

Targeted COVID-19 Training for Frontline Nursing Home Staff and Management

Sign-up Instructions

1. Go to CMS' Quality, Safety & Education Portal (QSEP) by clicking the following link or by copying and pasting into your internet browser: <https://qsep.cms.gov/welcome.aspx>
2. Click **Sign up**.
3. A **Sign Up** pop-up box will appear. Click **Providers & Other Learners**.
4. On the **Tell Us Who You Are** screen:
 - a. Enter your **First name, Last name, and Email address**.
 - b. Under the **Select Your User Role**, select **Provider/Supplier** from the drop-down list
 - c. Click **Next** to continue registration.
5. On the **Provider/Supplier** screen:
 - a. Under the **Provider/Supplier Type**, select **SNF/NF - Skilled Nursing Facilities/Nursing Facilities** from the drop-down list.
 - b. Click **Facility Search**.
6. On the **Facility Search** screen:
 - a. If you know your Facility CCN, enter your **Facility CCN** and leave the rest of the fields blank and click **Search**.
OR
 - b. If you do not know your facility CCN, enter the first few characters of your **Facility Name**, the **Facility Zip Code**, an/or the **Facility State**. Click **Search**.
 - c. A list of facilities matching your criteria will appear. Select your facility from the list by clicking the **Select** button. If your facility is not listed, click the **Search Again** button at the bottom of your screen.
 - d. Verify your choice on the following screen and click **Next** to complete registration. You will receive an email confirmation.

Note: If you are not able to locate your facility or did not receive a confirmation email, please contact the QSEP Help Desk at helpdesk@qsep.org or by calling 1-855-791-8900.

Completing the Training

1. After you receive your email confirmation, go to the QSEP home page: <https://qsep.cms.gov/welcome.aspx>
2. Click **Login**.
3. A **Login** pop-up box will appear. Click **Providers & Other Learners**.

4. At the **Providers & Other Learners Login** screen, enter your email address to login to QSEP and click **Next**.

5. Use either the search field or the alphabetical listing to locate the training you would like to complete.

The training names are:

- a. CMS Targeted COVID-19 Training for Frontline Nursing Home Staff*
- b. CMS Targeted COVID-19 Training for Nursing Home Management**

* Includes five modules: Hand Hygiene, and PPE, Screening and Surveillance, Cleaning the Nursing Home, Cohorting, and Caring for Residents with Dementia in a Pandemic

** Includes 10 modules: Hand Hygiene, and PPE, Screening and Surveillance, Cleaning the Nursing Home, Cohorting, Caring for Residents with Dementia in a Pandemic, Basic Infection Control, Emergency Preparedness and Surge Capacity, Addressing Emotional Health of Residents and Staff, Telehealth for Nursing Homes, and Getting your Vaccine Delivery System Ready

6. Click the **Launch** button located on the right side of the page.

7. The **Training Menu** will appear. At the bottom of your screen, you may start the training by accessing each of the four links.

- CMS Targeted COVID-19 Training – Pre-test
- CMS Targeted COVID-19 Training (*this is the training*)
- CMS Targeted COVID-19 Training – Post-test
- CMS Targeted COVID-19 Training – Training Evaluation

To complete the training and receive a certificate, you must complete the pre-test (20 questions), all learning modules in the training, pass the post-test (20 questions) with a minimum score of 80%, and complete the training evaluation.

8. You may only complete the **Training Evaluation** after completing the other items. After answering the evaluation questions, click the **Submit Evaluation** button at the bottom of the form.

9. Once the evaluation is submitted, click **Click to View/Print Your Completion Certificate**.

10. You should also receive a confirmation email from donotreply@qsep.com:

Dear ~~Anonymous,~~

This email confirms your completion of the CMS Targeted COVID-19 Training for Frontline Nursing Home Staff training.

If this training has a certificate, it can be printed from your training plan.

When you log back into the portal:

- a. Your completion date will appear under the **Date Completed** column. If it does not, click the **Refresh My Training** button in the upper right-hand corner.
- b. You may re-launch the training by clicking the **Re-Launch** button, located in the **Action** column.

- c. You may re-print your Completion Certificate by clicking the certificate icon, located in the **Action** column.

Home / Training Catalog

Training Catalog

Refresh My Training PDF Export

Trainings

View All Providers Only

Select Provider/Supplier type

Name	Duration	CEUs	Progress	Date Completed	Action
CMS Targeted COVID-19 Training for Frontline Nursing Home Staff	3 hrs.		✓	08/26/2020	Re-Launch
CMS Targeted COVID-19 Training for Nursing Home Management	4 hrs.		✓	08/27/2020	Re-Launch

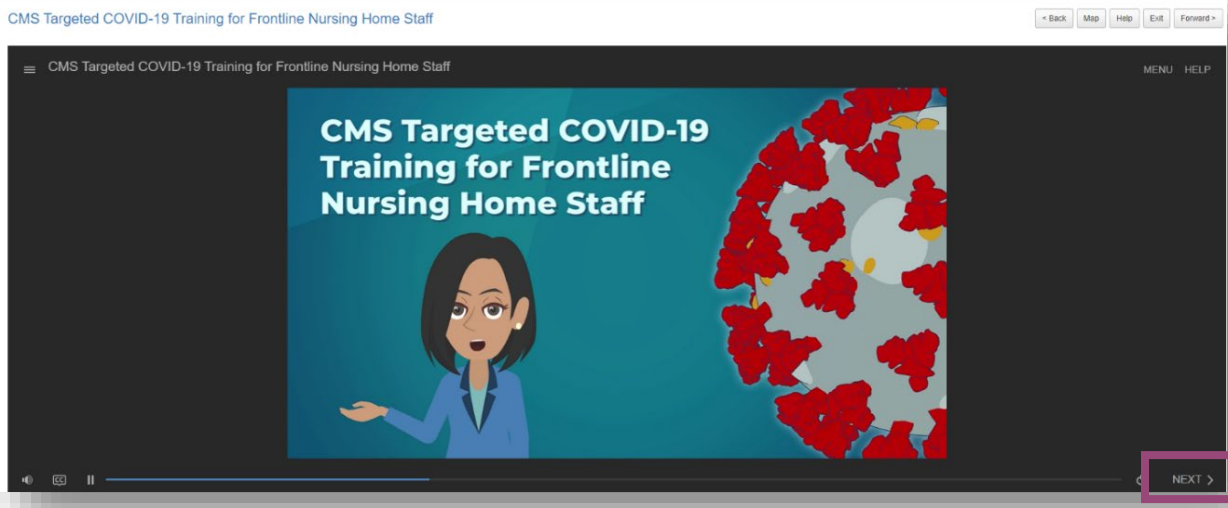
Completing Individual Modules

1. Sign up for the trainings as indicated the previous section of this document titled **Sign-up Instructions**.
2. After you receive your email confirmation, go to the QSEP home page:
<https://qsep.cms.gov/welcome.aspx>
3. Click **Login**.
4. A **Login** pop-up box will appear. Click **Providers & Other Learners**.
5. At the **Providers & Other Learners Login** screen, enter your email address to login to QSEP and click **Next**.
6. Use either the search field or the alphabetical listing to locate the training you would like to complete. The training names are:
 - a. CMS Targeted COVID-19 Training for Frontline Nursing Home Staff*
 - b. CMS Targeted COVID-19 Training for Nursing Home Management**

*Includes five modules: Hand Hygiene, and PPE, Screening and Surveillance, Cleaning the Nursing Home, Cohorting, and Caring for Residents with Dementia in a Pandemic

** Includes 10 modules: Hand Hygiene, and PPE, Screening and Surveillance, Cleaning the Nursing Home, Cohorting, Caring for Residents with Dementia in a Pandemic, Basic Infection Control, Emergency Preparedness and Surge Capacity, Addressing Emotional Health of Residents and Staff, Telehealth for Nursing Homes, and Getting your Vaccine Delivery System Ready
7. Click the **Launch** button located on the right side of the page.
8. The **Training Menu** will appear. At the bottom of your screen, click the training link.

9. The training will start at the beginning. You can proceed through the overview by clicking **Next** in the lower right-hand corner.



10. To access a specific module in the training, click **Menu** located in the upper right-hand corner. Then click the applicable module button to start the module.

