The New MAIS
Noteworthy Points

1. **The MAIS has MANDATORY information** never required before
   a. Personal Contact information (including e-mail)
   b. Employer information – that is pulled from PCW
   c. Employment information regarding supervisor and work site contact information
   d. It is Mandatory that RN Trainers validate this information as current at least annually

2. **Due to the new background rules the unlicensed Personnel must be actively employed by a DODD actively certified provider – or be DODD Certified as a provider – to be entered for Certifications -** Initial (Oral / Topical 8 HRA) or Add-on Category 2 or 3 (2 – g/j 3- Insulin) or Renewals
   a. The only way nurses have to validate background is via Provider status or Provider attestation

3. **MAIS creates and saves the certificate as a pdf & sends the certification certificate via e-mail to the DD Personnel who is Certified**
   a. The e-mail reminds them it is their certificate and they must renew on time
   b. RNs can e-mail copies of the pdf to employer
   c. If personnel have a lapse in ability to administer medications due to expiration the certificate and certification dates in system will show that gap

4. **Public Access Verification will be on the Mobile app** as well as DODD Home page

5. **Public Access information will now include dates and contact information on MA Classes if RN Trainer i.d.'s the class as "open to the public"**
   a. When the RN creates a "Session" in MAIS the RN clicks an "open to the public" option that then makes the dates (location?) and contact e-mail for RN available for search the Med Admin Certification public access information page.

6. **OAC 5123:2-6-07 requires that if a person is taken off Med Admin duty it MUST be reported to DODD – that is now to be accomplished through "Notations" to DD Personnel certification records.**
   a. The Notations are categorized – not narrative. The documentation related to a notation is uploaded and then is only visible to DODD – the entry and title of the notation remains visible on the record until DODD hides it.

b. 6 or more notations in 18 months causes the certification to not be renewable until application for certification reviewed by DODD

c. Employers will need to arrange for an associated secretarial access person or an RN Trainer to enter notations as events happen

d. Med Related MUIs are notations as are Med Pass Deferrals a "Did Not Meet Requirements" for certification at initial or renewal

7. **Read-only access** for DODD Personnel will allow DODD staff to log-in and read the pages

8. **A Summary page of information about the DD Personnel is created at the time of certification or renewal (name, address, employer, training skills and RN attesting).**
   a. Updating of personal and employer information is mandatory and RNs must attest legally that it they affirm that.
   b. Summary page saves as a pdf document in UDS. It will be viewable forever as will the pdfs of certificates
   c. Summary will show the specific skills that were covered at time of renewals

9. **Secretarial Access.**
   a. Access for non-nurses (Employers) to be able to Update personnel records; and View/ print documents; enter Notations; and upload Reports data
   b. Non-nurse requests DODD Security – then
   c. Non-nurse must be ASSOCIATED in the MAIS with at least one nurse
   d. Nurse can undo an Association as needed

10. **Reports page**
    a. Allows custom building of reports with such options as Employer, RN Trainer, Certification types and dates spans
    b. The report is able to be uploaded as an excel spread sheet that can then be manipulated as needed by the nurse or non-nurse (and Read-only).

11. **17+ RNs and QA RNs will eventually be Registered in the system**
    a. 17+ RNs who train need to have Train the Trainer and do CEs every 2 years but do not necessarily get (or stay) certified as RN Trainers
    b. QA RNs will be a straight registry of name and contact information for DODD tracking and communications with them.