

Compliance Bulletin

Assessment Conferences Offered in Regional Offices or Remotely via Microsoft Teams application



With the mask mandate lifted, in-person assessment conferences will once again be available. The purpose of this compliance bulletin is to inform operators that they have an option as to whether they want to participate in assessment conferences remotely, via a virtual platform, or attend in person in the regional offices. When requesting a conference, operators will indicate their preference.

How do I get notified of my Assessment Conference?

The assessment officer will continue to schedule conferences as required by §38-2-20.6. A notice will still be posted in the appropriate regional office. However, an invitation will be emailed to the participants indicating the time and location of the assessment conference, whether at the regional office or by virtual link.

IF you choose to meet remotely/virtually:

How do I join a Teams meeting and what software/applications do I need?

Desktop: Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

Mobile Device: Select **Join Microsoft Teams Meeting** in the meeting invite to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it.

Additional information on how to join a Teams meeting can be found in your meeting invite by selecting "Learn more about Teams". It is highly recommended you select this link prior to your conference to become familiar with the process.

To view a training video for DMR Assessment Conferences via Teams go to:
[DMR - Assessment Conferences via Teams Power Point](#)

For more information on meetings in Microsoft Teams click here: [Meetings in Teams](#)

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