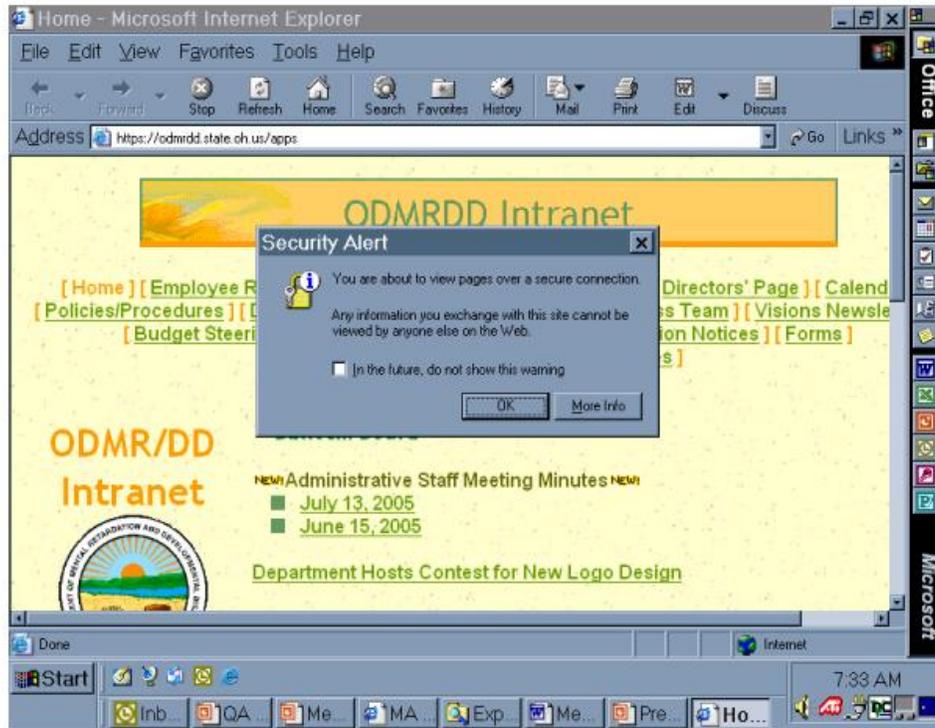


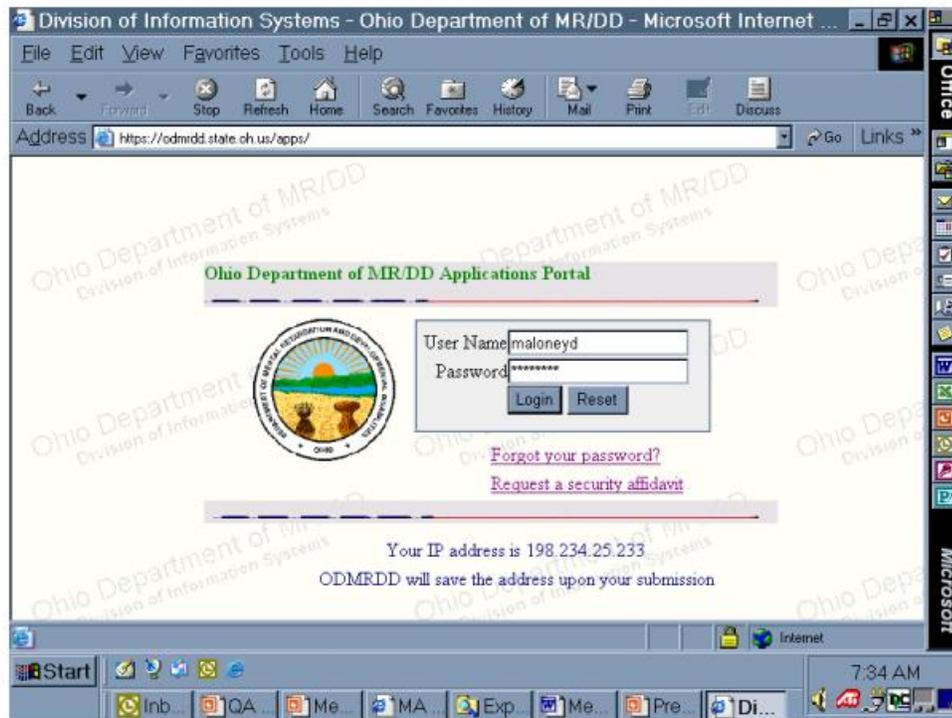
8/11/05

## Medication Administration Database Instructions Initial Entry

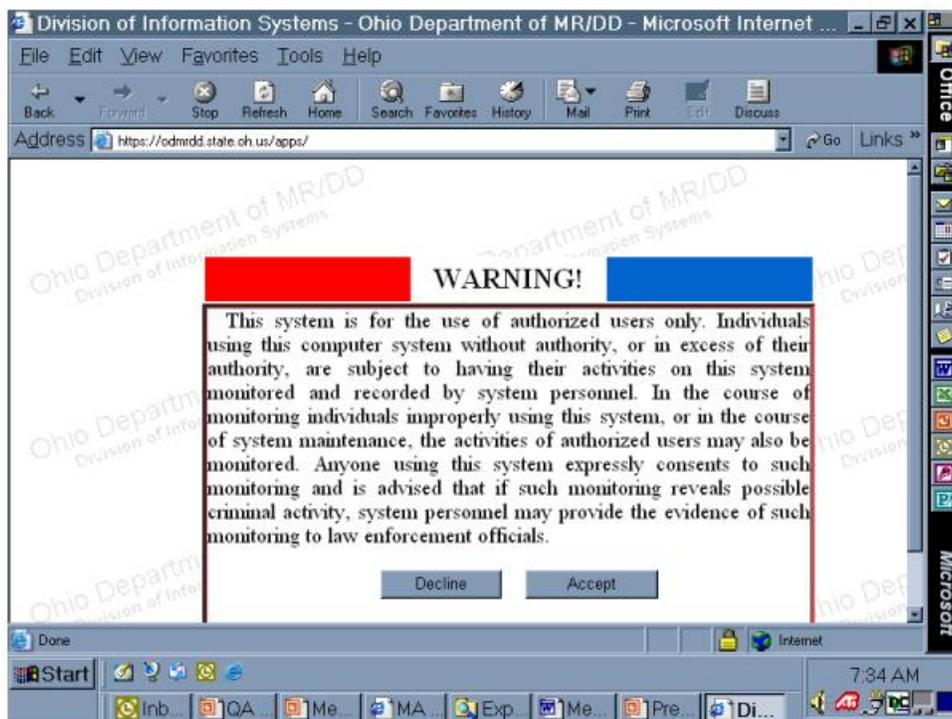
1. To Log On to The Medication Administration Database or “MA”
  - A. Go to the internet
  - B. Type in: <https://odmrdd.state.oh.us/apps>
  - C. Click on “Go”



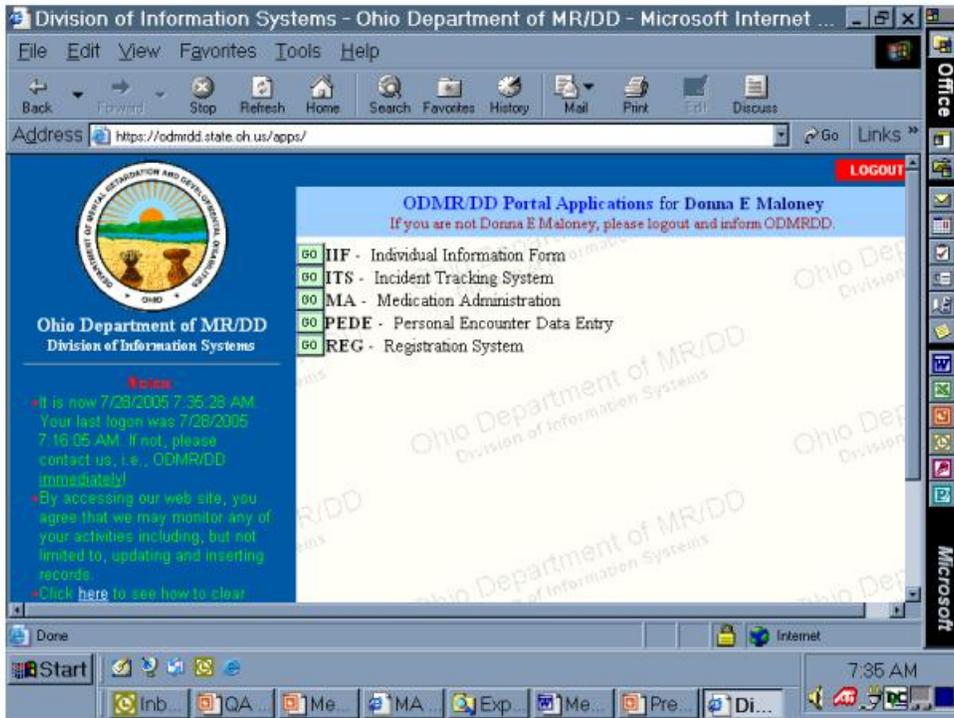
2. You will be at the log on screen
  - A. Type in your username
  - B. Type in your password



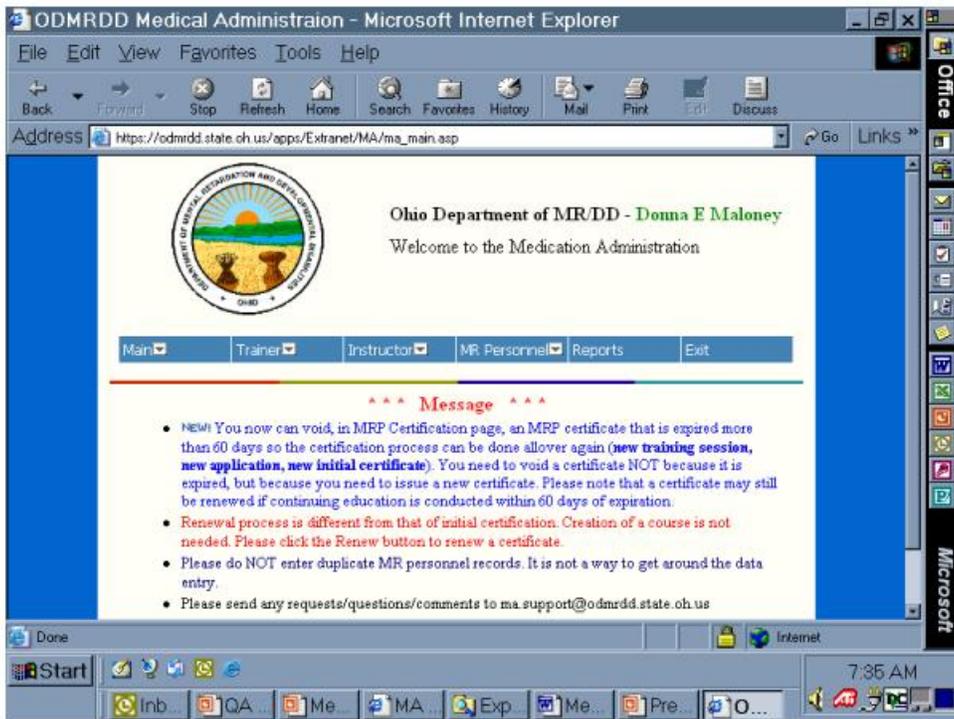
- C. Read the user agreement
- D. Select “Decline” or “Accept” by clicking on the word



- 3. Look for the letters “MA” which indicates “Medication Administration” and click on the “GO” box in front of those letters.

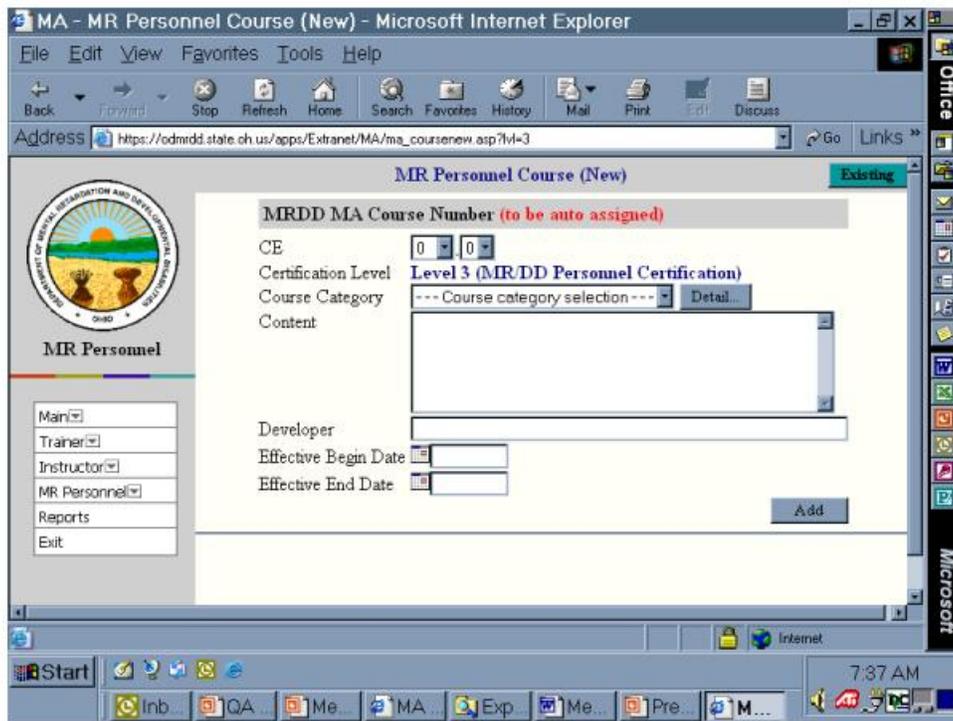


4. You are now at the main screen and ready to start entering.

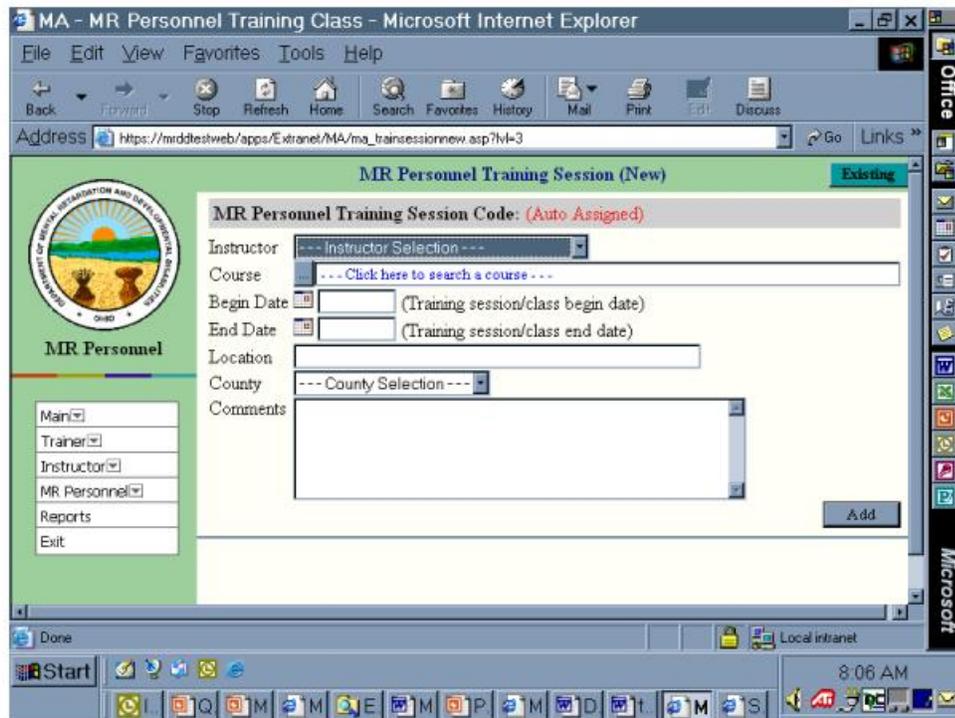


Is this your first time entering? If yes follow these instructions. If no, go directly to number 6.

5. You must enter the “Course” or “Courses” you are eligible to teach.
  - A. Go to MR Personnel
  - B. Select “MRP Course” on the drop down box and Click



- C. Complete all information on this screen and then click on “ADD” in the bottom right side of your screen
      - a. The “Effective Begin” date is the date you completed training and became a certified instructor
      - b. The Effective End” date is next odd numbered year on August 1.
        1. At the next renewal date you “Course” should be entered from August 1 of that year (always an odd numbered year) to August 1 of the next odd numbered year, for a total of 2 years.
        2. You should have three “Courses”
        3. A minimum 14 hour Type I certification class for general medication administration and health related activities
        4. A minimum 4 hour Type II certification class for G and J tube feeding and medication administration
        5. A minimum 4 hour Type III certification for insulin administration
6. Go to “MR Personnel” and then select “MRP Training Session” from the drop down box.
  - A. This is equal to the class you taught.
  - B. Complete all information requested on this screen and then click “ADD” at the bottom right side of your screen.



- C. If the employer(s) of those you have trained is already in the database skip to number 7 in the directions, if not follow the below instructions:
- a. Go to “MR Personnel” and select “Employer”
  - b. Complete the screen and then click on “ADD” in the bottom center of your screen.

7. You are now ready to enter the staff you have trained.
- A. Go to “MR Personnel” and select “MR Personnel” in the drop down box.
  - B. Complete the screen with information requested.
  - C. At the employer section you find the actual employer and click on that name and then press “Add” located in front of the employer section
  - D. If the MR Personnel has more than one employer, select the first one as described in “C” above and for all others find the employer and hold the

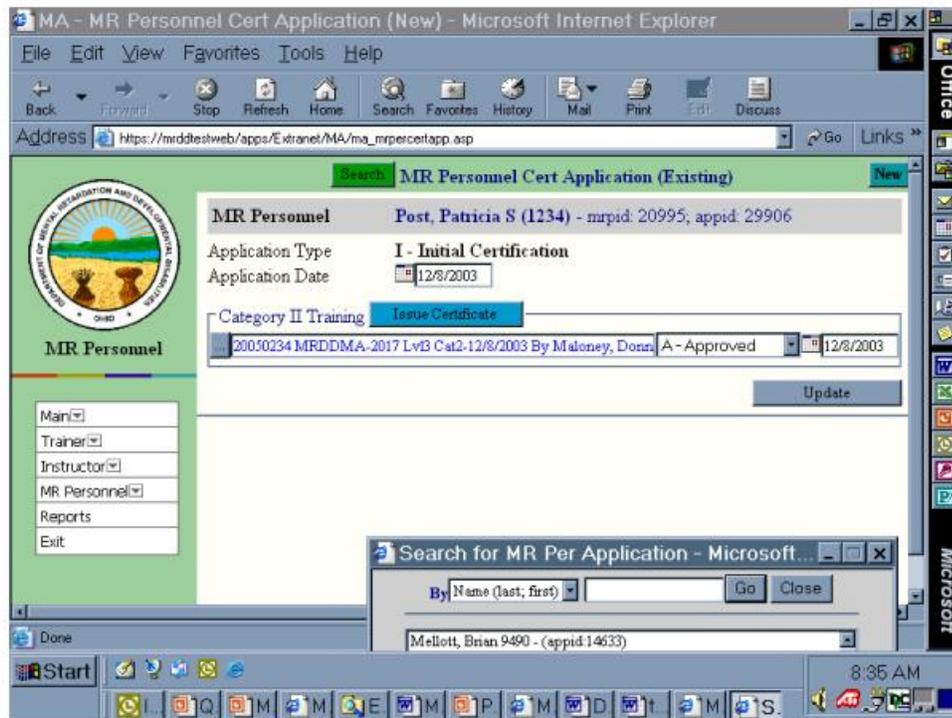
“control” key when clicking on the sections.

The screenshot displays a web browser window titled "MA - MR Personnel (New) - Microsoft Internet Explorer". The address bar shows the URL "https://middleweb/apps/Extranet/MA/ma\_mrpersonehnew.asp?i=abc". The main content area is titled "MR Personnel (New)" and features a sidebar on the left with a menu containing "Man", "Trainer", "Instructor", "MR Personnel", "Reports", and "Exit". The main form area includes a "Trainee ID (to be auto assigned)" section, followed by fields for "First Name\*", "Last Name\*", "Last 4 SSN\*" (with a note "(the last 4 digits of SSN)"), "DoB\*" (with a note "\* indicates required fields, plus address and/or employer"), "Address" (with sub-fields for Home, Street 1, City, State, and Zip code), "Employer(s)" (a dropdown menu with options like "[45229] (LADD) Living Arrangements for the Developmen", "[45417] 1st Mental Retardation Corporation", "[45044] Abilities First", "[45014] Active Learning Systems", and "[45693] Adams County Board of MRDD"), "Phone", "Fax Num", and "Email". There are also checkboxes for "Mail to home" and "Employer". The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "8:15 AM".

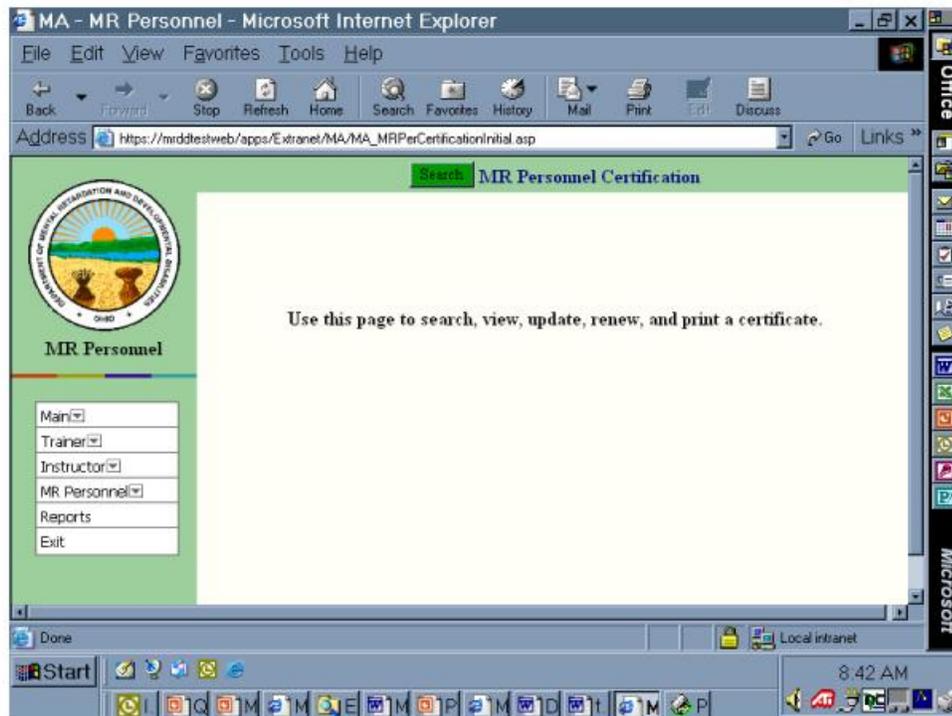
8. Go back to “MR Personnel” and select “MRP Application” from the drop down box.
  - A. Click on the gray box after “MR Personnel” and select the name of the person you want to certify
  - B. Add the date of application (use the first date of the class)
  - C. Select the appropriate certification Type I, II or III
  - D. Click in the gray box at the beginning of the appropriate line and select the training session this person attended.
  - E. Using the drop down box, select the “status” of this certification
  - F. Using the last box in that line indicate the date this status became effective
  - G. Complete this section by clicking on the “ADD” button on the bottom of the screen.

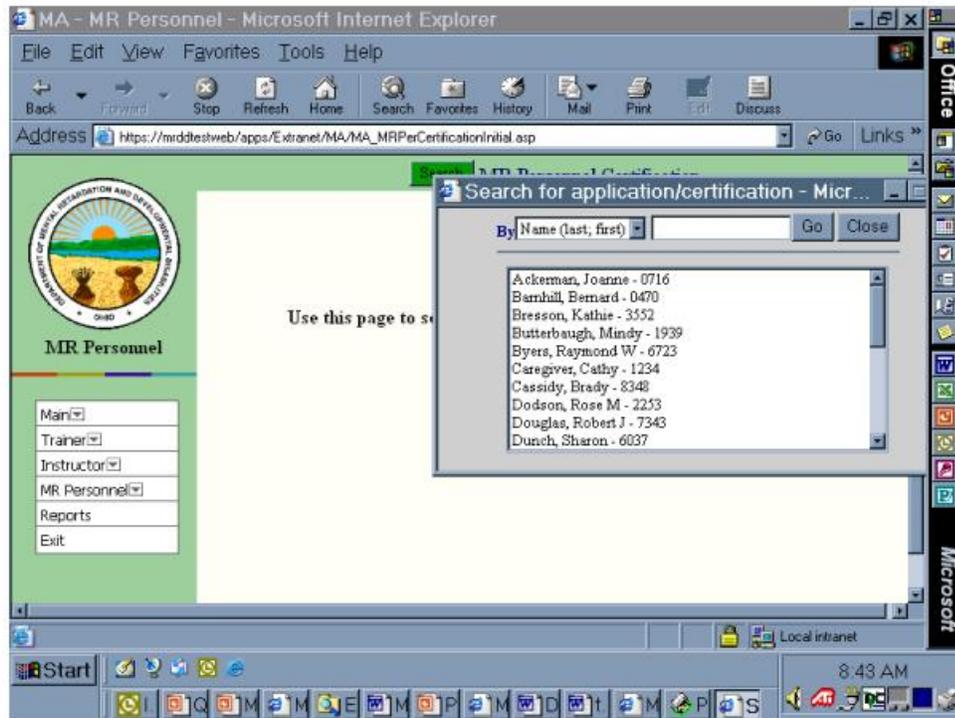


9. Again go to “MR Personnel” and select any section other than “MRP Application”.
  - A. You must do this step before you can “authorize” this certification.
10. To Authorize” or complete the certification go to “MR Personnel” and select “MRP Application” from the drop down box.
  - A. Click on the “Existing” button in the top right side of the screen
  - B. Click on the “Select” button in the upper left side on the screen
  - C. In the pop up box select the person you want to authorize.
    - a. If that name does not appear type the first several letters of the person’s last name in the blank box on the pop up box and then click on the “GO” button immediately to the right of this.
    - b. When the individual’s name appears click on it and their screen should come up
    - c. Either move the pop up box to the side or click on the “X” in the upper right side of that box.
  - D. In the middle of the screen should be a blue/green box and on it should be the words “Issue Certificate”
  - E. Click on that box and answer the questions that follow by clicking on the appropriate area.

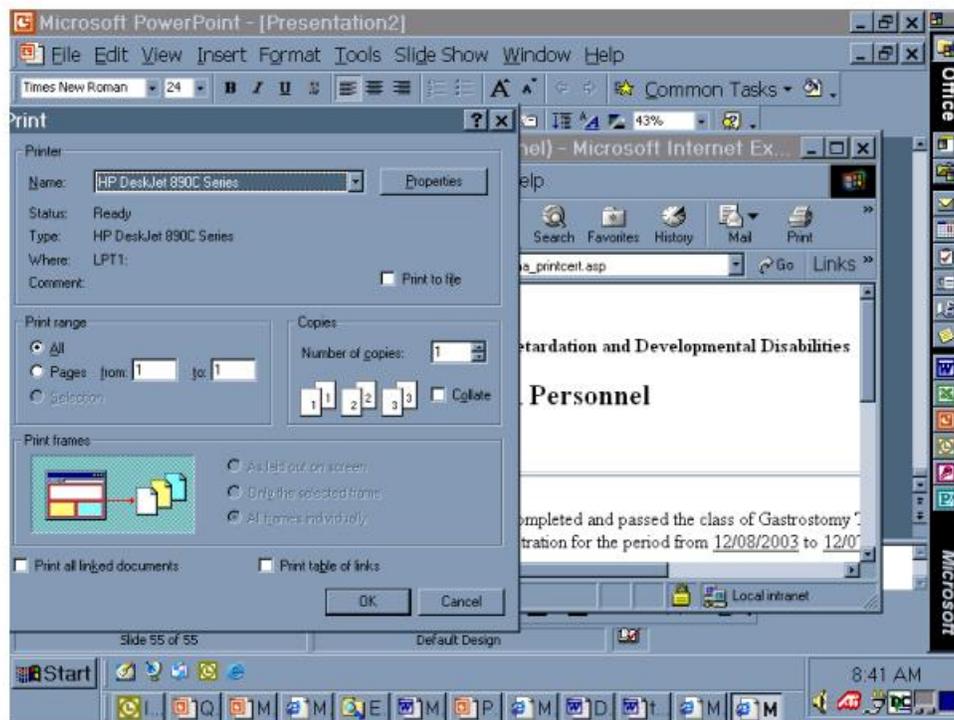
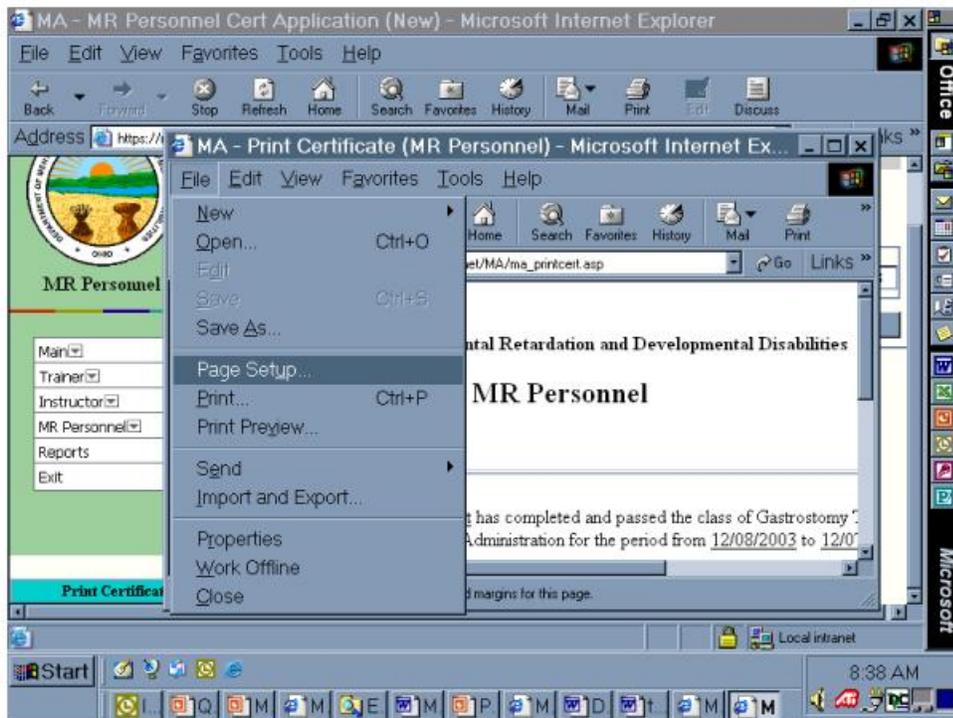


11. Now you can print the certificate
  - A. “MR Personnel” and select “MRP Certification”
  - B. Click on the “Select” button at the top of the screen



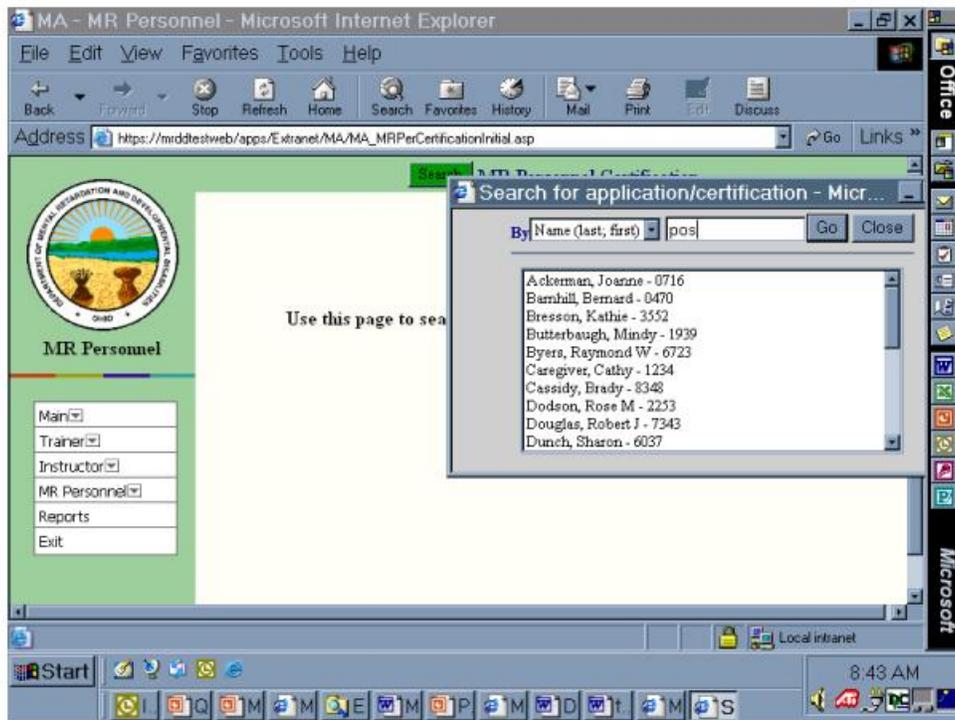


- C. From the pop up box select the person that you want to print the certificate for either by clicking on their name or by typing in the first few letters of their last name and then clicking on the “GO” button
- D. The next screen you see should be the MR Personnel Certification” screen
- E. Click in the circle next to “print certificate” and on the appropriate button at the bottom of the screen to begin the print cycle.
- F. Review the certificate to make sure the information is correct
- G. Go to the upper right corner of your screen and click on “File”, then “page set up”, change the screen from portrait to landscape and now your can actually select the “print button”

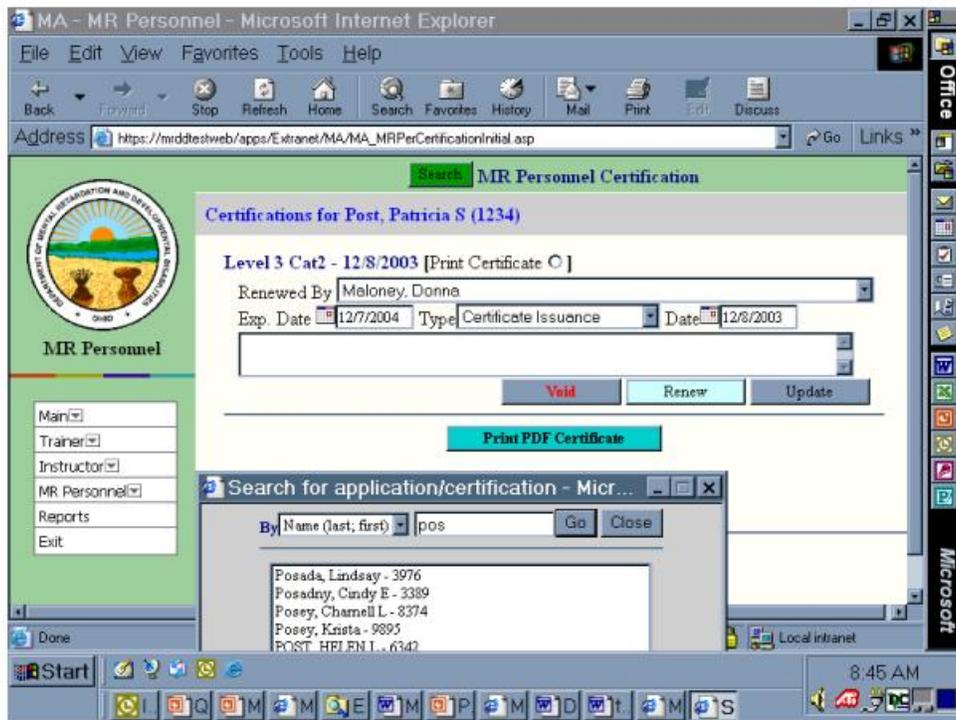


**Medication Administration Database Instructions  
To renew a certificate**

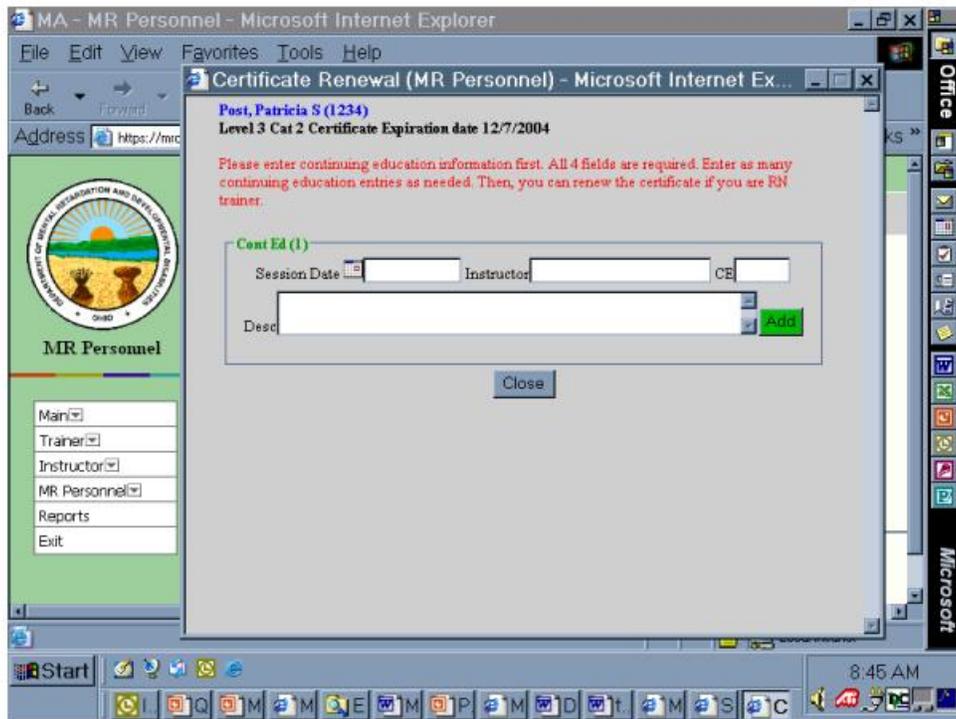
1. To Log On to The Medication Administration Database or “MA”
  - a. Go to the internet
  - b. Type in: <https://odmrdd.state.oh.us/apps>
  - c. Click on “Go”
  
2. You will be at the log on screen
  - a. Type in your username
  - b. Type in your password
  
3. Read the user agreement
  - a. Select “Decline” or “Accept” by clicking on the word
  - b. If you selected “accept” you are now on the main screen
  - c. **Look for the letters “MA” which indicates “Medication Administration” and click on the “GO” box in front of those letters.**
  
4. You are now at the main screen and ready to start entering.
  
  
5. Go to “MR Personnel” and when the drop down box appears, select “MTP Certification”
  
  
6. On the screen, click on the choose “Existing” button
7. When the pop up box appears, type in the last name of the person you wan to renew.



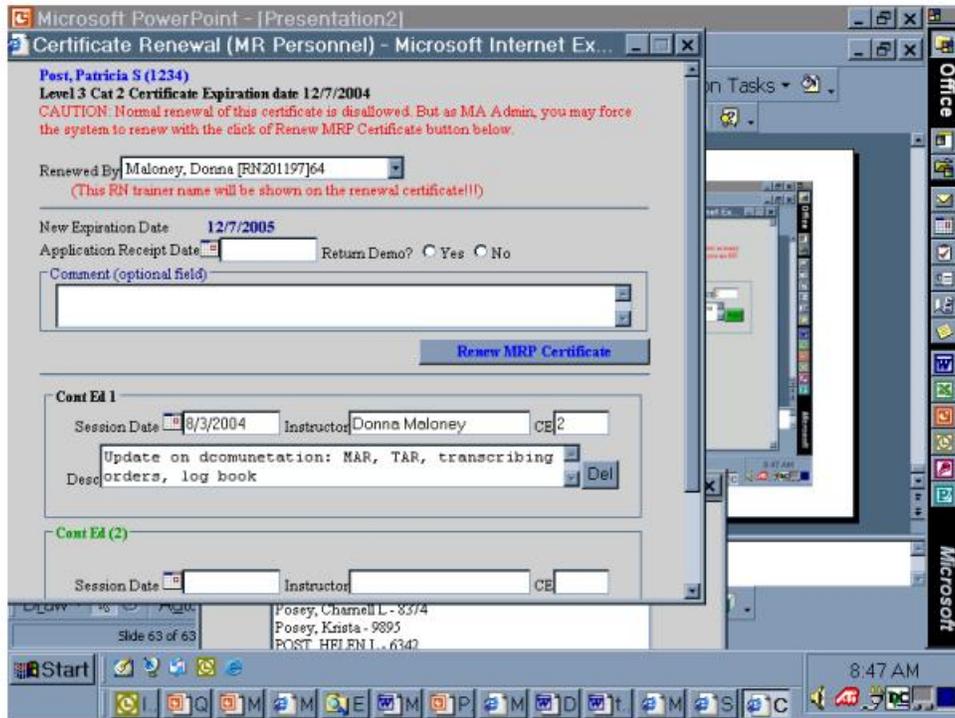
8. When that name appears, click on it and that person's certification screen should appear.
9. A renew button should appear as part of the screen. Click on this button.



10. If no continuing education credits have been entered, that screen will pop up.
  - a. Complete the CE information and then click on “ADD”



11. If you do not want to continue with the renewal close the screen and continue in another area.
12. If you want to complete the renewal, the next screen needs to be completed
  - a. Check the “trainer’s name”. If the name is incorrect, change to reflect who actually did the renewal.
  - b. Complete the application date (first date of new certification period)
  - c. Check to indicate if return demonstration was completed.
  - d. If all is in place, click on “Renew MRP Certificate” button
  - e. The system will tell you if the process has been completed successfully.



13. EACH certification a person has been awarded must be renewed independent of the others. So if an individual has certification I and certification II, each needs to be renewed. Renewing only one will allow the other to expire.
14. Now you are ready to renew the next one.

## **Lapsed Certificate/Void Certificate**

1. If a certificate lapses and the MR Personnel has not completed the continuing education, they are allowed a 60-DAY grace period to get this done. During that time they are NOT permitted to pass medication or do any health related activities.
2. IF they DO NOT complete the CE within that 60-DAY grace period, they can no longer renew that certificate.
3. At that time if they would like to be certified, they are required to take the entire class as if they were never certified.
4. When the MR Personnel has completed the class the instructor needs to be able to issue them an initial certification certificate.
5. To be able to do this, the trainer must contact administrative staff at ODMRDD and request that the original certificate be “VOIDED”
6. When staff at ODMRDD has completed that request, the trainer goes back to the database and if the screen with the name, address, etc needs to be updated, complete that.
7. The trainer should next go to the “application screen” and enter the MR Personnel just as they would any new trainee.
8. Complete that screen, authorize the certification and print the certificate

## **Medication Administration Database Instructions Changing a name, address or other information.**

1. Follow the process listed I earlier to gain access to the system.
2. If you need to change identifying information go to the MR Personnel and then in the drop down box click on “MR Personnel”
3. Next click on “Existing” in the upper right of the screen
4. Now click on “Search”
5. When the pop up box appears click in the white box in the center top portion of the box.
6. Type in the first several letters of the person’s last name and then click on “Go”
7. A list of names should pop up
8. Select the name of the individual you want to change information for and then either double click or click on “Go”
9. That person’s information should be present
10. Click in the field that you want to change and highlight the existing information
11. Next type in the correct information and click on “update”. This will save the information you just entered.
12. \*\*\*\*\* If you want to change the “employer” listed for that person, click on the “delete” key next to that area, select the correct employer and then press add.