Instructions to Register with WebEx for Designated Managers Testing

IMPORTANT: Please read this entire document!

1. **Click on the link to Register available on the MMAC website – <u>DO NOT</u> use your phone/device to register. YOU <u>MUST</u> USE YOUR COMPUTER.**

Registration

Registration is required for each attendee prior to taking the test. Make sure that you use a valid email address specific to the person registering (more than one person cannot register with the same email). **<mark>You will also have to use a desktop or laptop for registering AND attending this testing session. A tablet, Chromebook, or smartphone will not be sufficient.</mark>** You must review all of the Designated Manager training open book materials posted on MMAC's site prior to the test. Space is limited. Registration will close at midnight prior to each session date. Once the training date has reached capacity, the date will no longer be available for selection on the registration form. **The next session will not be made available until after the current class has taken place.**

PLEASE READ INSTRUCTIONS FOR REGISTERING BEFORE CLICKING ON THE LINK 📄

Registration link: IN HOME DESIGNATED MANAGER TESTING JUNE 10, 2025

2. **After you click on the link to register, you should see the screen below.**

webex
by cisco

Please provide the following information to register for this training session. You will receive an email confirmation of your registration.

Session Information

Topic:	DM Testing June 10, 2025
Session status:	Not Started
Session dates:	Tuesday, June 10, 2025
Starting time:	9:00 am, Central Daylight Time (Chicago, GMT-05:00)
Duration:	5 hours
Presenters:	Michael Valley
Description:	
Host's name:	Cynthia Werdehausen
Host's email:	cynthia.j.werdehausen@dss.mo.gov

Registration Information

First name:		(Required)
Last name:		(Required)
Email address:		(Required)
Company:		(Required)
Address 1:		(Required)
Address 2:		(Required)
City:		(Required)
State/province:		(Required)
ZIP/postal code:		(Required)

Phone number: Country/Region Number (with area/city code)
1

NPI:		(Required)
Las 4 of SSN#:		(Required)
DOB MM/DD/YYYY:		

☑ Remember me on this computer

(Clear my information)

3. **Scroll down - you must fill it out all "Required" fields completely. Make sure that you enter a unique email address associated only to you. (More than one person cannot use the same email address. ONLY ONE PERSON PER EMAIL ADDRESS WILL GET CREDIT FOR ATTENDING).**
   Verify the address is correct before you click the "Register" button. If your address is mistyped, you will NOT be able to attend.

Registration Information		
First name:	Cynthia	(Required)
Last name:	Werdehausen	(Required)
Email address:	mmac.ihscontracts@dss.mo.gov	(Required)
Company:	MMAC	(Required)
Address 1:	3418 Knipp Dr	(Required)
Address 2:	3418 Knipp Dr	(Required)
City:	Jefferson City	(Required)
State/province:	MISSOURI	(Required)
ZIP/postal code:	65101	(Required)
Phone number:	Country/Region Number (with area/city code)	
	1	
NPI:	1111111111	(Required)
Las 4 of SSN#:	XXXX	(Required)
DOB MM/DD/YYYY:	xx/xx/xxxx	

☑ Remember me on this computer

(Clear my information)
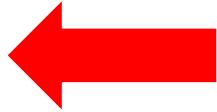
Register

4. **Once you have "registered" you will immediately see the screen below.**

MO.gov
Official Missouri State Website

Registration Confirmed DM Testing

Thank you for registering. You will receive this information in an email message confirming your registration.

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5. **Next, you will receive the email below to the email address you used to register. KEEP THIS EMAIL – it contains the link you will need to JOIN the day of testing.**

Fri 12/4/2020 8:44 AM

messenger@webex.com

You are registered for the training session: DM Testing

To   Werdehausen, Cynthia J

Enterprise Vault

Hello Cynthia Werdehausen,

Your registration for the following training session is accepted:

Topic: DM Testing
Host: Cynthia Werdehausen
Date: Wednesday, March 10, 2021
Time: 9:00 am, Central Standard Time (Chicago, GMT-06:00)
Registration ID: 283611
Session number: 177 490 0142
Session password: dm0321test

To join the training session
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1. Go to https://stateofmo.webex.com/stateofmo/k2/j.php?MTID=t023b208e2ad599743fca34612b508111
2. Enter your name and email address (or registration ID).
3. Enter the session password: dm0321test
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link
https://stateofmo.webex.com/stateofmo/k2/j.php?MTID=tc3005e6b3848dca0f195af1794563a8d

If you do not receive the email above right away, <mark>check your JUNK or SPAM folders</mark>. If it is not there, then click on the register link again and make sure that you are using a valid email address. You can also do a search of emails for the confirmation from Webex at messenger@webex.com.

No one will be available the day of testing to help resolve registration issues if you are not already registered or have not received the link to "Join".

DAY OF TESTING - You will receive a reminder email from <u>messenger@WebEx.com</u> one hour and again at 30 minutes prior to the session starting. NOTE the system will not let you join until <u>30 minutes</u> prior to the start of the session. Join as soon as you can.

<u>Important things to remember:</u>

- **Designated Managers Test will be Open Book -** The training materials for the test should be reviewed online at MMAC's website site prior to the class room training. **It is encouraged that you print or save the materials and familiarize yourself with them.** https://mmac.mo.gov/providers/provider-enrollment/home-and-community-based-services/open-book-dm-testing-materials/
- **You <u>will need</u> a laptop computer or desktop computer to take the test! Tablets, Chromebooks and phones are NOT allowed.**

- This test is not intended to educate you on **all** of the regulations and procedures you need to operate your business. Other training classes can be found on the MO HealthNet website at http://dss.mo.gov/mhd/providers .
- The test is OPEN BOOK, you will have to know how to look up regulations.
- Most of the testing material are regulations, make sure that you know how to find a regulation if given the number.
  - Ex: 13 CSR 70-91.010(4)(A)1
    Question – A Unit of Service is 15 minutes. True/False
    https://www.sos.mo.gov/cmsimages/adrules/csr/current/13csr/13c70-91.pdf
    WERE YOU ABLE TO FIND THE ANSWER?
- **You need to understand what the regulation means**

Once you are in the system this is what your screen should look like.
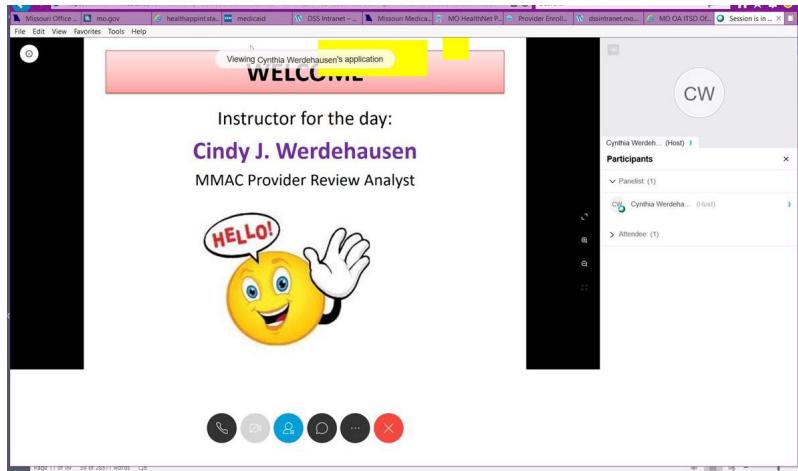
The power point will be to the left and the box for Q&A and CHAT will be to the right

REVIEW

- Quick housekeeping
- We will do a quick review of MMAC and a recap on current issues
- Go over the testing format and materials
- Take a 15 minute break – this will also allow people time to get ready and open book materials prepared for the test
- I may not get to all the questions during the training, but everything from Q&A/CHAT will be saved and someone will respond to your question after the testing..
- If you have not used WebEx in the past, it may be helpful to familiarize yourself with the functionalities prior to attending. Youtube.com has videos that may be of help.

TEST

The test consists of 50 multiple choice and true/false questions. You will three (3) hours to take the test. A score of 80% or more is required to pass.