

MAIS 2013 Medication Administration Information System

On-line training for Certified RN
Trainers and Secretarial Data Entry

Why New MAIS?

*Annually DODD issues nearly 50,000
Certifications for unlicensed DD Personnel to
administer medications*

- **Accurate and Reliable Information about certified DD Personnel is CRUCIAL**
- The ability to record and manage evidence of medication administration performance problems is mandated in Rule (OAC 5123:2-6)

OAC 5123:2-6-07 (F)

(F) If the employer of MR/DD personnel believes or is notified by the county board, the department, a delegating licensed nurse or the registered nurse responsible for quality assessment pursuant to this rule that MR/DD personnel have not safely administered or will not safely administer prescribed medications,food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube, subcutaneous insulin injections, the employer shall prohibit the action from continuing or commencing. MR/DD personnel shall not engage in the action or actions subject to an employer's prohibition.

OAC 5123:2-6-07 (F)

(1) When the employer prohibits the action from continuing or commencing, the employer shall do the following:

(b) Notify the MR/DD personnel of the prohibition and immediately make other staffing arrangements so that administration of prescribed medication, are completed as prescribed, including compliance with the requirements of this chapter of the Administrative Code;

(b) Immediately notify the department;

(c) If applicable, immediately notify the county board via the major unusual incident reporting system pursuant; and the county board, as applicable, shall notify the registered nurse responsible for quality assessment oversight under paragraph (E) of this rule;

(d) If applicable, immediately notify the delegating licensed nurse.

OAC 5123:2-6-07 (F)

(2) **The employer shall ensure all corrective action is taken** prior to allowing the MR/DD personnel to resume the administration of prescribed medication.....

(3) **The employer shall notify the department** and, as applicable, the county board, the registered nurse responsible for quality assessment under paragraph (E) of this rule, or the delegating licensed nurse **of the corrective action taken**.

MAIS "Notations"

In the MAIS Employers will notify the department of these "med pass deferral" events using the "Notations Page".

Documentation / evidence will be uploaded and will then be viewable only by DODD

Can be used to establish the pattern and evidence for revocation of certification if that is ultimately necessary

Revocation vs. Deferral

- When the employer or delegating nurse prohibits a certified personnel from passing medications that is a med pass **"deferral"**
- ↓
- When DODD seeks to **permanently remove** current and future Medication Administration Certification that is a **"Revocation"**

Revocation vs. Deferral

- **Deferral is a temporary withdrawal of duties** for the purpose of re-education and **then reassignment** to med admin duties
- Deferral **may result in referral to DODD for revocation investigation**
- **Revocation is a legal action involving due process and rights to hearings and appeal**

The Notation Page will look like this

Visible information is only the date and the reason for the notation and who made the entry



Notations

- You will learn how to enter and upload notations in another section of this training.

Please note – the standard for when to upload a notation comes from the rule.
Please review OAC 5123:2-6-07

Essential Information PRIOR to entering data in MAIS

The RN Trainer must get a signed application from DD Personnel and Employer

- ✓ At Initial Certification
- ✓ At least Annually

Application Form

Validates Provider Certification Number (or ICF Medicaid Provider #)

Validates Background check has been done

Provides for the current Supervisor, Work Location and Personal Contact Information to be verified by the RN Trainer as **current and correct in MAIS at the time of certification and renewal**

Any Agency or RN can offer Secretarial Access to a Non-nurse for Data Entry Purposes

First Steps for Non-RN "Secretary":

1. Non-nurse completes a DODD Security Affidavit for "MA Nurse or Secretary"
2. Prints the Application and then **-BY HAND- *MARKS OUT MA and WRITES in MAIS**
3. Submits Request to Security at DODD

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Next steps for the Secretary

1. Secretary Receives User Name and Pass word to MAIS from DODD Security
2. Logs in to MAIS and receives a message of need for RN Association
3. Notifies RN of Security Completed
4. Waits for RN to "Associate" the Secretary to the RN in MAIS
5. After "Association with at least 1 RN the Secretarial personnel can log in and do data entry processes
6. On-line training or RN Trainer training before using

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RN Steps to Associate Secretarial Support Personnel

1. After Secretarial Person has user name and password – RN logs into MAIS
2. Using the Certification/Registration menu chooses "Associate Secretary"
3. Chooses "Associate New Secretary"
4. Fills in the Blanks
5. Clicks "Save" to finalize the choice

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- Chooses "Associate New Secretary" Option

The screenshot shows the 'Secretary Association' page in the MAIS system. The 'Associate New Secretary' link is highlighted with a black arrow. The page includes fields for 'First Name', 'Last Name', 'Username', 'Password', and 'Select State'.

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Associate the Secretarial Personnel

Fill in the Blanks and click "Save"

The screenshot shows the 'Associate New Secretary' form. It includes fields for 'First Name', 'Last Name', 'Username', 'Password', and 'Select State'. There is also a 'Save' button at the bottom right.

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The RN can search for their own name and find all their associations and disassociate a secretary from the RN

The screenshot shows the 'Secretaries Search' page. It includes a search bar and a table of results. The table has columns for 'First Name', 'Last Name', 'Username', 'Password', 'Select State', and 'Associate New Secretary'.

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