



Department of Developmental Disabilities

To: Providers, Superintendents and SSA
From: Janet Winterstein, RN *JW*
Re: Medication Administration Certifications
Date: 06/14/2013

This information is intended for all Personnel who have DODD Medication Administration Certification and Employers, SSAs and delegating nurses who assign medication administration duties:

There are pending changes to the current MA certification database system and action is required by MA Certified Personnel and their Employers.

DODD has developed a new software application which will replace the current MA database in the fall of 2013. The new Medication Administration Information System (MAIS) will provide enhanced information capability regarding the registration and certification of unlicensed DD personnel who administer medications.

The new (MAIS) is scheduled to go live in the fall of 2013. As a result of information transferring from the current MA Database to the new MAIS, **only certification data reflecting current, unexpired certification(s) will transfer** from the current MA database to the new MAIS and **NO LATE ENTRIES OR CORRECTIONS CAN BE MADE TO OUTDATED CERTIFICATIONS AFTER AUGUST 1, 2013.**

In order to ensure that no certification information is lost during this transfer of data, **it is essential that ALL Medication Administration CERTIFIED PERSONNEL and EMPLOYERS of certified personnel go immediately to the DODD home page and INDEPENDENTLY validate their own certification information via public access to ensure certifications are correctly registered BEFORE July 1, 2013.**

To check certification status via public access:

- Go to the **DODD Home Page** at <http://dodd.ohio.gov/Pages/default.aspx>
- **Click on "Health and Safety"** and use the drop down menu to choose the "**Medication Administration Certification**" link.
- Enter the name of the person whose certification you wish to validate and click on **Go**.
- If the information which appears is correct, no further action is required.
- If the information is incorrect or requires updating, contact your RN Trainer.
- Personnel looking for initial or renewal Medication Administration classes should contact their employer, SSA, local COG or use the DODD Home Page "Trainings" link to find classes.

Please do not assume because Initial certification or renewal training has been completed that this information has been entered into the current MA database and a DODD **Medication Administration certification has been issued**. **You must use the public access verification link** as previously instructed to **validate certifications** are present within the current database and not expired.