


Announcement

PA Department of Human Services Medication Administration Training Program New Vendor, Transition Activities and Trainings Scheduled

ODP Communication Number: Announcement 043-15

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: All Interested Parties, Agency/Entity Administrators, Medication Administration Primary Contacts, Agency/Entity Training Directors, Existing and Prospective Medication Administration Trainers employed by one of the following applicable Department of Human Services (DHS) or Department of Aging licensed environments:


Department of Human Services	Department of Aging
<ul style="list-style-type: none"> • Chapter 2380: Adult Training Facilities • Chapter 2390: Vocational Facilities • Chapter 2600: Personal Care Homes • Chapter 2800: Assisted Living Residences • Chapter 3800: Child Residential and Day Treatment Facilities • Chapter 6400: Community Homes for Individuals with an Intellectual Disability • Chapter 6600: Intermediate Care Facilities for Other Related Conditions (ICF/ORC) • Chapter 6600: Intermediate Care Facilities for Individuals with an Intellectual Disability (ICF/ID) 	<ul style="list-style-type: none"> • Title 6 Aging, Chapter 11: Adult Day Services <div style="text-align: center;">  <p>Medication Administration: Getting it right!</p> </div>

PURPOSE: This Office of Developmental Program (ODP) communication is intended to announce that Temple University Harrisburg will be managing the Medication Administration Program beginning June 1, 2015. Transition activities are currently in process and are detailed in this communication.

DISCUSSION:

Effective Monday, **June 1, 2015** Temple University Harrisburg will be managing the Medication Administration Program. The following table contains details regarding the transition activities for the Medication Administration Training Program:

PROGRAM FACET	NEW VENDOR TRANSITION ACTIVITIES
Website	The current Medication Administration Program website, https://medsadmin.tiu11.org/cms/ , will continue to be used for information related to the program, registration for the online Train the Trainer course, completing the online coursework and classroom registration. There is no change to how registration is accessed.
Online Train the Trainer Coursework	Registration for the online curriculum has been closed to new trainer candidates since September 19, 2014. The registration for the online Train the Trainer Medication Administration coursework will re-open on May 27, 2015 .
Online Medication Administration Student Course	No impact. The Student Course will continue to be open and available to certified trainers and students.
Medication Administration Support Line	Beginning June 1, 2015, the Medication Administration Program Support Line will be transitioned to Temple University Harrisburg. Effective June 1, 2015, all inquiries regarding the Medication Administration Program should be made using the following phone number and e-mail address: (717) 221-1630 ; medicationadministration@temple.edu Up until and including May 31, 2015 , Medication Administration Program inquiries should continue to be made using the following phone number and/or Help Desk web address: 1-855-252-9482, http://hportal.tiu11.org/medadmin/ .
Recertification Extension	Approximately 932 recertification extension letters were generated and sent to individuals whose Medication Administration certification will be expiring in June 2015. The letters communicated that ODP will be extending the trainer's certification expiration date to December 31, 2015. All letters were sent as of May 14, 2015. If you have not received an extension letter and believe you should have, e-mail: medicationadministration@temple.edu .
Recertification Curriculum	If you are due for recertification in 2016, trainers will be required to take the online Train the Trainer coursework, testing and classroom training using the current course requirements.
Classroom Training	Six (6) classroom training sessions have been scheduled. Registration for these training sessions is restricted to provider agency staff that already successfully completed the online Medication Administration Training Program coursework but have not completed the classroom training. It will also be open to provider organizations/agencies that currently have no certified Medication Administration staff. Registration for the classroom trainings, found on the next page, will open on May 27, 2015 . <ul style="list-style-type: none">• Registrants who have already completed the online component: If you have already completed the online component of the Train the Trainer curriculum, the system has a record of this. Once the registrant logs into the website, the system will prompt the registrant to schedule classroom training. After classroom training has been scheduled, the trainer candidate will receive information, via e-mail, related to the

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	<p>classroom training and a presentation assignment. Each trainer candidate receives a presentation assignment that he/she will present during the classroom training.</p> <ul style="list-style-type: none"> • Registrants who have <u>not</u> completed the online component: Trainer candidates are required to complete the online curriculum before scheduling the classroom training. This includes completing the registration process and submitting a payment. Once a trainer candidate registers, the primary contact they entered during the registration process will be notified via e-mail. The e-mail will instruct the primary contact to confirm the trainer candidate’s registration and submit payment. <p>The payment processing component of the registration process will be slightly different than in the past. The system will prompt the primary contact to click the “Pay for Course” button and redirect them to a payment area. Once in the payment area, there will be payment instructions to guide the primary contact through payment processing. The payment may take up to 24 hours to process. Once successfully processed, the primary contact will receive an e-mail response indicating that payment was successfully processed by the payment processing system. Within 24 hours of payment processing, the trainer candidate will be able to begin the online component of the Train the Trainer Medication Administration curriculum.</p> <p> Future Medication Administration classroom training sessions are in the process of being scheduled. ODP will be announcing additional classroom training sessions for July 2015 and August 2015. Those announcements will be made in June 2015.</p>															
	<p>NOTE:</p> <ul style="list-style-type: none"> • Training candidates from agencies with no certified Medication Administration staff are required to complete the online coursework before they are permitted to attend the classroom training. • There is a classroom capacity limit associated with the training sessions below. Once the classroom capacity has been reached, registration will be closed for that date’s training session. If registration has been closed for a particular site, you have the option to register for a different training site/session. 															
	<table border="1"> <thead> <tr> <th data-bbox="310 1402 979 1472">CLASSROOM TRAINING DATES</th> <th data-bbox="979 1402 1505 1472">REGION</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 1472 979 1514">Thursday, June 4, 2015</td> <td data-bbox="979 1472 1505 1514">Central</td> </tr> <tr> <td data-bbox="310 1514 979 1556">Monday, June 8, 2015</td> <td data-bbox="979 1514 1505 1556">Central</td> </tr> <tr> <td data-bbox="310 1556 979 1598">Tuesday June 16, 2015</td> <td data-bbox="979 1556 1505 1598">Southeast</td> </tr> <tr> <td data-bbox="310 1598 979 1640">Thursday, June 18, 2015</td> <td data-bbox="979 1598 1505 1640">Southeast</td> </tr> <tr> <td data-bbox="310 1640 979 1682">Wednesday, June 17, 2015</td> <td data-bbox="979 1640 1505 1682">Northeast</td> </tr> <tr> <td data-bbox="310 1682 979 1715">Thursday, June 18, 2015</td> <td data-bbox="979 1682 1505 1715">Western</td> </tr> </tbody> </table>		CLASSROOM TRAINING DATES	REGION	Thursday, June 4, 2015	Central	Monday, June 8, 2015	Central	Tuesday June 16, 2015	Southeast	Thursday, June 18, 2015	Southeast	Wednesday, June 17, 2015	Northeast	Thursday, June 18, 2015	Western
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