



ODP Announcement

Additional face-to-face Medication Administration classroom training sessions scheduled spring 2018

ODP Communication Number 004-18

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:

PURPOSE: The Office of Developmental Programs would like to announce additional face-to-face Medication Administration classroom training sessions scheduled for the spring, 2018.

DISCUSSION: Temple University Harrisburg began managing the Medication Administration Program on June 1, 2015. The following table contains details regarding the current process for accessing relevant recorded information and how to register for the courses. The second table contains the scheduled dates and locations for the face-to-face classroom training sessions.

Medication Administration Support	All inquiries regarding the Medication Administration Program should be made by going to www.maphelpdesk.com and completing each line. <i>*(Blank lines or exceeding the character limit per line will prevent submission of the ticket.)</i>
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The (1) one-day face to face class is scheduled to be held in various PA locations:

DATE	CITY or TOWN, COUNTY
3/6/2018	Pittsburgh, Allegheny Co.
3/7/2018	Ebensburg, Cambria Co.
3/8/2018	Torrance, Westmoreland Co.
3/13/2018	Wernersville, Berks, Co
3/14/2018	Harrisburg, Dauphin Co.
3/27/2018	Philadelphia
3/28/2018	+Scranton, Lackawanna Co.
3/29/2018	+Lewisburg, Union Co.
4/10/2018	Pittsburgh, Allegheny Co.
4/11/2018	Bedford, Bedford Co.
4/17/2018	Erie, Erie Co.
4/18/2018	DuBois, Clearfield Co.
5/1/2018	State College, Centre Co.
5/2/2018	Harrisburg, Dauphin Co.
5/8/2018	Philadelphia
5/9/2018	Ambler, Montgomery Co.
5/10/2018	Wilkes-Barre, Luzerne Co.
5/22/2018	Butler, Butler Co.
5/23/2018	Seven Springs, Somerset Co.

(Please plan to arrive at all locations between 8:30 and 8:45 am unless otherwise noted. Class start time is 9:00 am.)

+Class starts at 9:30 am for this location. Please plan to arrive between 9:15 am and 9:30 am.

Training date and location may be selected by returning to the following site:

<https://medsadmin.tiu11.org/cms/>

The full address of the class location will be provided once you have successfully completed the exams. Once you have chosen a class if you need to change dates, please contact the helpdesk.

Please do not contact the facility for information: If you have questions about arrival times, parking, assignments, handouts, etc. please contact the Meds Admin Help Desk Portal: www.mahelpdesk.com

*****Classes have a finite number of seats and may fill up. Some class locations may be cancelled if enrollment is too low. You cannot enroll until you have passed all of your exams.**

**Medication Administration – Train the Trainer Registration & Payment Instructions (updated
as of 08/08/2017)**

In order to register a student for the Train the Trainer course you must use two (2) separate websites:

(1) Course Registration: <https://medsadmin.tiu11.org/>

(2) Payment:

<https://noncredit.temple.edu/search/publicCourseSearchDetails.do?method=load&courseId=3612726&parentSite=HBGMEDADM>

SUMMARY INSTRUCTIONS

Trainer/Trainer Candidate creates a registration in Meds Admin Site.

- a.) Verifies that all personal and employer information is correct, including email address, phone number, employer (agency) name, and primary contact.
- b.) When registration is complete, Primary Contact should receive an employee request that Trainer candidate is registered and system is waiting for payment.

Primary contact goes to payment site (to go directly to the Meds Admin payment section, copy the link below :)

<https://noncredit.temple.edu/search/publicCourseSearchDetails.do?method=load&courseId=3612726&parentSite=HBGMEDADM>

- a.) Primary contact creates Trainer/Trainer Candidates Payment profile. All information entered in the profile is that of the Trainer/Trainer Candidate taking the course. The name, email address, etc. entered is that of the person who is taking the course; not the person paying for it. The only other name entered is the name on the credit card when the system asks for the credit card number.
- b.) Pricing is based on whether the course is to be a **NEW** course or a **RECERTIFICATION** course.
 - a. A **NEW** course is either \$415.00 or \$65.00 depending on the chapter.
 - a.) Adult Training Facility – 2380, Vocational Facility – 2390, Intellectually Disabled – 6400, 6600 are \$65.00.
 - b.) Personal Care Homes – 2600, Assisted Living Residences – 2800, Child Residential and Day Treatment Facilities – 3800, Adult Day Services – Chapter 11 are \$415.00
 - b. The **RECERTIFICATION** course is \$55.00 for all chapters

****The purpose of this process is to get the Trainer or Trainer candidate ready to take the course. Please enter only the Trainer's name throughout registration and payment. Enter a different name, if appropriate, when asked to enter the name on the credit card.**

For more detailed instructions go the **FAQ** section of the Medication Administration site:
<https://medsadmin.tiu11.org/>