

Seniors and People with Disabilities

Genevieve Sundet  

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**Authorized Signature**

**Number:** SPD-IM-09-058  
**Issue Date:** 7/2/2009

**Topic:** Other

NetLink Training:

**Subject:** CMS Assurance Requirements and Program Evaluation Results

**Applies to (check all that apply):**

- |                                     |                               |                                     |                                      |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/>            | All DHS employees             | <input type="checkbox"/>            | County Mental Health Directors       |
| <input checked="" type="checkbox"/> | Area Agencies on Aging        | <input type="checkbox"/>            | Health Services                      |
| <input type="checkbox"/>            | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/>            | County DD Program Managers    | <input type="checkbox"/>            | Other (please specify):              |

**Message:**

The Seniors and People with Disabilities Program Evaluation Team is conducting a NetLink session highlighting the statewide quality assurance case review completed late last year. The Center for Medicare & Medicaid Services (CMS) Assurance Requirements and how they relate to the case review process and field staff duties will be clarified. The sessions will also include information regarding upcoming local office technical assistance in addition to changes in the future review process. There will be two sessions available. The first session will be Tuesday afternoon, August 4<sup>th</sup> and a repeat session will be Thursday morning, August 6<sup>th</sup>.

**To register follow these instructions:**

- Login to the DHS Learning Center at <https://dhslearn.hr.state.or.us>
- From your Homepage select "**Courses and Registration**" from the purple Navigation bar
- Select "**Find a Course & Register**"
- In the "**Keywords**" field type Performance Evaluation or CMS or in the "**Course #**" field enter C01340
- The course will be displayed in the bottom left-hand frame
- Click on the blue information icon ""
- Class information along with upcoming dates will be displayed in the lower right-hand frame
- Click on the "**Register**" link
- On the day of the session, the "**Join**" link will appear on your Learning Center Homepage next to the course title. Clicking the "**Join**" link launches the NetLink application.
- From your Homepage you can view and print course materials by clicking on the Course Materials link located under the Course/Session Information heading.
- From your Homepage you also have the ability to "**Join**" the "**NetLink Audio Test**" or **CLICK HERE**. This important step will ensure that joining a NetLink session is straightforward.
- For more information on NetLink, such as: How to order a headset, Technical information, and a short tutorial **click here!**

**PHONE NUMBERS:**

- Learning Center Login questions? DHS Service Desk (503) 945-5623
- NetLink Technical Support? (503) 378-5885
- Other training questions? DHS Training & Development (503) 947-5457

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Gini Shaw		
<b>Phone:</b>	503-945-5976	<b>Fax:</b>	
<b>E-mail:</b>	<a href="mailto:Gini.Shaw@state.or.us">Gini.Shaw@state.or.us</a>		