



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS
Office for Citizens with Developmental Disabilities

October 30, 2014

OCDDWSS-P-14-001

MEMORANDUM

TO: All Intermediate Care Facilities
All Home and Community Based Service Providers using CMAs
All Human Services Authorities and Districts Executive Directors
All Human Services Authorities and Districts Developmental Disability Directors

FROM: Mark A. Thomas
Assistant Secretary, OCDD

RE: Notification of Emergency Rule for Certified Medication Attendant Re-Certification Requirements

With the discontinuation of physician's delegation forms in Intermediate Care Facilities (ICF's) and Home and Community Based Services (HCBS) and the resulting increase in unlicensed persons seeking Certified Medication Attendant (CMA) certification, the Department of Health and Hospitals' Office for Citizens with Developmental Disabilities (OCDD) declares an emergency rule to reduce the financial burden on providers by extending the certification period to two years with provisions. This action is being taken to reduce costs to provider agencies while ensuring they are able to maintain adequate numbers of certified staff to administer medications to individuals with developmental disabilities whose health and safety would otherwise be impacted.

Effective October 30, 2014, all CMA certificates with an expiration date of October 31, 2014 will expire on October 31, 2015. All CMA certificates with an expiration date of October 31, 2015, will expire on October 31, 2016. The corrected expiration date will be printed on certificates for re-certification requests received by OCDD after October 30, 2014.

With the extension of CMA certifications from one year to two years, providers must ensure that CMAs meet the following requirements for re-certification (see attached revised CMA form 3B):

- On a bi-annual basis, each CMA must complete nine hours of continuing education, two which must directly relate to the agency's medication

administration policy and procedure. The remaining seven hours of in-service must relate to medication administration.

- On an annual basis, the CMA must pass with proficiency, either by physical or verbal demonstration, the 25 skills on the practical checklist. The annual cycle is based on the last day of the month that the certificate was printed. If a CMA changes employers within the certification period and training records are not available for the first year, the new employer must determine competency by assessing the 25 skills upon hire, in addition to meeting these requirements for recertification.

Effective October 30, 2014, CMAs who have not worked directly with medication administration for a period of 12 months or more must pass the statewide CMA exam and pass with proficiency the 25 skills checklist in order to restore good standing as a CMA. If the suspended CMA does not pass the state exam, then the CMA must repeat the 60 hour course prior to being recertified.

Also effective October 30, 2014, all new certifications issued after rule promulgation will expire two years from the last day of the month that the certificate was printed. It is incumbent upon providers to have a system in place to track expiration dates for their CMAs and to ensure the requirements for recertification are met. Provider agencies must present a copy of this letter to all existing active CMAs, along with their certificates.

This emergency rule change will be published in the November 20, 2014 issue of the *Louisiana Register*. Additional details on the changes submitted in accordance with this emergency rule can be accessed through the following link:
<http://www.doa.louisiana.gov/osr/emr/emr.htm>

Health Standards will be issuing additional clarification to surveyors in order to ensure these changes are reflected in monitoring.

If you have questions about the emergency rule, you may contact Paul Rhorer at Paul.Rhorer@la.gov.