

In Home and CDS Manager Training Instructions

IMPORTANT: Please read this entire document!

We are moving to TEAMS Webinar for the presentation portion and FORMS for the test. You will want to download TEAMS (yes, it's free) for access and attendance. By having the app, you will be able to access the CHAT and receive a recording of the session.

1. Click on the link to Register available on the MMAC website

Registration link: **IN HOME DESIGNATED MANAGER TEST MARCH 11, 2026**



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

Teams Webinar for Contracts Unit

Details

Test the Registration feature and attendance to a Teams Webinar. Once meeting is open we will work on sharing screens, volume, see attendees, webinar features such as notating and closed caption. Verify what emails are sent out, how they look and what reports are available for tracking attendance and how they look. Accessibility to recording and reports after the fact.

Speakers (2)

Register

Thu, Jun 18
11:30 AM - 12:00 PM CDT
Online event

3. By clicking on the “REGISTER” will take you to the registration form; please make sure that your registration is complete. Be sure to use the name you want on your certificate and your most current information associated with you as a manager.

Teams Webinar for Contracts Unit

Thu, Jun 18, 11:30 AM - 12:00 PM CDT

Registration Information

First name *

First name

Last name *

Last name

Email *

Email Address

Address *

Address

State *

State

Zip Code *

Zip Code

Organization

Organization

NPI *

NPI

Last 4 Digits of SSN *

Last 4 Digits of SSN

DOB

DOB

☐ I have read and agree to the [Microsoft Event Terms and Conditions](#) *

- ❖ **NPI: is 10 digits – if your agency has yet to be assigned a NPI, you may use a generic number as per the example below**
- ❖ **Last 4 of SSN – this is a must to track not only you to the certification but attendance to required Annual Update Meetings for Managers.** This is extremely helpful for those with common names to differentiate and for those who changed their name, the last 4 digits didn't change
- ❖ **You will be required to click on the agreement to the Terms and Conditions**

When complete click on the “REGISTER” button.

organization_label

MMAC

NPI *

1111111111



Last 4 Digits of SSN *

5678



DOB

06/16/2026

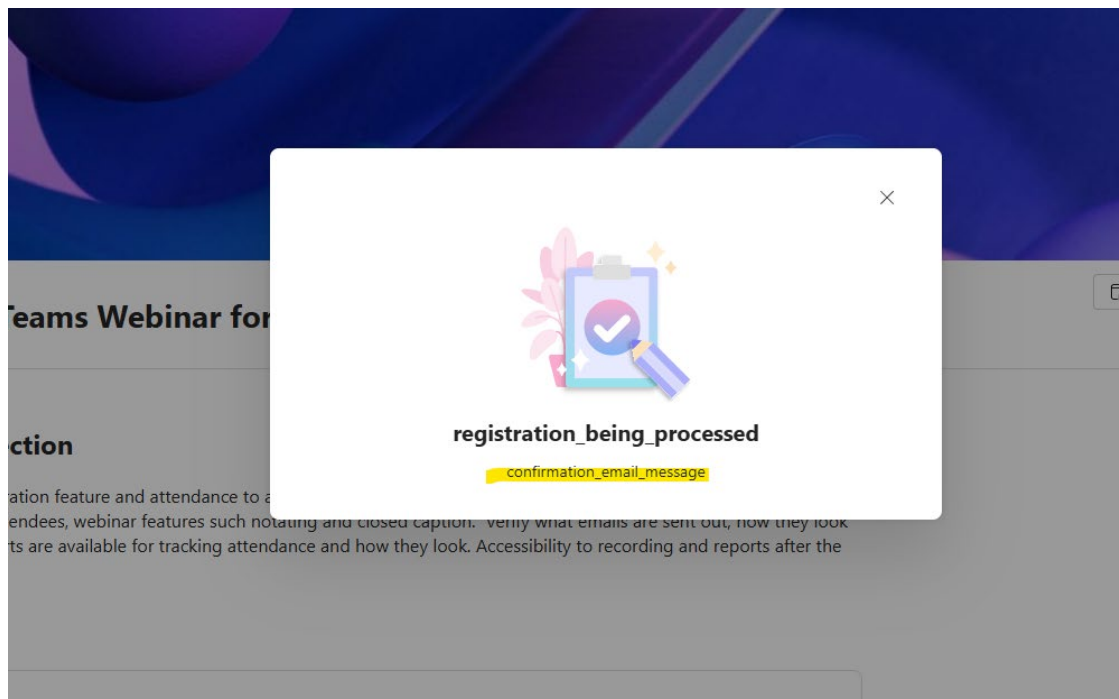


terms_of_use_statement [microsoft_terms_and_conditions](#) *

button_register

button_cancel

- After you submit the registration, you will receive a notification (see screen shot below) that a confirmation email will be sent once processed.



- Immediately you should receive your confirmation email from Microsoft TEAMS.

Microsoft Teams

You're registered for Teams Webinar for Contracts Unit - You're registered for Teams Webinar for Cor

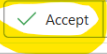
6. Make sure that the session is added to your calendar in TEAMS as it will have the link to JOIN the day of. You may also be able to save this to your calendar as well.

Teams Webinar for Contracts Unit

Organizer  Microsoft Teams <no-reply@teams.mail.microsoft>

Time Thursday, June 18, 2026 11:30 AM-12:00 PM

Location

Respond   

 CalendarInvite.ics
17 KB

Your spot is reserved for this event.

Teams Webinar for Contracts Unit
Thu, Jun 18, 2026 11:30 AM - 12:00 PM CentralSt

We look forward to seeing you!

Sincerely,
Werdehausen, Cynthia J

[Join event](#) 

Unable to attend? [Cancel your registration](#)



If you do not receive the email above right away, check your JUNK or SPAM folders. 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 Microsoft Teams.

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”.

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****DAY OF TESTING**** - You will receive a reminder email one (1) hour prior to the start of the session. This reminder will not include a link to the session, you should already have that on your calendar.

Preview Webinar reminder



Test Session for CDS Manager - trying out new format is almost here

Hi

Just a quick reminder that this event is coming up soon.

Test Session for CDS Manager - trying out new format
Tuesday, July 21, 2026 9:00 AM - 3:30 PM (UTC-06:00)
Central Time (US & Canada)

See you there!

Sincerely,
Werdehausen, Cynthia J

MO GCC

This event is powered by Microsoft Teams, under the direction of the meeting organizer. The data processing that occurs for purposes of this event is subject to the terms of the meeting organizer. [Microsoft Privacy Policy](#)

[Close](#)

Important things to remember:

- **Managers Test will be Open Book** - The training materials for the test should be reviewed online at MMAC's website prior to the classroom training. You will have to know how to look up information in state rule, regulations and manual.
<https://mmac.mo.gov/providers/provider-enrollment/home-and-community-based-services/open-book-dm-testing-materials/>
- **The test will be sent via a LINK to the FORMS website. You do not need to download anything to access the test.**
- **Both TEAMS and FORMS is available/accessible on all devices (desktop, laptop, tablet, Chromebook or smart phone)**
- This test is not intended to educate you on **all** 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>
- Below is an example of a test question. You will be given where to find the information to answer the question. 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 the rule, regulation, requirement, or manual means (intent) as every answer is not word for word.**

Training/Test Session:

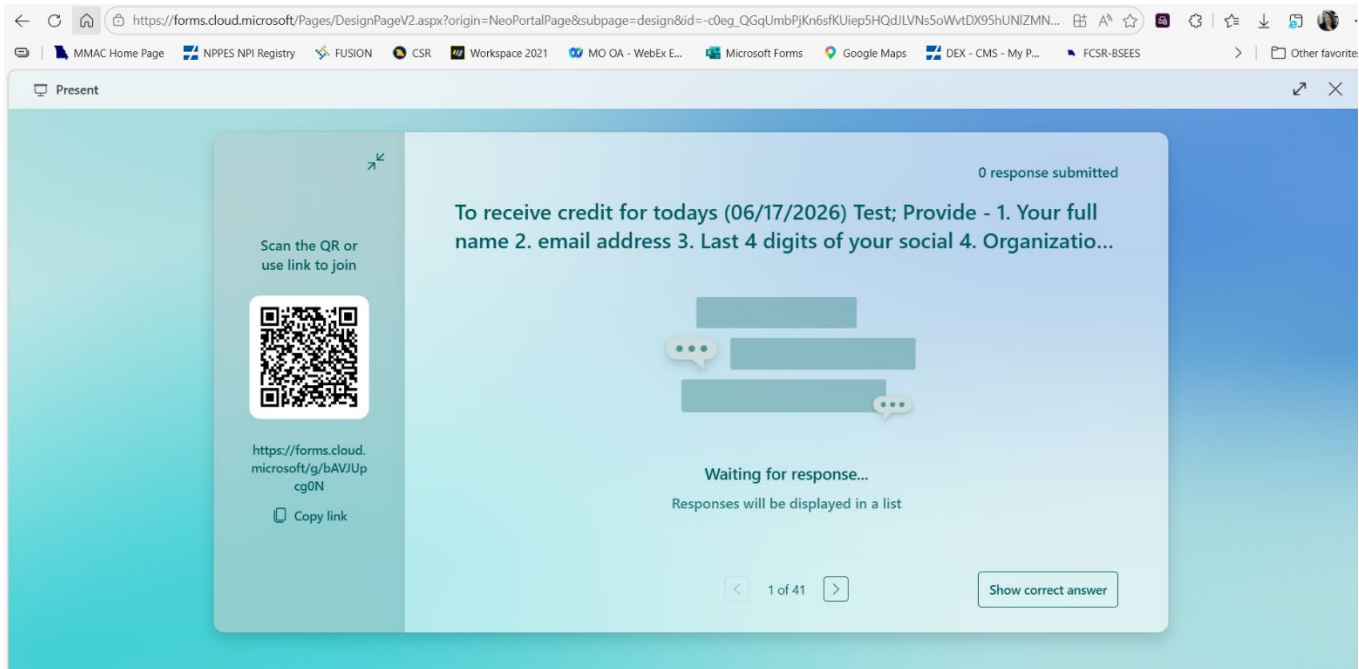
REVIEW

- Quick housekeeping
- We will do a quick review of MMAC and a recap on current issues
 - In Home Designated Manager presentation is about 2 hours
 - CDS Manager presentation is a little over 3 hours (depending on questions)
- 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; CDS Manager's we take two breaks
- I may not get to all the questions during the training, but everything from the CHAT will be saved and someone will respond to your question after the testing. By utilizing TEAMS, everyone will have access to CHAT and their questions/answers sent privately.
- If you have not used TEAMS in the past, it may be helpful to familiarize yourself with the functionalities prior to attending. Youtube.com has videos that may be helpful.

TEST- FORMS

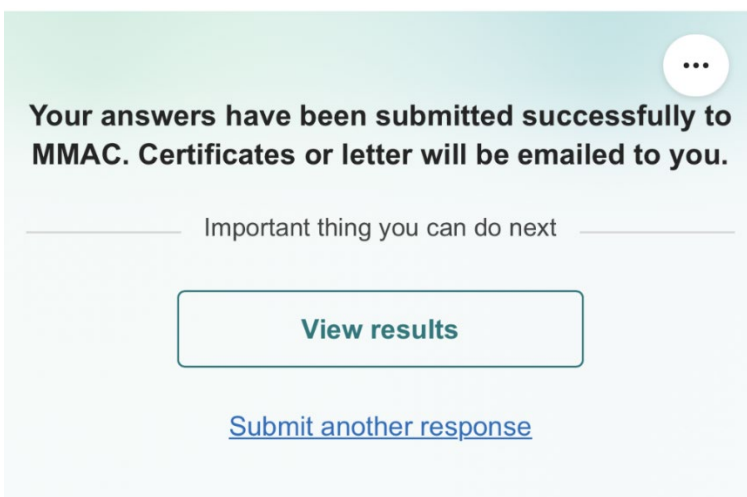
The test consists of 41 questions. The **first question** is where you include your information to link the test results to your attendance. The remaining questions are multiple choice and true/false. You have three (3) hours to take the test. A score of 80% or more is required to pass.

To access the test – I will provide you a QR code and a link – whichever is better for you to access the test through FORMS. I'll put the link to the test in the CHAT. You are not sharing the link to anyone; it is just for those in the class.



The test will be open for 3 hours. You can access that link anytime during those 3 hours, but once the test is closed, FORMS will not accept your submission is passed the closed time. I will have a slide with the closed time so that everyone is aware of when the test will close out.

Once you have completed and submitted your test, you receive the below with the link to your test score and which questions were incorrect. **Do not share these questions/answers with anyone. They are for your eyes only.**



Snip of what the test looks like from the phone, questions are compressed and could be harder to read/follow, but still accessible.

CDS Manager Test 2026

Test to certify CDS Managers as required 19 CSR
15-8.400(1)(E)1

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. To receive credit for todays (06/17/2026) Test; Provide - 1. Your full name 2. email address 3. Last 4 digits of your social 4. Organization or NPI; we use this to reference your attendance to the training and test to ensure the correct person receives accreditation and a certificate *

Enter your answer