

**Department of Developmental Services
Medication Administration Unit**

One of the many functions of the Medication Administration Unit is to provide support to agencies by being available to answer questions and provide tools to help your staff succeed in the medication certification process. Some tools available are:

- Recertification study guide booklet: Updated July 2016 located on the state internet site. It contains quizzes and provides a general overview to help the student in studying for the recertification exam.
- Initial exam and recertification exam KSA sheets: KSA stands for knowledge, skills and ability. It is a tool that helps staff identify the content of the questions that they missed on each of these exams. The recertification KSA's have been around for a long time but the initial exam KSA's just went into effect for exams given on 5/1/17 or later.
- Med coordinator training: This is a 2 hour presentation, recently developed, to assist med coordinators in navigating the med administration process. It reviews paperwork needed for each topic they may address, provides the background rationale why certain steps are beneficial to an agency, contact people, and allows for networking with other med coordinators. This offering is currently being made available once quarterly (on average) in various parts of the state.

If you have process questions, please contact Carol Franklin 860-616-2052 or Evette Rivera at 860-616-2054.