

From: Oxx, Sharon (DDS)
Sent: Tuesday, June 18, 2013 10:24 AM
Subject: FW: MAP testing updates

DDS Providers and MAP Trainers,

From 6/17/13 through 6/30/13 any **DDS in-house recertifications** cannot be entered into the registry until 7/1/13. If you need the staff record to reflect a June recertification date, please enter the information into the registry on 7/1/13 and fax the in-house recertification form to D&S at 419-422-7395 and they will update the candidate record in the registry with the appropriate date. Staff are considered recertified as of the date of the supervisor approval signature on the in-house recertification form. This means any DDS Provider staff person who completes the in-house recertification process in the last two weeks of June will still be considered recertified as of that date in June even though it is not yet listed on the registry. The completed in-house recertification form will serve as proof of Certification until after July 1.

So, if a June recert date is desired or needed, this is a 3 part process for this time period only:

- 1. The MAP trainer enters in-house recert testing information into the registry after 6/30/13 and faxes the competency form to D&SDT**
- 2. D&SDT then uses the competency form to update the registry with the correct in-house recert test date.**
- 3. Provider can then print out new MAP Certification certificate**

As discussed at the MAP trainer meeting on June 7th, as of July 1, DDS will limit payment of testing for DDS Provider staff to three attempts on each component of the MAP test (3 attempts at the knowledge CBT, 3 attempts at the transcription, 3 attempts at the medication administration demo). If a staff person exhausts their three attempts on a component of the Test, they will have to self pay for that component if they wish to take it any more than 3 times. This is a permanent status. A person will not become eligible for DDS funded testing after a certain period of time has lapsed or if they go to work for a different provider. Therefore it is highly recommended that a provider check into a candidate's MAP testing history before hire or sending them to MAP Training. That can be done by checking the Registry and WebETest. If a record exists for that person but the person is not Certified, the Provider should contact D&SDT for their training and testing history. Testing stats reveal that this would affect less than 9% of all candidates statewide. **Please be aware that a "No Show" (that includes being late) will count towards one of the three DDS paid attempts on each component of the test but will not count towards the 3 failure rule that requires remedial training.** This rule is being initiated to control costs for testing candidates who test repeatedly (some up to 14 times) without likelihood of passing, and who may move from Provider to Provider taking the course over and over with the same result. It is also being done to "free up" slots to candidates who are waiting to take their initial tests. I have given you a couple of examples of how this would work below. **This rule only applies to initial Certifications. Any attempts used by a candidate during initial Certification testing will not carry over into Recertification testing by D&S.**

- Example 1:** A candidate sits for the knowledge CBT 3 times and fails 3 times. DDS pays for the 3 CBT attempts that the person failed. The candidate has 3 failures so requires remedial training, which they complete. The candidate will have to self pay for any further knowledge CBT attempts. The candidate passes the knowledge CBT on their 4th attempt for which they self pay. They are scheduled to take the Skills components of the test with DDS paying. The candidate fails both components (transcription and med admin demo) of the skills test, [2 failures]. The skills test is taken again and staff fails the medication administration demo but passes the transcription. This is 3 fails and remedial training is completed. Staff self pay for the CBT and pass. Staff schedules the skills test components (transcription and med admin demo). Staff will have 2 more opportunities to take the transcription before they self pay for any further transcriptions and 1 more opportunity to take the med administration demo before they self pay for any further med admin demo based on the test history above. On the last skill attempt they pass and are certified.
- Example 2:** A candidate is late (No Show) for their first knowledge CBT and is considered a "No Show". They then sit for the knowledge CBT 2 times and fail both times. The candidate has exhausted the 3 CBT attempts that will be paid for by DDS but still has one more Failure before remedial training is required. Once the candidate passes the CBT for which they self pay, DDS will pay for up to 3 attempts on each component of the skills portion of the Test.
- Example 3:** A candidate is a No Show for their first attempt at the knowledge CBT. They fail it 2 times. The candidate self pays for a 4th attempt (remember, a NO Show is considered an attempt) and passes. The candidate then fails the transcription 3 times and med admin demo 3 times with appropriate remedial training.

They are let go by the provider. The person applies for a job with another provider. The new provider sends the person to MAP training but is unable to schedule them to test under DDS funding. The candidate must self pay for all components of the MAP test from now on.

The minutes and handouts for the June 7th MAP trainer meeting will be going out soon.

If you have any questions, please let me know.

Sharon

Sharon Oxx RN, CDDN
Director of Health Services
Mass. Department of Developmental Services
500 Harrison Ave.
Boston, MA 02118
Ph: 617-624-7792
Fax: 617-624-7578