

# Instructions to Register and JOIN with WebEx for CDS Manager Testing

1. Click on the link to register found in the email from [MMAC.IHSCONTRACTS@DSS.MO.GOV](mailto:MMAC.IHSCONTRACTS@DSS.MO.GOV) – below is an example of the email sent for the April 11 test date.

NPI-first 4 digits      Test Date      Registration link:  
Additional attendees      April 11, 2024      <https://stateofmo.webex.com/stateofmo/k2/j.php?MTID=t87c466154b4b96ed482264c91144c228>

2. After you have clicked on the link to register, you will see this screen; you must fill it out ALL of the required boxes. Make sure that you enter the email address associated to you alone (more than one person cannot use the same email address).

## Register for CDS Manager Test 5.23 NPI 1497-1992

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

### Registration Information

First name:	<input type="text" value="Cynthia"/>	(Required)
Last name:	<input type="text" value="Werdehausen"/>	(Required)
Email address:	<input type="text" value="mmac.ihscontracts@dss.mo.gov"/>	(Required)
Company:	<input type="text"/>	(Required)
Address 1:	<input type="text"/>	(Required)
Address 2:	<input type="text"/>	(Required)
City:	<input type="text"/>	(Required)
State/province:	<input type="text"/>	(Required)
ZIP/postal code:	<input type="text"/>	(Required)
Phone number:	<input type="text" value="1"/> <input type="text"/>	
NPI:	<input type="text"/>	(Required)
Las 4 of SSN#:	<input type="text"/>	(Required)
DOB MM/DD/YYYY:	<input type="text"/>	
<input checked="" type="checkbox"/> Remember me on this computer		
<a href="#">(Clear my information)</a>		

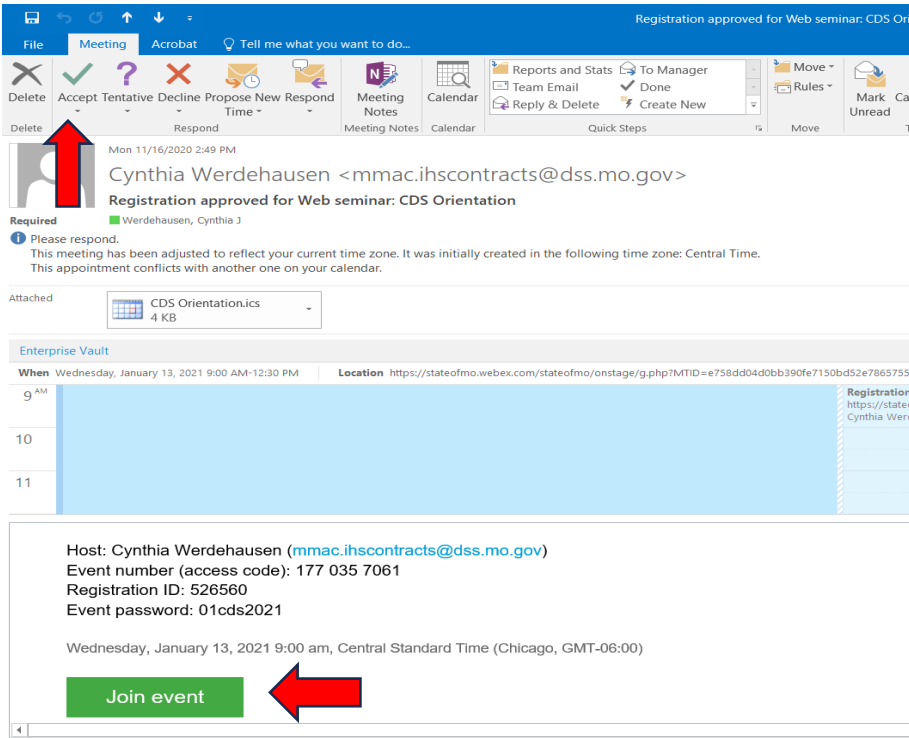
**Certificates require an address and are emailed to the address on the registration.**

3. Once submitted you should receive the email below IMMEDIATELY to the email you registered with. If you do not receive the email below right away, check your JUNK or SPAM folders.

**\*\*PLEASE CHECK YOUR EMAIL FOLDERS IMMEDIATELY - DO NOT WAIT TO DO THIS STEP\*\***

If it is not there, then PLEASE click on the register link again and make sure that you are using a valid email address. You must be able to receive emails from [messenger@webex.com](mailto:messenger@webex.com).

If you used the correct email address and still have issues – try using a different email account. We've seen issues with those who email addresses that end with @att.net and @sbcglobal.net.



Please ACCEPT this invitation to add to your calendar.

Is also has the link to JOIN the day of the training, be sure to

**KEEP THIS EMAIL**

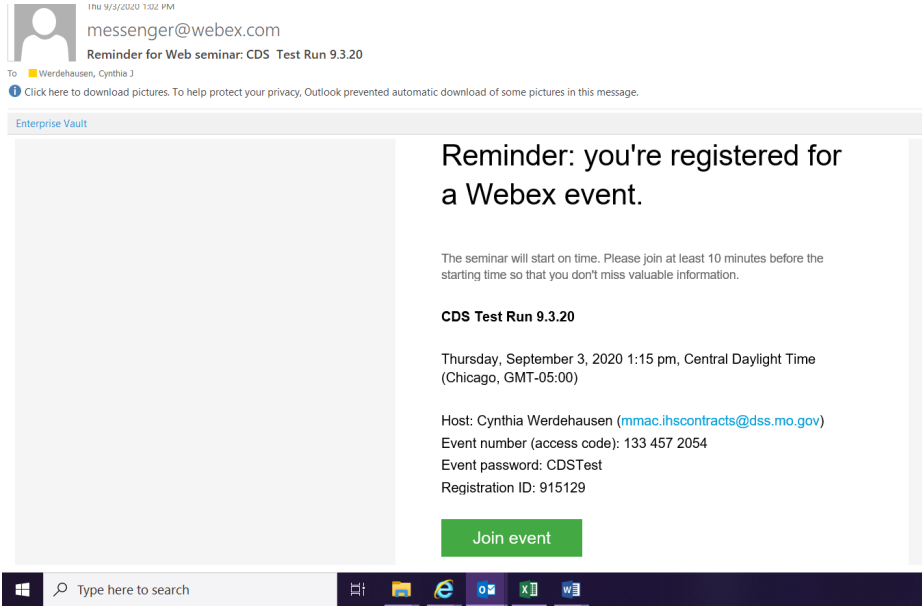
It has your registration # and password for the session

**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\*\***

If you did not ACCEPT the invitation and had the session added to your calendar, you may also use the CONFIRMATION EMAIL for your link to JOIN, it will also have your registration number and password to join. Make sure you save the confirmation email and save it somewhere.

You will also receive a reminder email from [messenger@WebEx.com](mailto:messenger@WebEx.com) one hour prior to the session starting. See example below.



**\*\*NOTE\*\*** the system will not let you join until 20 minutes prior to the start of the session. Join in as soon as you can. A lot wait until right before the start time and then experience delays and other issues with joining the session.

**Again, 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”.**

**You MUST JOIN the session from a LAPTOP/DESKTOP computer – Chromebook, tablets, phones, notebooks and Surface will let you into session but cannot accept the test.**

#### **AGENDA:**

- Quick housekeeping
- Reason for testing – Test format, questions, time, score
- Recap of current issues
- Break – 10 min
- Go Over testing material
- Launch test

#### **TEST:**

- 40 Questions
- 3pt each (120) – must score 96 or higher for a passing grade
- 3 hours to complete the test from the time it is launch in the training session

**\*There is no link to the test that will be sent out, you must be logged into the virtual room from a laptop or desktop computer to receive the test.**

#### **Example Test Question:**

1. 19 CSR 15-8.200(3)

Assessments are to be conducted by DHSS or its designee, utilizing the approved interactive assessment tool (RAI).

True or False

Use the link to find your answer

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c15-8.pdf>

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.