Getting Started with SMP Resource List

This list of resources and links is intended to help new SMPs get started working with the SMP network. Resources are available on the SMP Resource Center's public website: www.smpresource.org or in the password-protected SMP Login area, as indicated below. The SMP Login area provides access to the SMP Resource Library and/or TRAX: Training Tracker, depending on each SMP user's access levels. If you're not sure of your access to the SMP Login area or which training you should take, contact your SMP director or coordinator of volunteers. Recordings of past events are available as resources in the library and are included in applicable curricula in TRAX.

Suggested web events and curricula (which include web events, online training, and/or other resources) for new SMPs are shown below in green text.

> **Tip:** Check the dates of any copies of resources you already have on hand, to ensure they are current. Version dates are provided in the library description for each resource.

1. **Where to go for help & how to find resources**

   - ☐ www.smpresource.org resources
     - ▪ Contact Us
   - ☐ SMP Login resources
     - ▪ Welcome to TRAX Curriculum (automatically assigned to all TRAX and library users; see your to-do list in TRAX)
     - ▪ SMP Resource Library 101 Curriculum (automatically assigned to all library users; see your to-do list in TRAX)
       - o SMP Resource Center Orientation web event and related resources
     - ▪ Start Here! SMP Resource Lists from the Center
     - ▪ Meet the SMP Resource Center Staff Tip Sheet

   Tips for library users:
     - ▪ Use the Featured Resources on the Library Home page for resource lists, SIRS access, and more!
     - ▪ Use the FAQs tab to access tutorials and other resources on specific topics related to using the SMP Resource Library and TRAX: Training Tracker.
     - ▪ Use the Events tab to register for upcoming events.
     - ▪ Use the TRAX tab to access your assigned training and add training to your own to-do list. Use the Curriculum tab in TRAX (TRAX > Available Training) to access multiple curricula for SMPs.
       Tip: To see curricula descriptions, click "Actions" next to the curriculum name and select "View".

2. **General SMP program information**

   - ☐ www.smpresource.org resources
     - ▪ Homepage: Information about the SMP program for the general public and for SMPs
     - ▪ Medicare Fraud > Fraud Schemes: Tip sheets, videos, and infographics on various topics
     - ▪ SMP Login: Log in to the SMP Resource Library and TRAX: Training Tracker.
   - ☐ SMP Login resources
     - ▪ National SMP Brochure and Bookmark
     - ▪ My Health Care Tracker
     - ▪ SMP Foundations Training Curriculum (online training, manual, and assessment)
   - ☐ Subscriptions to SMP News and Medicare Messenger
     - ▪ Contact your SMP director to initiate your subscription invitation in the library.

3. **SMP outreach and education**

   - ☐ SMP Login resources
     - ▪ SMP Group Education Training Curriculum (online training, manual, and assessment)

- SMP Communications Training Curriculum (webinar recordings and related resources)
- Get Noticed: 7 Strategies to Ramp Up Your Facebook Presence web event
- Medicare Minute materials (various)
- ☐ Additional resources
  - SMP Resource Center Facebook, Twitter, LinkedIn, and YouTube accounts

4. **SMP counseling**

☐ SMP Login resources
  - SMP Counselor Training Curriculum (online training, manual, and assessment)
  - Privacy & Confidentiality Training Curriculum (online training and assessment)

5. **SMP complex interactions**

☐ SMP Login resources
  - SMP Complex Interactions Training Curriculum (webinar recordings, manual, assessment, and additional resources)
  - CMS Unique ID Training Curriculum (webinar recording, privacy training, and related resources)

6. **SMP Information and Reporting System (SIRS)**

☐ SMP Login resources
  - SIRS Access and Training Resources
  - SIRS Training Matrix
  - SIRS Training Series Curriculum (comprehensive SIRS training; includes all web events and job aids related to SIRS) **OR**
    SIRS Training – Basic Data Entry Curriculum (basic SIRS training for SMP team members who enter their own data in SIRS; includes one web event and one job aid)
  - SIRS job aids (various)
    - ○ **Tip:** Search using keywords "job aid."
  - OIG Report Training Curriculum (training and resources to help SMPs review and correct their OIG Report data to ensure accuracy)

7. **Volunteer Risk and Program Management (VRPM) and Volunteer Training**

☐ SMP login resources
  - VRPM Management Curriculum (VRPM Orientation web event and related resources)
  - Training Management Curriculum (Orienting and Training SMP Volunteers web event and related resources)
  - ACL's VRPM Policies
  - VRPM Resources by Policy Number OR in Alphabetical Order by Grouping
  - *SMP Volunteer Program Management Manual*