

MAP Testing Updates and Clarifications - 12/15/20

Test Scheduling

- During the COVID restrictions, Providers must call D&S Diversified Technologies (D&S) and ask to speak to a member of the Massachusetts Team at D&S to schedule their staff for all virtual skills component tests, i.e., medication administration and medication transcription. D&S will try to accommodate multiple tests with the same proctor **if requested**. At this time, D&S cannot preset testing time blocks /days for Providers.
- **Please contact a D&S Massachusetts Team member with any testing issue or scheduling request. The D&S phone number is 877-851-2355. The D&S email is hdmastereast@hdmaster.com**

Requesting Testing Extensions

- There is a cohort of staff who trained and pretested prior to COVID-19 but who were unable to test in the Spring. These test candidates may be granted an extension, extending eligibility past their original 6 month MAP testing eligibility.
- Extensions of testing eligibility may be requested and approved retroactively. Testing eligibility for this cohort of staff only may be requested and will be approved so long as the requested extension will not put testing beyond 12 months from the date their training was completed. Exceptions will be made for anyone who completed training in November and December 2019, making them eligible for an additional 90 days. Providers are strongly advised to prioritize this cohort of staff to be tested (with a requested and approved extension) as soon as possible. If these staff *are* more than 6 months-past their MAP training, providers are encouraged to provide a refresher MAP training for those staff prior to testing because it is more challenging to pass the MAP test after such a significant time has passed from the original training.
- Typically, for cases other than this cohort, once staff hit their 6 months deadline to test, extensions are granted for 90 days and may be requested for an additional 30 days.
- After the testing eligibility extension is granted, providers can work with D&S and prioritize the scheduling of tests for these test candidates affected by the COVID-19 testing restrictions.
- **To request an extension for your staff member, the request must be submitted in writing (via email) to Anne Shields at D&S: annes@hdmaster.com. Requests for extensions are then reviewed and approved by DDS, DMH or DCF within 3 business days. Requests may be submitted individually or “in batches”.**

Recertifications

- While the automatic extensions to MAP Certifications that expired during COVID-19 granted under the COVID-19 State of Emergency Order will conclude as of December 31, 2020, the MAP Certification Reinstatement via Attestation process remains in effect to recertify staff.
- This Attestation process allows staff whose Certification has expired within the past 24 months but was in good standing to be reinstated after completing a refresher course. The MAP Trainer submits a list of these staff to the appropriate MAP Coordinator for reinstatement.
- The Attestation process can also be used to recertify existing, current MAP staff. The MAP Trainer submits a list of these staff to the appropriate MAP Coordinator for recertification.
- If MAP Trainers conduct recertification of staff virtually or in-person (under COVID-19 guidelines), with actual transcription and medication administration testing, the MAP Trainers can enter the recertification directly into the TMU MAP Registry.

Expansion of Proctor Eligibility

- On December 9, 2020, providers were informed of the expansion of MAP proctor eligibility. Proctors for virtual skills testing may now include any licensed staff, including LPNs, and supervisory/training department staff.
- **If providers wish to add additional staff as proctors, please contact D&S at hdmastereast@hdmaster.com to add them to the list of approved proctors for your service provider.**

For more details go to: <https://www.mass.gov/info-details/covid-19-related-dds-map-guidance>

Contact info for MAP Coordinators

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