To: Qualified Assessor Training Contacts  
From: Thomas Wood, LTSS Training and Communications Manager  
Date: July 24th, 2017  
CC: Kristeena Wilson, RN, Assistant Deputy Chief, LTSS Clinical Operations  

Subject: Qualified Assessor Annual Refresher Training

Effective 7/31/2017, Qualified Assessors will be responsible for taking an online Refresher Training on a yearly basis. This applies to both HCBS Qualified Assessors and ECF Qualified Assessors. Additionally, LTSS will no longer communicate when an individual Assessor code is due to expire. This is a shared responsibility between the QA and the entity by which they are employed. We would encourage each entity to track these codes on a monthly basis. Prior to the end of the month that an Assessor code is due to expire, the Assessor must take the online Refresher Training and attest to their knowledge at the end of the training. This is completed by signing an attestation. Once TennCare receives this signed attestation, the Assessor code will be extended one year from the date of the month that the code was originally issued. If TennCare does not receive this attestation annually, the Assessor code will not be extended. In order to determine if a code is due to expire, look at the last 3 or 4 digits of the Assessor code (depending on the month it was issued). Please follow these guidelines:

- If the code expires in January, February, March, April, May, June, July, August or September then look at the last 3 digits. **Example:** A code originally issued in January 2016 will have the last 3 digits as 117. The month and year of the code will be one year after the original issue date.

- If the code ends in October, November, or December then look at the last 4 digits. **Example:** A code originally issued in October 2016 will have the last 4 digits as 1017. The month and year of the code will be one year after the original issue date.

**Qualified Assessor Code Break Down (using a generic code JD0456116):**

![Code Break Down Diagram]

- **JD:** Assessor's first and last initial  
- **0456:** The date month and year the assessor code will expire
Each entity should designate a Training Contact to track their employee's Assessor codes. This person should ensure each Qualified Assessor takes the online Refresher Training on an annual basis to ensure their Assessor code does not expire. Prior to the effective date of this memo, each Training Contact will receive a list of your company's active Assessors to assist you in tracking these codes.

The Refresher Training can be found on the LTSS website here: http://tn.gov/tenncare/article/LTSS-Qualified-Assessor-Refresher-Trainings

As always, should you have questions, feel free to contact me via email at Thomas.Wood@tn.gov or by phone at (615)507-6022. Thank you for your continued collaboration.