

## **Medication Administration Program (MAP) Employment Verification**

A review of Medication Administration Program (MAP) testing trends for FY 2012 reveals that there has been a significant decrease in the number of candidates for MAP Certification who self-pay for their test (“*Un-sponsored*”) while there has been a dramatic increase in the number of candidates for whom DDS/DMH pay for testing (“*Sponsored*”). This has resulted in a considerable increase in testing costs. In order to address what is believed may be an important factor contributing to this shift, it has been determined that the following change is necessary:

- As of August 6, 2012, DDS and DMH Providers will be required to verify employment for Sponsored candidates prior to every test event being scheduled via a Designated Provider Representative. Please note that this procedure is essentially a return to the practice used previously by the former MAP testing vendor when only employers were permitted to schedule testing.
- If a Designated Provider Representative is the person scheduling the candidate to test, that employment verification will be completed following the procedure outlined in the attached document “Medication Administration Program (MAP) Employment Verification Procedure”. Once verified, the candidate can then be scheduled directly from this site.

***Important:*** If you are a Provider or a subcontractor of a Provider and you have not supplied D&S with the name of a Designated Provider Representative for your agency, please email the name and email address of that person to [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com). Please put “*Designated MAP Provider Representative*” in the subject line.

- The employment verification process will not affect any candidate who already has a confirmed test date as of August 5, 2012. However, it will apply to any subsequent tests scheduled to take place on or after August 6, 2012.
- Beginning August 6, 2012, candidates and MAP Trainers attempting to schedule test events will be required to request employment verification on WebETest via the “Request Employment Verification” button in the candidate record. This will be a new feature in the candidate record. An email will then be sent to the Designated Provider Representative that D&S has on file to notify them of this request. The candidate record will indicate when employment has been verified and testing funding has been approved. The procedure to complete the verification/approval process is outlined in the attached document entitled “*Medication Administration Program (MAP) Employment Verification Procedure*”
- If a Designated Provider Representative previously verified employment and a candidate was scheduled for testing but is no longer employed at that agency, the Designated Provider Representative needs to deny any future funding. The procedure to accomplish this is also outlined in the attached document entitled “*Medication Administration Program (MAP) Employment Verification Procedure*”
- It is important that any scheduled test for the now unsponsored candidate be cancelled via WebETest, or by contacting D&S at 877-201-0758, emailing D&S at [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com) or faxing a note on agency letterhead to D&S at 419-422-7395. D&S will then cancel the test and make the candidate aware that they must self-pay to reschedule as they are now *Un-sponsored*.