

MAIS 2013

Medication Administration Information System

**On-line training for Certified RN
Trainers and Secretarial Data Entry**

Agenda – Section 1: **A General Overview**

1. Why the new MAIS was created
2. Essential Data prior to starting
3. Secretarial Affiliation to RNs
4. RNs Initial Log-in Steps

1st Topic: Why MAIS?



Why New MAIS?

Annually DODD issues nearly 50,000 Certifications for unlicensed DD Personnel to administer medications

- Accurate and Reliable Information about certified DD Personnel is CRUCIAL
- **The ability to record and manage evidence of medication administration performance problems is mandated in Rule (OAC 5123:2-6)**

OAC 5123:2-6-07 (F)

(F) If the employer of MR/DD personnel believes or is notified by the county board, the department, a delegating licensed nurse or the registered nurse responsible for quality assessment pursuant to this rule **that MR/DD personnel have not safely administered or will not safely administer prescribed medications**,food or prescribed medication via stable labeled gastrostomy tube and stable labeled jejunostomy tube, subcutaneous insulin injections, the employer shall prohibit the action from continuing or commencing. MR/DD personnel shall not engage in the action or actions subject to an employer's prohibition.

OAC 5123:2-6-07 (F)

(1) When the employer prohibits the action from continuing or commencing, the employer shall do the following:

(b) Notify the MR/DD personnel of the prohibition and immediately make other staffing arrangements so that administration of prescribed medication,..... are completed as prescribed, including compliance with the requirements of this chapter of the Administrative Code;

(b) Immediately notify the department;

(c) If applicable, immediately notify the county board via the major unusual incident reporting system pursuant; and the county board, as applicable, shall notify the registered nurse responsible for quality assessment oversight under paragraph (E) of this rule;

(d) If applicable, immediately notify the delegating licensed nurse.

OAC 5123:2-6-07 (F)

(2) **The employer shall ensure all corrective action is taken** prior to allowing the MR/DD personnel to resume the administration of prescribed medication.....

(3) **The employer shall notify the department** and, as applicable, the county board, the registered nurse responsible for quality assessment under paragraph (E) of this rule, or the delegating licensed nurse **of the corrective action taken.**

MAIS “Notations”

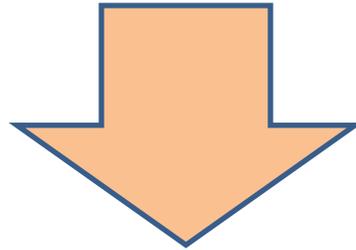
In the MAIS Employers will notify the department of these “med pass deferral” events using the “Notations Page”.

Documentation / evidence will be uploaded and will then be viewable only by DODD

Can be used to establish the pattern and evidence for revocation of certification if that is ultimately necessary

Revocation vs. Deferral

- When the employer or delegating nurse prohibits a certified personnel from passing medications that is a **med pass “deferral”**



- When **DODD seeks to permanently remove** current and future Medication Administration **Certification that is a “Revocation”**

Revocation vs. Deferral

- **Deferral is a temporary withdrawal of duties for the purpose of re-education and **then reassignment** to med admin duties**
- **Deferral may result in referral to DODD for revocation investigation**
- **Revocation is a legal action involving due process and rights to hearings and appeal**

The Notation Page will look like this

Visible information is only the date and the reason for the notation and who made the entry

Ohio.gov | Department of Developmental Disabilities

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LoginUser: Janet Winterstein Name: Reck, April RNLICENSE# or DDPersonnelCode: DD67044 Application ID: 0

Notation Page [Go Back To Update Existing](#)

Notation Type	Notation Reason	Person Entering Notation	Person Title	Notation Date	Occurrence Date	Unflagged Date
Med Pass Deferral	Employer	Admin	Admin	08/26/2013	08/01/2013	

Notations

- You will learn how to enter and upload notations in another section of this training.

Please note – the standard for when to upload a notation comes from the rule.

Please review OAC 5123:2-6-07

Next Topic: Essential Information



Essential Information PRIOR to entering data in MAIS

**The RN Trainer must get a signed application
from DD Personnel and Employer**

✓ At Initial Certification

✓ At least Annually

See Sample Forms

- Sample forms with all required data are attached to this training; and have been sent to RN Trainers; and will be available **on the DODD home page under**

[Health and Safety >](#)

[In the Medication Administration
Section](#)

Application Form

Validates Provider Certification Number (or ICF Medicaid Provider #)

Validates Background check has been done

Provides for the current Supervisor, Work Location and Personal Contact Information to be verified by the RN Trainer as **current and correct in MAIS at the time of certification and renewal**

Next Topic: Secretarial Support



Any Agency or RN can offer Secretarial Access to a Non-nurse for Data Entry Purposes

First Steps for Non-RN “Secretary”:

1. Non-nurse completes a DODD Security Affidavit for “MA Nurse or Secretary”
2. Prints the Application and then **-BY HAND-**
***MARKS OUT MA and WRITES in MAIS**
3. Submits Request to Security at DODD

Next steps for the Secretary

1. Secretary Receives User Name and Pass word to MAIS from DODD Security
2. Logs in to MAIS and receives a message of need for RN Association
3. Notifies RN of Security Completed
4. Waits for RN to “Associate” the Secretary to the RN in MAIS
5. After “Association with at least 1 RN the Secretarial personnel can log in and do data entry processes
6. On-line training or RN Trainer training before using

RN Steps to Associate Secretarial Support Personnel

1. After Secretarial Person has user name and password – RN logs into MAIS
2. Using the Certification/Registration menu chooses “Associate Secretary”
3. Chooses “Associate New Secretary”
4. Fills in the Blanks
5. Clicks “Save” to finalize the choice

- Chooses “Associate New Secretary” Option

Certification & Registration MAIS Administration Reports Other Pages [Home](#)

Secretary Association

Secretary Search Options

Email:

First Name :

Last Name :

Choose RN: ▼

Access Status : ▼

[Associate New Secretary](#)



Associate the Secretarial Personnel

Fill in the Blanks and click “Save”

The screenshot shows a web application interface for the Ohio Department of Developmental Disabilities. At the top, there is a navigation bar with a home icon, a 'Logout' button, a user greeting 'Hello Sam Healy (MAISRN10)', notification counts, and a 'View All' button. Below this is a 'Select Application' dropdown menu set to 'MAIS'. The main content area features a blue header with the Ohio state seal and the text 'Ohio.gov Department of Developmental Disabilities'. A navigation bar below the header includes links for 'Certification & Registration', 'Reports', 'Other Pages', and 'Home'. The central section is titled 'Secretary Association' and contains a form for 'Secretary Information'. The form includes a 'Choose Secretary' dropdown menu with 'Cane Erica' selected. Below this, there are fields for 'First Name: Cane', 'Last Name: Erica', and 'Middle Name:'. The 'User Code' is 'MAISSEC1' and the 'Email' is 'janet.winterstein@dodd.ohio.gov'. The 'AssociateRN' dropdown menu is set to 'Healy, Sam'. The 'Comments' field contains the text 'Works for Raising Canes'. At the bottom of the form, there are 'Save' and 'Add Additional RN Association' buttons, and a 'Go to Search' link.

Logout > Hello Sam Healy (MAISRN10). You have 0 new notifications and 0 new announcements. View All

Select Application MAIS

Ohio.gov Department of Developmental Disabilities

Certification & Registration Reports Other Pages Home

Secretary Association

Secretary Information

Choose Secretary: Cane Erica

First Name: Cane Last Name: Erica Middle Name:

User Code: MAISSEC1 Email: * janet.winterstein@dodd.ohio.gov

AssociateRN: Healy, Sam Comments: * Works for Raising Canes

Save Add Additional RN Association

Go to Search

The RN can search for their own name and find all their associations and disassociate a secretary from the RN

Secretary Association

Secretary Search Options

Email:

First Name :

Last Name :

Choose RN:

Access Status :

[Associate New Secretary](#)

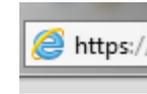
	FirstName	LastName	MiddleName	SecretaryUserName	Email	Last Updated By
Associate/Dis Associate	Anthony	Browning	J	browninga	tonykirkby@hotmail.com	Anthony Browning 8/16/2013
Associate/Dis Associate	Cindy	Luke		lukec	firefli10@hotmail.com	Cindy Luke 8/16/2013
Associate/Dis Associate	Jerry	Ross	J	rossje	jerry@indport.org	Jerry Ross 8/16/2013

New Topic: RN Initial Log In



RNs MUST UPDATE THEIR OWN INFORMATION THE FIRST TIME THE RN TRAINER LOGS INTO MAIS

RN Trainers: Must Use Internet Explorer as the internet browser



1. First the RN will be asked for their RN License #
2. Then at the Top Left will be an “Update My Profile” Menu
3. Click “Update My Profile” and enter all required information
4. Save each page before leaving the page
5. Log Out and then Log Back in to have full access

Information for Update My Profile

- RN License #
- Date RN License was originally issued
- Your Agency's Provider #
- Your work start date
- Your Supervisor's contact information (and date they started supervising YOU)
- The address and contact information of your work site

General Information Conclusion

Now you will take a short quiz and
move to the next training section
about entering DD Personnel
information

