CROWN Memorandum

Memo Number: 02-0012-SW

TO: ESRD Executive Directors, ESRD Data Managers

FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management Information Systems Group, OCSQ

DATE: October 3, 2002

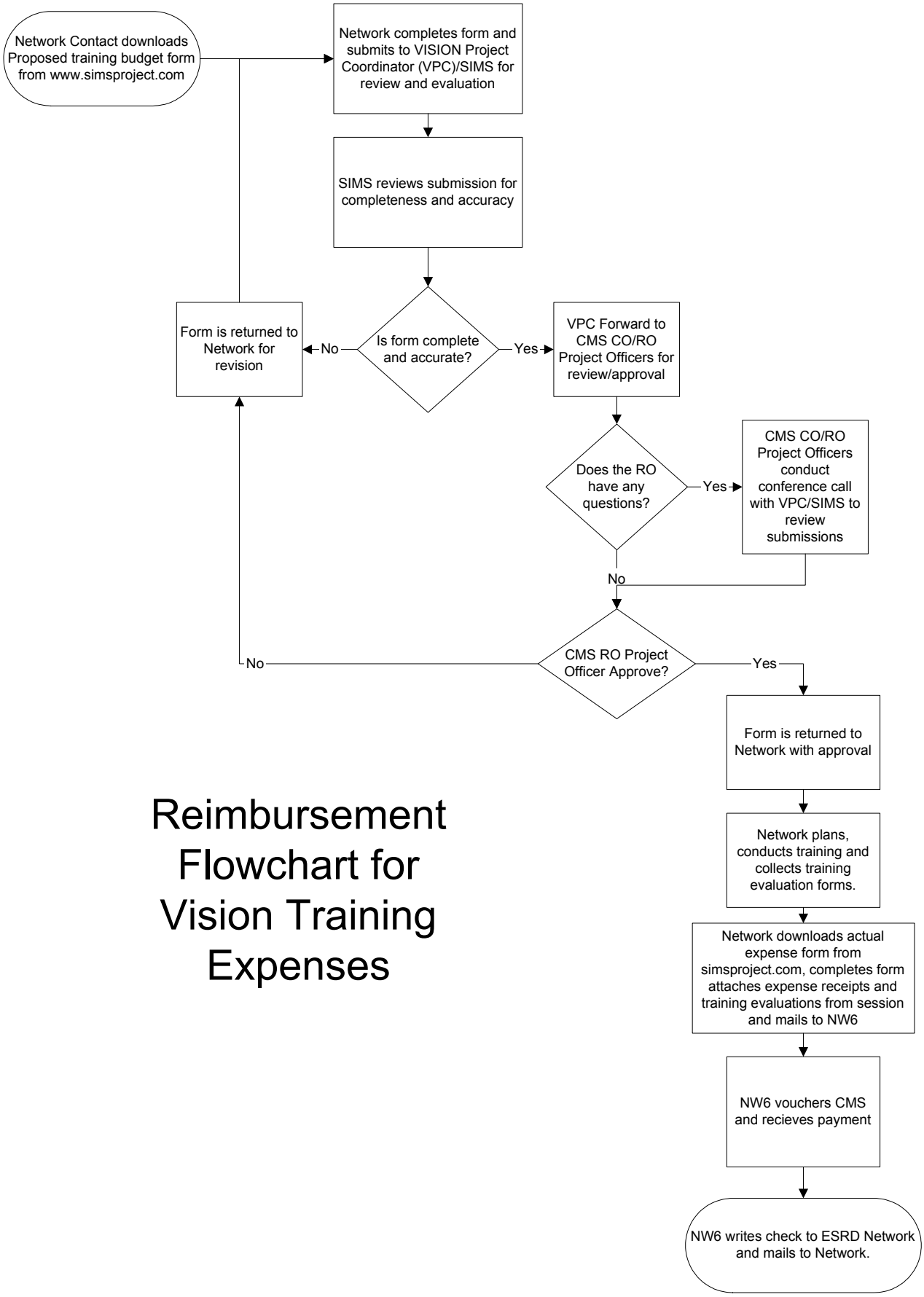
SUBJECT: VISION Training Reimbursement Form(s)

As part of the VISION Training Initiative, all Networks are required to submit a request for reimbursement of VISION training expenses. All expenses related to VISION Training must be approved by CMS **prior** to costs being incurred. Networks are REQUIRED to use the VISION Training forms supplied by SIMS. CMS will not accept information submitted in any other format. A flowchart of the general process is outlined on the following page. This process is still under development and may be updated as we receive feedback from the Networks.

The training reimbursement forms can be found at the SIMS website under the Vision Downloads at http://www.simsproject.com. The first form is labeled **VISION "Face-To-Face" Training Budget and Reimbursement Form** and should be completed for each separate training session that you are planning to hold. This form should only include expenses for the training described in this Training Session Overview section. The second form is labeled **VISION General Budget and Reimbursement Form** and is for any other costs for training not included in the face-to-face costs.

The completed forms are to be submitted to the VISION Coordinator at vision@nw6.esrd.net and once reviewed for accuracy and completeness are forwarded to the Network's Project Officer. These forms are necessary to manage the process of reimbursing all Networks for costs associated with training facilities on the VISION application and process. Remember, the forms are to be submitted for approval by CMS *prior* to costs being incurred. After approval from CMS and after the training session has been conducted, the Networks will submit their actual expenses (with receipts) and Training Evaluations to the VISION Coordinator. These forms will be made available on the SIMS Website.

CMS is currently working with the SIMS Staff to develop VISION promotional material (i.e., pens, t-shirts, etc.) for distribution by all Networks at their training sessions.

If you have any questions please contact the VISION Project Coordinator (Crystal Henderson) or your Project Officer.

Reimbursement Flowchart for Vision Training Expenses