

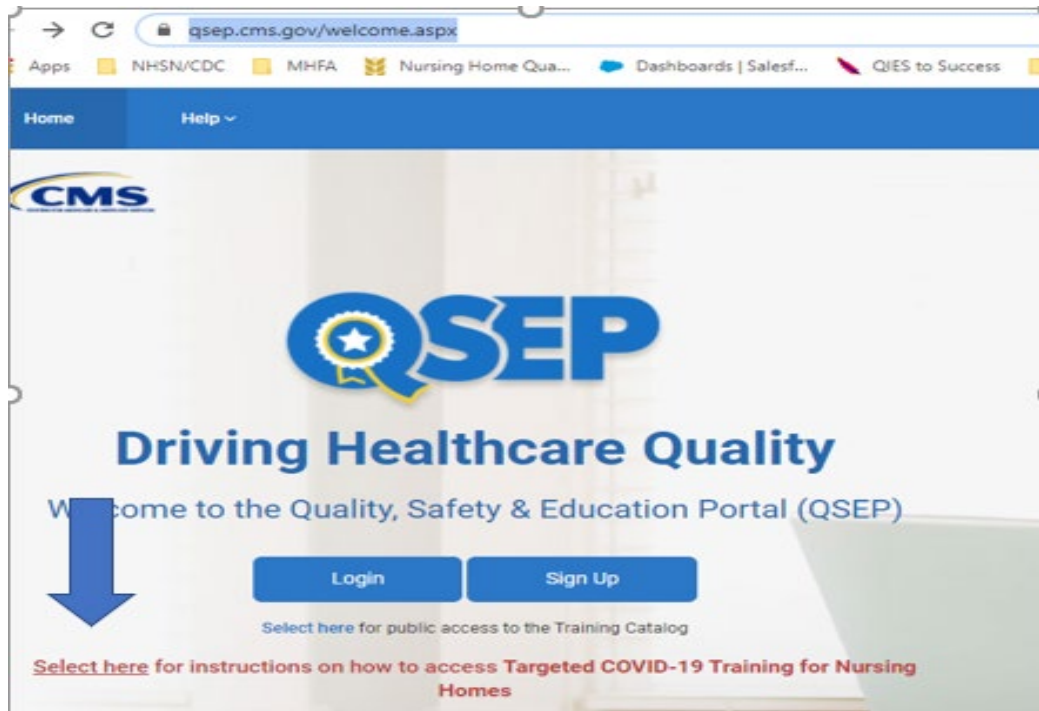
# Targeted COVID-19 Training for Nursing Homes: Tutorial for Accessing CMS QSEP



Great Plains Quality Care Coalition. **Better together.**

Access the CMS QSEP training: <https://qsep.cms.gov/welcome.aspx>

[Click here](#) for instructions on how to access Targeted COVID-19 Training for Nursing Homes



## Targeted COVID-19 Training for Nursing Homes Instructions

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.
  - 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

**QSEP** | DRIVING HEALTHCARE QUALITY

Home Help Public Access Sign Up Login 1-855-791-8900

## Targeted COVID-19 Training for Nursing Home Staff

**CMS & State Agencies**

State/Federal Surveyors | State Training Coordinators | Regional Training Administrators | CMS Central Office Managers

**Providers & Other Learners**

Providers | Accrediting Organizations | Quality Improvement Organizations | HHS Employees/Contractors | Advocacy Groups | Educators/Authors/Researchers

Not sure where to login? [Select here](#) for a comprehensive list of all QSEP user roles.

### Steps required to get a certificate for the Targeted COVID-19 Training

1. Select "Sign up" for "Providers and Other Learners".
2. Tell Us Who You Are. Enter your Name and Email address. Select "Providers and Other Learners".
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:

### Providers & Other Learners Login

Identify yourself by filling out the following information:

Enter your email address:\*

[Next >](#)

5. 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

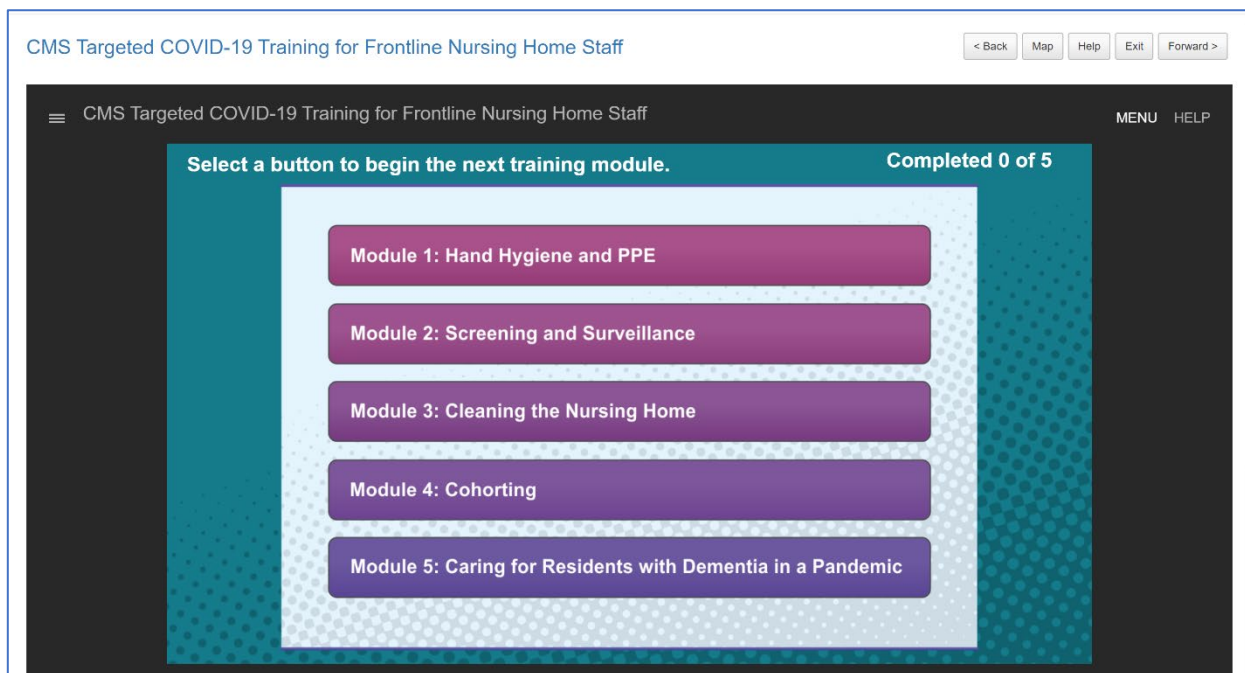
CMS Targeted COVID-19 Training for Frontline Nursing Home Staff	3 hrs.				<a href="#">Launch</a>
CMS Targeted COVID-19 Training for Nursing Home Management	4 hrs.				<a href="#">Launch</a>

6. Select the "Launch" button at the right side of the window beside the course listing
7. The Training Menu page will be displayed, where you may begin the pre-test, training, and post-test.
8. After completing the post-test, return to the Training Menu and select the "Training Evaluation" link.
9. 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.
10. Answer the rest of the evaluation survey questions and select the "Submit Evaluation" button at the bottom of the survey.
11. Once the evaluation is submitted, select "Click to View/Print Your Completion Certificate".

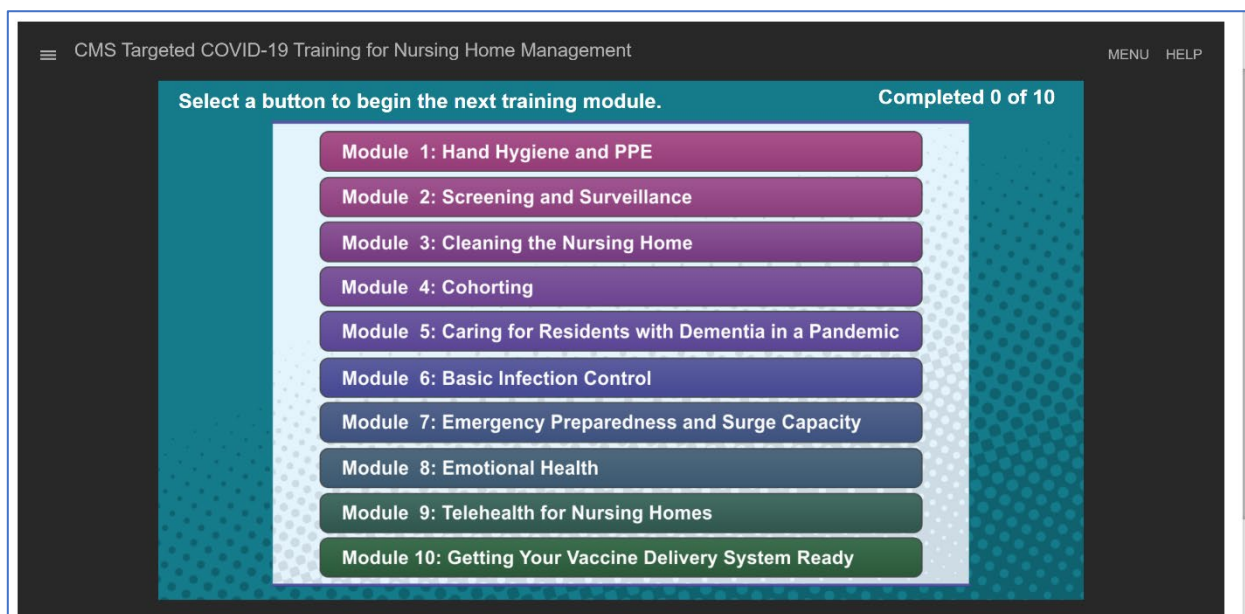
**\*NOTE – it is best to complete each module in one sitting, if possible. If you leave partway through, once you return to the system, you MAY need to restart that module.**

These are the two versions of training available:

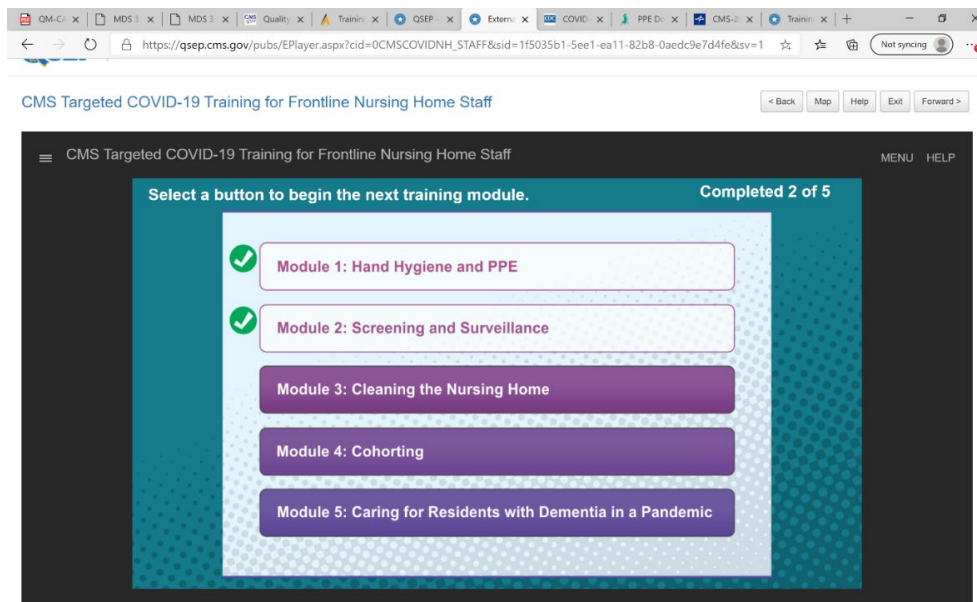
### CMS Targeted COVID-19 Training for Frontline Nursing Home Staff



### CMS Targeted COVID-19 Training for Nursing Home Management



Best Practice Tip: While there are certificates available at the completion of the training, since this is such a lengthy training, you may want to request your staff print off screen shots of each training module as they complete it. You could incorporate a friendly competition to see which wing, department or other “group” completes the most modules first.



## Group Learning

This training may be completed in a group setting. QSEP requires all participants to sign-up individually and complete the pretest prior to attendance in the group setting. After the session, each individual must login again to complete the posttest and evaluation to receive a certificate. Contact your state Quality Improvement Advisor (below) for information on how many of your staff have completed the training. Contact [helpdesk@qsep.org](mailto:helpdesk@qsep.org) to make corrections or for a list of individuals that have completed the training.

## Assuring CMS Credit

You may incorporate this training into your learning management system (LMS) suite of educational opportunities. If you do, reach out to your LMS vendor to confirm your system will coordinate with the QSEP site to assure all completers get credit for completing the training and that credit is relayed to CMS.

CMS is monitoring the number of staff members in your facility that have completed this training and encourages all employees to participate. If you would like to know how many individuals have been recorded by CMS as having completed this training, reach out to your state Quality Improvement Advisor.

**For guidance and support, please contact a member of our nursing home team; visit the [Who We Are](#) page for a listing of team members and contact information.**

## Spanish Version Modules

Access information: [https://qsep.cms.gov/pubs/ClassInformation.aspx?cid=0CMSCOVIDNH\\_STAFF\\_ES](https://qsep.cms.gov/pubs/ClassInformation.aspx?cid=0CMSCOVIDNH_STAFF_ES)

Use login information above in items 1-4; use the search field or alphabetical listing to locate the training:

Capacitación en COVID-19 para el personal en asilos de ancianos	3 hrs.		
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Training is available by request, 24 hours a day, 7 days a week. During the training, questions can be submitted using the feedback tool. For technical issues, i.e., access to training, email [CAPITACION\\_APOYO@cms.hhs.gov](mailto:CAPITACION_APOYO@cms.hhs.gov)



This material was prepared by the Great Plains Quality Innovation Network, the Medicare Quality Innovation Network - Quality Improvement Organization for North Dakota and South Dakota, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. 12SOW-GPQIN-45/1220