

## Using the Correct Medication Administration Website and Spring 2020 Face-to-Face Training Information

### ODP Announcement 20-015

#### **AUDIENCE:**

All Interested Parties, Agency/Entity Administrators, Medication Administration Primary Contacts, Agency/Entity Training Directors, and Existing/Prospective Medication Administration Trainers employed by one of the following applicable Department of Human Services (DHS) or Department of Aging licensed environments:

- Chapter 2380: Adult Training Facilities
- Chapter 2390: Vocational Facilities
- Chapter 2600: Personal Care Homes
- Chapter 2800: Assisted Living
- Chapter 3800: Child Residential and Day Treatment Facilities
- Chapter 6400: Community Homes for Individuals with Intellectual Disabilities that serve eight (8) or fewer individuals
- Chapter 6600: Intermediate Care Facilities for Persons with Intellectual Disabilities that serve eight (8) or fewer individuals
- Chapter 6600: Intermediate Care Facilities for Other Related Conditions that serve eight (8) or fewer individuals
- Title 6 Aging, Chapter 11: Adult Day Services

#### **PURPOSE:**

To provide guidance on accessing the correct Medication Administration Training websites and to announce 2020 Face-to-Face Medication Administration Course information

#### **DISCUSSION:**

Trainer Registration/Course site - <https://medsadmin.myodp.org/cms/>

- This site is where the trainer registers for and takes the online course, and finds certified trainer resources, ODP Announcements (for changes in course) and frequently asked questions (FAQs)

Student Site (MAStudent) - <http://mastudent.myodp.org/>

**Please note that student website is accessed by using http:// not https://. If you use https:// it will take you to an incorrect website and you will not be able to log in.**

- This site is where the student takes the online course.
- This site is also where the trainer can:
  - Check student grades
  - Manage student enrollments
  - Enroll/Add/Delete students (if student needs to take course a second time or take a second course such as Practicum Observer course.)

Trainer Dashboard site (MA Trainer) - <https://matrainer.myodp.org/>

- The trainer can:
  - Create a course and class
  - Enroll students
  - Have students self-enroll in class
- A student can register via (self-enrollment) if you are a student that has been instructed to self-enroll, please register using the code provided by your trainer, then proceed to the course.

#### **Face to Face Class requirements:**

- The trainer candidate must already have registered for and completed the required online modules, 0 – 10.
- The trainer candidate must have successfully completed all 10 quizzes with an 80% or better
- The trainer candidate must have successfully completed all exams (Multiple Choice and Written Documentation), with an overall course average of 90% or better.
- A trainer candidate will automatically attain access to select an available Face to Face class once he or she has successfully completed all of the above.
- There is no additional charge to attend the Face to Face class. It is part of the original fee.

### Spring 2020 Face to Face Dates

Face to Face Class Date	County	City / Town
3/18/2020	Allegheny	Pittsburgh
3/19/2020	Westmoreland	Torrance
3/25/2020	Berks	Wernersville
3/26/2020	Luzerne	White Haven
4/14/2020	Philadelphia	Philadelphia
4/15/2020	Montgomery	Ambler
4/16/2020	Dauphin	Harrisburg
4/21/2020	Erie	Edinboro
4/22/2020	Beaver	Beaver Falls
4/23/2020	Cambria	Ebensburg
5/5/2020	Montgomery	Ambler
5/6/2020	Berks	Wernersville
5/7/2020	Centre	State College
5/12/2020	Allegheny	Pittsburgh
5/13/2020	Fayette	Uniontown
5/27/2020	Luzerne	White Haven
5/28/2020	Montour	Danville
6/2/2020	Philadelphia	Philadelphia
6/3/2020	Dauphin	Harrisburg
6/16/2020	Allegheny	Pittsburgh
6/17/2020	Westmoreland	Torrance
6/18/2020	Franklin	South Mountain

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

\*\*\* Classes are assigned on a first-come, first-served order, based on when you successfully complete your exams. There is a finite number of seats in each class and some classes do fill up.

\*\*\*\* Some class locations may be cancelled if enrollment is too low.

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

**<https://medsadmin.myodp.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 Medication Administration Help Desk Portal: [www.mahelpdesk.com](http://www.mahelpdesk.com)**