted COVID-19 Training for Frontline Nursing Home Staff	3 hrs.		⊘		Launch
CMS Targeted COVID-19 Training for Nursing Home Management	4 hrs.		⊘		Launch
Community Mental Health Centers Basic Training		2.40	⊘		Launch
Complaint & Incident Intake for Long Term Care			⊘		Launch ⚠
Complaint and Incident Intake and Triang	4 hrs.		⊘		Launch

You must complete the PRE-TEST prior to opening the training, and it will be highlighted in blue.

Training Menu

 Print Page

CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Training Menu

This Targeted COVID-19 Training for Frontline Nursing Home Staff is intended to provide clinical staff members with best practices for containing and preventing the spread of COVID-19 in nursing homes. This training will aid you in prioritizing resident and staff health during the COVID-19 pandemic.

Training Objectives: On completion of this training, you will be able to:

- Identify how to prevent the spread of infection through hand hygiene, personal protective equipment, and cleaning.
- Implement appropriate screening, surveillance, and cohorting practices.
- Identify how to care for residents with dementia during a pandemic.
- Prepare and implement a vaccine delivery system.

Training Duration: 3 hours

Completion Requirements: This self-paced Targeted COVID-19 Training for Frontline Nursing Home Staff includes a mandatory pretest, five learning modules, a mandatory posttest, and a CMS-approved training evaluation. To pass the Targeted COVID-19 Training for Frontline Nursing Home Staff, you must score a minimum of 80 percent on the training posttest.

Training CEUs: None

Email for Questions: The training is available on-demand online, 24 hours a day, 7 days a week. During the training, questions can be submitted using the comment tool. For all technical issues, including accessing the training, email helpdesk@qsep.org.

PLEASE NOTE: After selecting the play button, load times may vary based on your internet connection. Please allow up to one minute for the training to start. If you continue to experience issues, contact the Help Desk at helpdesk@qsep.org.

Training Menu:

- CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Pre-test** 
- CMS Targeted COVID-19 Training for Frontline Nursing Home Staff (PRE-TEST INCOMPLETE)
- CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Posttest (PRE-TEST INCOMPLETE)
- CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Training Evaluation (POSTTEST INCOMPLETE)



Once the PRE-TEST opens, it is important to click on “Print Page” in the upper right-hand corner prior to answering the question. You will need to do this for all 20 questions in order to present the questions to each person in the group.

 **DRIVING HEALTHCARE QUALITY**

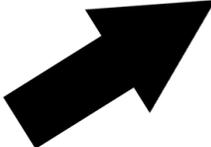
Question 1 of 20

CMS Targeted COVID-19 Training for Nursing Home Management - Pre-test

Select the best answer then click the Submit Answer button.
People can't be lonely if they don't live alone. (select the best answer)

True

False



 Print Page

 Submit Answer

 Close Window

After you have completed the PRE-TEST, you can then access the training.

This Targeted COVID-19 Training for Nursing Home Management is intended to provide administrative staff members with best practices for containing and preventing the spread of COVID-19 in nursing homes. This training will aid you in prioritizing resident and staff health during the COVID-19 pandemic.

Training Objectives: On completion of this training, you will be able to:

- Identify how to prevent the spread of infection through hand hygiene, personal protective equipment, and cleaning.
- Implement appropriate screening, surveillance, and cohorting practices.
- Identify how to care for residents with dementia during a pandemic.
- Prepare and implement a vaccine delivery system.
- Identify emergency preparedness practices for handling surge capacity.
- Identify ways to promote the emotional health of staff members and residents.
- Implement telehealth services in nursing homes.

Training Duration: 4.5 hours

Completion Requirements: This self-paced Targeted COVID-19 Training for Nursing Home Management includes a mandatory pretest, 10 learning modules, a mandatory posttest, and a CMS-approved training evaluation. To pass the Targeted COVID-19 Training for Nursing Home Management, you must score a minimum of 80 percent on the training posttest.

Training CEUs: None

Email for Questions: The training is available on-demand online, 24 hours a day, 7 days a week. During the training, questions can be submitted using the comment tool. For all technical issues, including accessing the training, email helpdesk@qsep.org.

PLEASE NOTE: After selecting the play button, load times may vary based on your internet connection. Please allow up to one minute for the training to start. If you continue to experience issues, contact the Help Desk at helpdesk@qsep.org.

Training Menu:

- CMS Targeted COVID-19 Training for Nursing Home Management - Pre-test (COMPLETED) ←
- CMS Targeted COVID-19 Training for Nursing Home Management (NOT STARTED)
- CMS Targeted COVID-19 Training for Nursing Home Management - Posttest (INCOMPLETE)
- CMS Targeted COVID-19 Training for Nursing Home Management - Training Evaluation (POSTTEST INCOMPLETE)

Close Window



On the second slide of the training click on “Accessible Version” highlighted in blue.

≡ CMS Targeted COVID-19 Training for Nursing Home Management MENU HELP

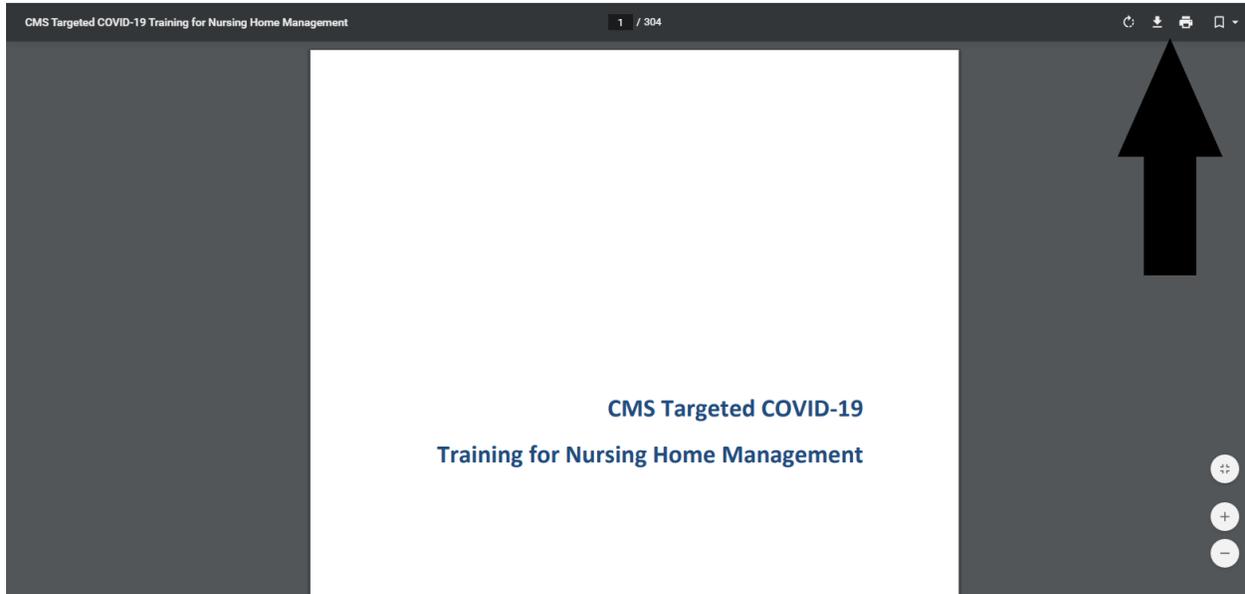
System Requirements

- If you are using a screen reader or require a text-only version of this training, select the [Accessible Version](#) link to download a PDF of the training.
- The only browser plug-in that you may need for this training is Adobe Acrobat Reader. If you do not already have this plug-in installed, select the [Adobe Acrobat Reader](#) link to install the current version. If you are unable to download the Adobe Acrobat Reader, contact your information technology (IT) support for assistance.
- For technical support, including help with issues loading the training, please contact the QSEP helpdesk at helpdesk@qsep.org.

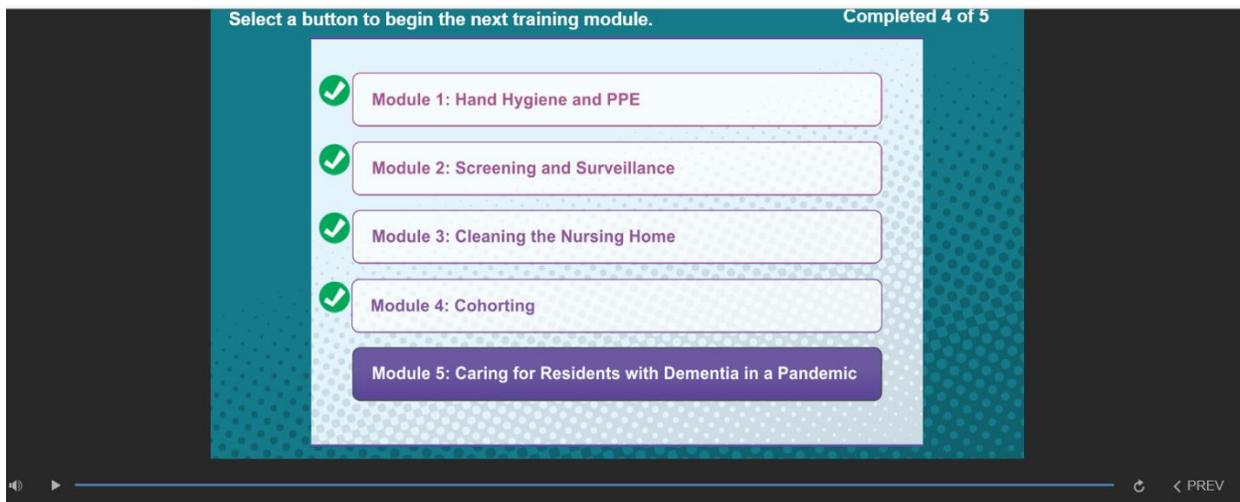


◀ ▶ 🔊 🔍 ⌂ < PREVIOUS > NEXT

The training will download, and you can then print the training by clicking on the print icon in the upper right-hand corner or you can save on your computer by clicking the down arrow icon just to the left of the print icon.



Once you have printed and/or saved the training, you can continue completing the training in its entirety. As each module is complete, a green check mark will appear. **All modules must be completed in one sitting.** You cannot complete 2 modules, log out and return later to finish the other 3 modules, the system will make you begin from module 1.



Once all modules are complete, you will receive this message.



You must complete and print the POST-TEST just as you did the PRE-TEST.

Training Menu

[Print Page](#)

CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Training Menu

This Targeted COVID-19 Training for Frontline Nursing Home Staff is intended to provide clinical staff members with best practices for containing and preventing the spread of COVID-19 in nursing homes. This training will aid you in prioritizing resident and staff health during the COVID-19 pandemic.

Training Objectives: On completion of this training, you will be able to:

- Identify how to prevent the spread of infection through hand hygiene, personal protective equipment, and cleaning.
- Implement appropriate screening, surveillance, and cohorting practices.
- Identify how to care for residents with dementia during a pandemic.
- Prepare and implement a vaccine delivery system.

Training Duration: 3 hours

Completion Requirements: This self-paced Targeted COVID-19 Training for Frontline Nursing Home Staff includes a mandatory pretest, five learning modules, a mandatory posttest, and a CMS-approved training evaluation. To pass the Targeted COVID-19 Training for Frontline Nursing Home Staff, you must score a minimum of 80 percent on the training posttest.

Training CEUs: None

Email for Questions: The training is available on-demand online, 24 hours a day, 7 days a week. During the training, questions can be submitted using the comment tool. For all technical issues, including accessing the training, email helpdesk@qsep.org.

PLEASE NOTE: After selecting the play button, load times may vary based on your internet connection. Please allow up to one minute for the training to start. If you continue to experience issues, contact the Help Desk at helpdesk@qsep.org.

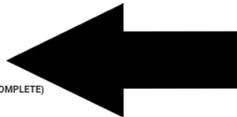
Training Menu:

[CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Pre-test](#)

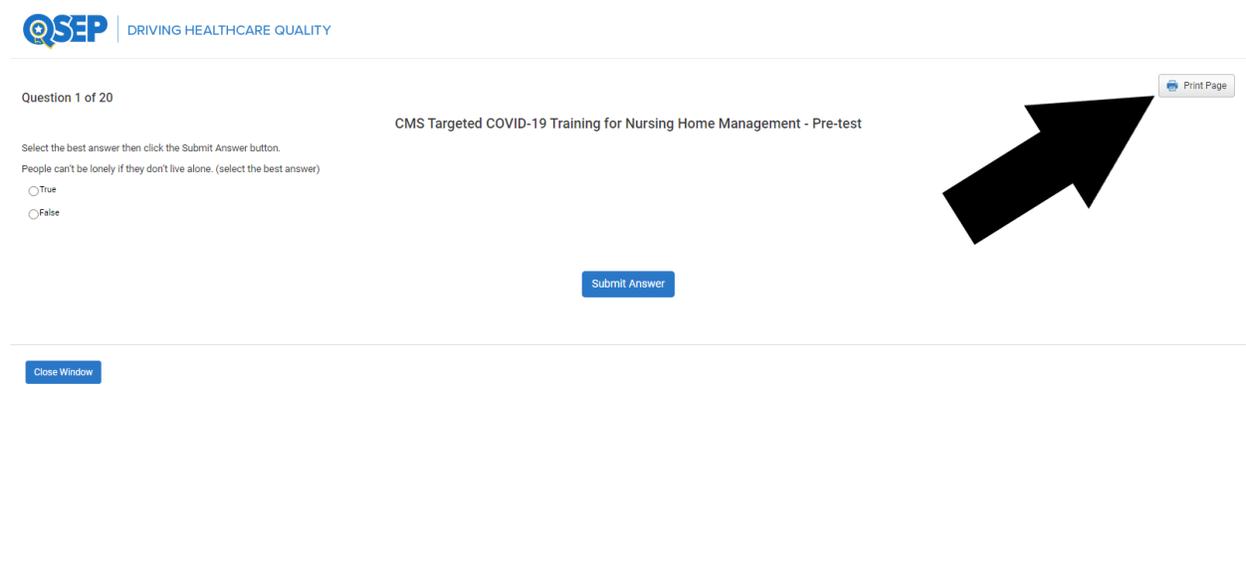
[CMS Targeted COVID-19 Training for Frontline Nursing Home Staff \(PRE-TEST INCOMPLETE\)](#)

[CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Posttest \(PRE-TEST INCOMPLETE\)](#)

[CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Training Evaluation \(POSTTEST INCOMPLETE\)](#)

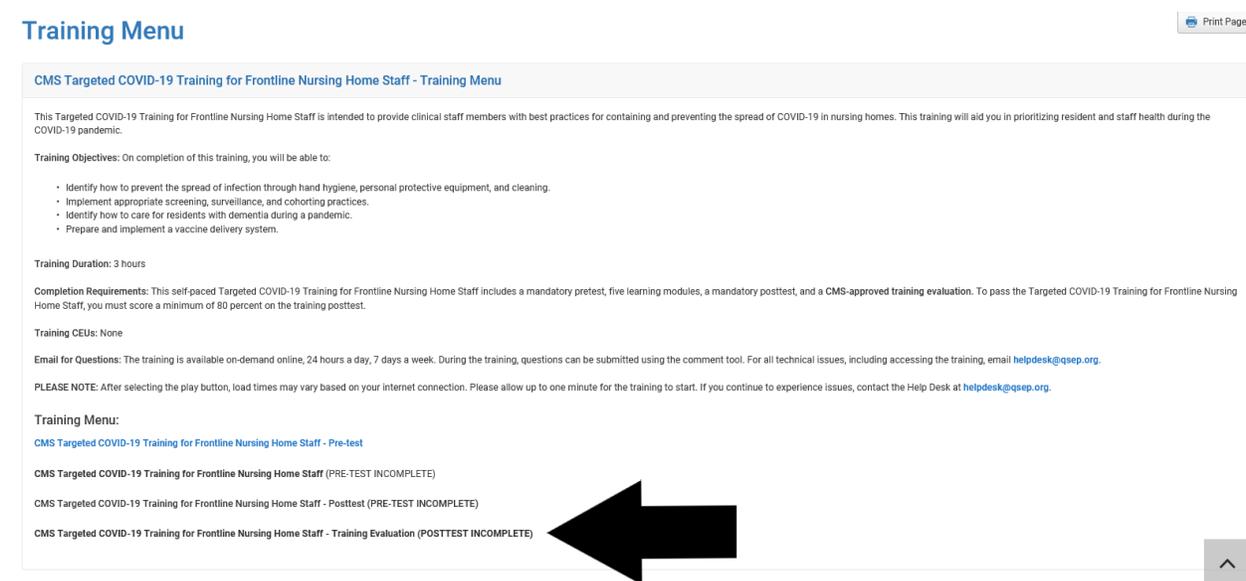


Remember to print each POST-TEST question prior to answering.



The screenshot shows a QSEP training interface. At the top left is the QSEP logo with the tagline "DRIVING HEALTHCARE QUALITY". Below the logo, it says "Question 1 of 20". The main title of the question is "CMS Targeted COVID-19 Training for Nursing Home Management - Pre-test". The question text is "People can't be lonely if they don't live alone. (select the best answer)". There are two radio button options: "True" and "False". A blue "Submit Answer" button is centered below the options. In the top right corner, there is a "Print Page" button with a printer icon. A large black arrow points from the "Print Page" button towards the question text.

You must then go back and complete the training evaluation in order to receive your certificate.



The screenshot shows a "Training Menu" page. At the top right is a "Print Page" button. The main heading is "CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Training Menu". Below this is a paragraph of introductory text. Under "Training Objectives", there is a bulleted list: "Identify how to prevent the spread of infection through hand hygiene, personal protective equipment, and cleaning.", "Implement appropriate screening, surveillance, and cohorting practices.", "Identify how to care for residents with dementia during a pandemic.", and "Prepare and implement a vaccine delivery system." Below that is "Training Duration: 3 hours" and "Completion Requirements: This self-paced Targeted COVID-19 Training for Frontline Nursing Home Staff includes a mandatory pretest, five learning modules, a mandatory posttest, and a CMS-approved training evaluation. To pass the Targeted COVID-19 Training for Frontline Nursing Home Staff, you must score a minimum of 80 percent on the training posttest." There is also a "Training CEUs: None" section and an "Email for Questions" section with the contact email "helpdesk@qsep.org". A "PLEASE NOTE" section follows. Under "Training Menu:", there are three items listed: "CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Pre-test", "CMS Targeted COVID-19 Training for Frontline Nursing Home Staff (PRE-TEST INCOMPLETE)", and "CMS Targeted COVID-19 Training for Frontline Nursing Home Staff - Posttest (PRE-TEST INCOMPLETE)". The third item is highlighted with a blue background. A large black arrow points from this highlighted item towards the left. In the bottom right corner, there is a small grey button with an upward-pointing arrow.

After the pre-test, training, post-test and evaluation are complete, return to the Training Catalog page and click on “Refresh My Training” in the upper right corner of the page.

The screenshot shows the top navigation bar with 'Home', 'Training Catalog', 'Help', and 'Your Name'. On the right, there are 'Logout' and a phone icon with the number '1-855-791-8900'. Below the navigation bar, the breadcrumb 'Home / Training Catalog' is visible. The main heading is 'Training Catalog'. To the right of the heading are two buttons: 'Refresh My Training' (highlighted with a large black arrow) and 'PDF Export'. Below the heading, there are tabs for 'View All' and 'Providers Only', and a dropdown menu for 'Select Provider/Supplier Type'. A search bar is labeled 'Search Trainings'. Below the search bar is a table with columns: Name, Duration, CEUs, Progress, Date Completed, and Action. The table is filtered by 'A' and shows three training items, each with a 'Launch' button and a red 'no' icon in the Progress column.

Once you have refreshed the page, it will show the training as complete and have a ribbon icon in the far-right column to view/print your certificate of completion.

The screenshot shows a list of training items in a table. The table has columns: Name, Duration, CEUs, Progress, Date Completed, and Action. The 'CMS Targeted COVID-19 Training for Frontline Nursing Home Staff' row is highlighted in blue and shows a green checkmark in the Progress column and a ribbon icon in the Action column. Three large black arrows point to the 'Launch' button, the green checkmark, and the ribbon icon in this row. Other rows show various training items with 'Launch' buttons and red 'no' icons in the Progress column.

Certificate of completion.



CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Certificate of Completion

U.S. Department of Health and Human Services Centers for Medicare & Medicaid Services

This is to certify

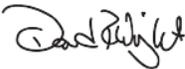
Your Name

has successfully completed

CMS Targeted COVID-19 Training for Frontline Nursing Home Staff

Sponsored by and under the jurisdiction of the Centers for Medicare & Medicaid Services

12/08/2020



David Wright, Director
Quality, Safety & Oversight Group
Center for Clinical Standards and Quality
Centers for Medicare & Medicaid Services



QSEP



Tarnisha Boone, Director
Quality, Safety & Education Division
Center for Clinical Standards and Quality
Centers for Medicare & Medicaid Services

For Group Training, a sign in sheet (one has been provided on the next page) clearly stating which training was presented, printed name of employee, signature of the employee, employee title and date the training was provided must be completed in order to show compliance.

