

Date: February 7, 2001

DSL-BQA-01-006

To:	Adult Day Care Centers	ADC 01
	Adult Family Homes	AFH 04
	Ambulatory Surgery Centers	ASC 01
	Certified Mental Health/AODA Providers	CMHA 02
	Community Based Residential Facilities	CBRF 05
	End-Stage Renal Disease	ESRD 01
	Facilities for the Developmentally Disabled (FDDs)	FDD 03
	Home Health Agencies	HHA 03
	Hospices	HSPC 03
	Hospitals	HOSP 04
	Nurse Aid Training Programs	NATP 03
	Nursing Homes	NH 03
	Outpatient Rehab. Agencies	OPT/SP 01
	Residential Care Apartment Complexes	RCAC 03
	Rural Health Clinics	RHC 03

From: Jan Eakins, Chief
Provider Regulation and Quality Improvement Section

Via: Susan Schroeder, Director
Bureau of Quality Assurance

Requests for BQA Staff Participation in Training Events

The Bureau of Quality Assurance (BQA) has recently updated its policy regarding requests for training and presentations from organizations and associations. This policy change reflects BQA's need to better target staff resources; to facilitate training opportunities for BQA staff; and, to recover allowed costs incurred by BQA in developing and presenting the training we provide.

At the time BQA receives a request to participate in a training or presentation, additional information will be requested. This information will include the topic(s) to be addressed, entity name requesting the training, location of the program, date, time and length of the program, target audience, and registration fee, if any. BQA management staff will review the request and approve or deny it, based upon the information provided and staff availability. Depending on the request, BQA may charge a fee to cover its allowed costs; or, ask that the requestor waive registration fees, allowing up to six BQA staff to attend the event as participants. The BQA presenter will notify the requestor of the Bureau's decision and discuss any terms for the presenter to speak at the event, as appropriate.

If you have questions about this policy, please contact Jan Eakins at (608) 266-2055.