



ADMINISTRATIVE DIRECTIVE

Transmittal:	2021 – ADM - 06
To:	Executive Directors of Voluntary Provider Agencies Developmental Disabilities State Operations Offices (DDSOO) Directors Developmental Disabilities Regional Offices (DDRO) Directors
Issuing OPWDD Office:	Division of Service Delivery-State Operations & Statewide Services Division of Workforce Talent & Management
Date:	December 3, 2021
Subject:	The Development of Policies and Procedures Pertaining to the Allowance to Transfer Approved Medication Administration Personnel (AMAP) Certifications Between Provider Agencies
Suggested Distribution:	Service Delivery Administrators and Management Staff Clinical Staff and Clinical Staff Supervisors Quality Improvement Staff Direct Support Staff and Direct Support Supervisors Talent Development Training Directors
Contact:	Susan B. Prendergast, RN, BS, Director of Nursing and Health Services at susan.b.prendergast@opwdd.ny.gov
Attachments:	None



**Office for People With
Developmental Disabilities**

Related ADMs/INFs	Releases Cancelled	Regulatory Authority	MHL & Other Statutory Authority	Records Retention
		14 NYCRR 633.17	MHL §§ 13.07; 13.09; 13.15	

PURPOSE

Approved Medication Administration Personnel (AMAP) play a critical role in meeting the health needs of individuals with intellectual/developmental disabilities. Historically, AMAP certifications have not been transferrable among provider agencies or provider associations. This Administrative Memorandum (ADM) provides efficiencies and standardization by establishing the requirements of transfer of AMAP certifications between provider agencies. Further, this ADM sets forth processes to be used when a provider agency is hiring a Direct Support Professional (DSP) or other AMAP eligible titles in certified settings or where community delegated nursing services are authorized, when the staff has previously been certified in medication administration at another provider agency.

This ADM is not intended to mandate the use of this process. Provider agencies may continue to administer the full training to DSPs and other AMAP eligible titles new to the agency. However, for those provider agencies who will accept an AMAP certification from another provider agency, the procedures outlined within this document are required. A provider agency's policies and procedures must outline the process for accepting AMAP certification from another provider agency.

BACKGROUND

Pursuant to 14 NYCRR 633.17, all staff who administer medications must have successfully completed a full OPWDD approved training and required practicums in medication administration. The AMAP certification is one part of a comprehensive training program for DSPs that provide services to individuals with intellectual/developmental disabilities. Successful completion of the approved training in medication administration prepares staff to be an AMAP.

The medication administration curriculum requires that every AMAP be recertified every 365 days by a Registered Nurse (RN) who reviews the DSP's performance over the previous year. The AMAP recertification training may be provided up to 3 months past the staff person's date of last expiration, but staff may not pass medications during this time. Beyond the 3 months date of expiration, staff must complete the full medication administration training program. Documentation of the AMAP certification/recertification must be maintained by the provider agency and must be provided to the receiving provider agency upon request.

APPLICABILITY

The requirement for the use of the standardized processes for the transfer of AMAP certification is applicable to provider agencies or others who administer this training program. This includes any provider agencies or provider associations who contract out the administration of this training program. Staff who are qualified to take the AMAP recertification course are those who have successfully obtained AMAP certification and have completed any subsequent annual AMAP recertifications.

For the purpose of this document, "medication practicum" is defined as the administration of all medications assigned to an AMAP at a given time.

All tracking of initial certifications and recertifications of AMAP must be managed by each provider agency or others who are administering the training program as they are now. OPWDD is not responsible for managing AMAP certifications and recertifications.

PROCEDURES

During the hiring process, when a provider agency is hiring a DSP or other eligible title who is currently certified as an AMAP and prior to passing any medications, a provider agency must do one of the following:

1. Administer the full medication administration training program in compliance with the most current medication administration curriculum, OR
2. Accept the AMAP certification from another provider agency.

A. If a provider agency is accepting the AMAP certification from another provider agency, the provider agency must obtain documentation of the current AMAP certification and require that the AMAP, prior to passing any medications, complete training on the provider agency's medication administration policies and procedures and one (1) errorless medication practicum to assess their competency. The following steps should be followed:

- The provider agency accepting the AMAP certification must obtain documentation from the agency where the staff is currently certified.
- For those who have completed initial AMAP certification the documentation must include:
 - Confirmation of successful completion of the full medication administration training; and
 - Confirmation of successful completion of the three (3) errorless medication practicums within 90 days after completion of the training.
- For those who have completed subsequent AMAP recertifications, the provider agency must also obtain documentation of the following:
 - Confirmation of successful completion of the full medication administration training; AND
 - Successful completion of the recertification course; AND
 - Successful completion of one (1) errorless medication practicum.
- In the event that the documentation of the initial AMAP certification is unavailable, the provider agency may accept documentation of AMAP recertification for the previous three (3) years.
- In the event the receiving provider agency is unable to obtain proof of certification as listed above, they will be required to provide that employee with the full medication administration training.

B. At a minimum, AMAP recertification training must include the following topics. However, additional

topics may be added based upon the needs of the provider agency:

- Updates on medications;
 - Updates on policies/procedures;
 - The “6” Rights;
 - One errorless medication practicum; AND
 - Review of medication errors, if applicable.
- Any person who does not successfully pass the AMAP recertification course, including the one (1) errorless medication practicum, will be required to complete the full training.

Questions regarding this ADM can be sent to Susan B. Prendergast, RN, BS, Director of Nursing and Health Services at susan.b.prendergast@opwdd.ny.gov