


ODP Communication

PA Department of Human Services Medication Administration Training Program Scheduling of Spring and Summer 2017 Sessions

ODP Communication Number: Announcement 043-16

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 ☐ Chapter 6400: Community Homes for Individuals with an Intellectual Disability ☐ Chapter 6600: Intermediate Care Facilities for Other ☐ 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="border: 1px solid black; padding: 10px; text-align: center;"> <p>Medication Administration: Getting it right!</p>  </div>

PURPOSE: The Office of Developmental Programs would like to announce the face-to-face Medication Administration classroom training sessions scheduled for the spring and summer of 2017.

DISCUSSION: Temple University Harrisburg began managing the Medication Administration Program June 1, 2015. The following table contains details regarding the current process for accessing relevant recorded information, how to register for the courses and a listing of the locations spring and summer 2017 classes.

<p>Medication Administration Support</p>	<p>All inquiries regarding the Medication Administration Program by going to https://matp.on.spiceworks.com/portal and completing each line.</p>
<p>Classroom Training</p>	<p>Registration for the classroom trainings can be found on the next page.</p> <ul style="list-style-type: none"> • Registrants who have already completed the online component: <p>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 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 not 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.</p> <p>Though you will almost immediately receive a receipt for the payment by e-mail the payment may take up to 24 hours to process. Once successfully processed, a second e-mail response indicating that payment was successfully processed by the payment system will be sent to the email listed on the registration profile. 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>Revised registration instructions can be found at:</p>

<https://medsadmin.tiu11.org/cms/assets/Medication-Administration-Registration-and-Payment-Help2.pdf>

The (1) one-day face to face class is scheduled to be held in various PA locations:

Date	City or Town and County
6/13/2017	Pittsburgh, PA – Allegheny Co.
6/14/2017	Torrance, PA – Westmoreland Co.
6/15/2017	Somerset, PA – Somerset Co.
6/21/2017	State College, PA – Centre Co.
6/27/2017	*Franklin, PA – Venango Co. postponed from May 10, 2017
6/28/2017	*DuBois, PA – Clearfield Co. postponed from May 11, 2017
7/12/2017	Harrisburg, PA – Dauphin Co.
7/12/2017	*Ambler, PA – Montgomery Co. postponed from May 30, 2017
7/13/2017	*Reading, PA- Berks Co. postponed from May 15, 2017
7/13/2017	**Lewisburg, PA – Union Co.
7/26/2017	Erie, PA – Erie Co.
8/8/2017	Ambler, PA – Montgomery Co.
8/9/2017	Philadelphia, PA – Philadelphia Co.

***Classes were postponed in May and rescheduled for later dates. These classes may be full unless individuals who were registered for the May dates are unable to attend the newly scheduled dates.**

****Lewisburg class: Class starts at 9:30 am rather than 9:00 am**