

DATE: February 11, 2020

TO: Medicaid Nursing Facility (NF) Providers
TennCare Health Plans

FROM: Makeshia Howell, Assistant Deputy, LTSS Data Governance and Reporting

CC: Tennessee Health Care Association
QuILTSS Stakeholder Group
William Aaron, Chief Financial Officer
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SUBJECT: QuILTSS #12 Staff Training Submission Memo

The purpose of this memo is to notify you that the portal is now open for submission of data for the Staff Training measure as the final component of the QuILTSS #12 submission.

The timeline for viewing the orientation video ended on February 7, 2020.

The QuILTSS Institute will distribute a final report to each facility around February 14, 2020. This report will include information on employees (leadership/staff) who will get credit for completing the training. This is the report you will use for purposes of your QuILTSS #12 submission. TennCare will also have a copy of the final reports for each facility for validation purposes.

As a reminder, facilities must provide information on all “leadership” and all “staff” in the QuILTSS Institute Staff Training Validation tool. Please make sure to use the most updated version of the tool that can be accessed [here](#). Please provide a complete listing of all employees (leadership/staff) at your facility **as of January 31, 2020 and** identify, using *The QI* data, whether each person will (or will not) receive credit for completion. You should *only* report staff as having completed the training if *The QI* data shows they have completed the training. We will validate your responses against *The QI* data.

The completed QuILTSS Institute Staff Training Validation Tool must be submitted to TennCare via the **Formstack Portal**. **The portal is now open** and can be accessed at https://stateoftennessee.formstack.com/forms/nf_quiltss_12_staff_training_orientation_submission.

Reporting on this component of the Staffing/Staff Competency is due by 11:59pm CT on **February 21, 2020**. Submissions received after this deadline will not be evaluated.



MEMO

Important Notes:

Please begin the submission process as soon as possible to allow for ample time to resolve any unexpected issues which may impact a timely submission. Should you encounter technical difficulties, it is imperative to notify us immediately at Qu.LTSS@tn.gov so that we are aware of the issues and assist with a resolution.