



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

To: Qualified Private Providers and DDS Public Programs

From: Medication Administration Certification & Training Program

Cc: Jordan Scheff, Commissioner; Peter Mason, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; Jackson Pierre-Louis, Division Director, Quality and Systems Improvement; Dr. Valencia Bagby-Young, Director of Health and Clinical Services

Date: December 18, 2020

Re: Medication Recertification Extensions

Recently, DDS has experienced a significant uptick in COVID-19 cases that has limited in-person day program participation and resulted in several medication certified employees unable to complete Checklist B (lab Practicum) of the recertification process. Although the temporary reassignment of some employees to residential homes has enabled those staff to complete Checklist B at their newly assigned location, there are still several employees who had not been afforded this opportunity.

As a temporary solution, the Medication Administration Certification & Training Program, in collaboration with Dr. Valencia Bagby-Young, have elected to **waive Checklist B for those employees who currently work at a day program or respite center** and therefore do not have any opportunity to complete Checklist B at this time. This will cover employees whose certification expire from March 1, 2020 through March 31, 2021. These employees are still required to complete their recertification exams and Checklist A prior to the expiration date. All Med Coordinators should write on Checklist A, *"This employee is covered by the waiver due to working at a Day Program or Respite Center"* prior to uploading the information into the e-Licensing system.

DDS also realizes that the current uptick in positive cases is causing hardship in other settings as well. To try and support employees, there will be a **120-day extension for employees whose certification expiration date falls between October 1, 2020 – March 31, 2021** (*this applies to all med cert employees, regardless of work location*). This means these employees will still have to complete the entire process of taking the recertification exam, and completing Checklist A & B, however they will have a 120-day extension added to their time. These employees will also be allowed to pass medications after the expiration listed on their cards for an additional 120-days. As long as the certification expiration date falls within the dates outlined above (October 1, 2020- March 31, 2021) the 120 extension will be applied automatically. DDS strongly encourages all staff to complete the recertification process as soon as possible and to avoid waiting until the end of their extension.

Thank you,

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