Medication Administration 2022 Student Courses Deadline, Trainer Attestation Date, and Primary Contact/Agency Admin Reports Now Available

ODP Announcement 25-022

AUDIENCE:

Medication Administration Trainers, Primary Contacts, and Agency Admins

PURPOSE:

To remind Trainers that the deadline to complete the 2022 student courses is February 28, 2025.

To remind Trainers to fill in the feedback date for the student course Trainer attestation.

To inform Primary Contacts and Agency Admins that course completion and team reports are now available.

DISCUSSION:

Please be reminded that the deadline to complete the 2022 Student Independent and Group courses is February 28th, 2025, referenced in ODP Announcement 25-010. All student classes must be held in the 2024 Student Independent and Group courses after this date.

Also, please be reminded that the "Trainer Attestation of Qualification" and the "Complete to access Acknowledgement of Qualification" activities serve as the 'online' signatures, replacing the physical signatures. **The Trainer Attestation date is required for the User Report to be considered complete, and staff may not administer medication until that step is done.** The date the Trainer Attestation was completed will be printed on student Acknowledgements of Qualification issued after January 2, 2025. For the Trainer Attestation date to show on the User Report, the Trainer must enter in the date in the feedback field.

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

Instructions for how to mark the new Trainer Attestation manual grade.

1. Click on the "Trainer Attestation of Qualification" activity under the Acknowledgement of Qualification section in the online student course.
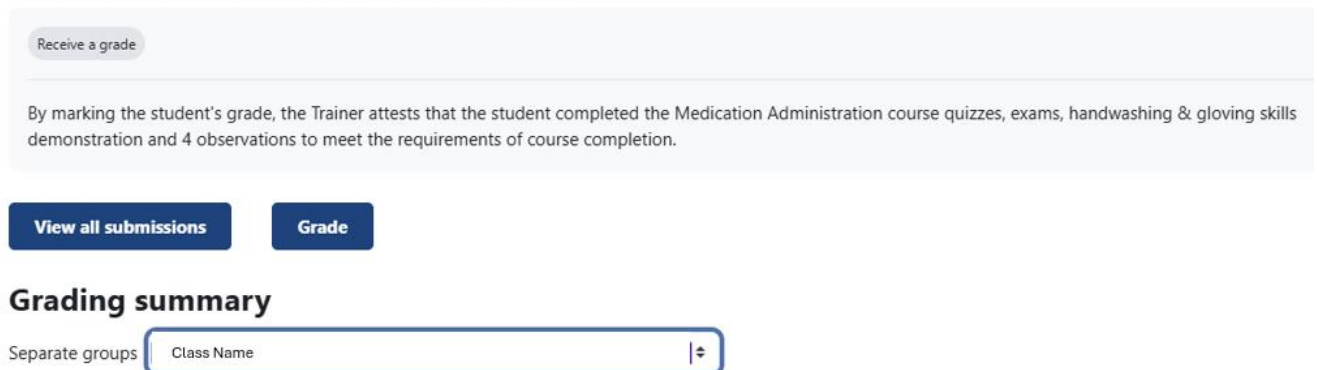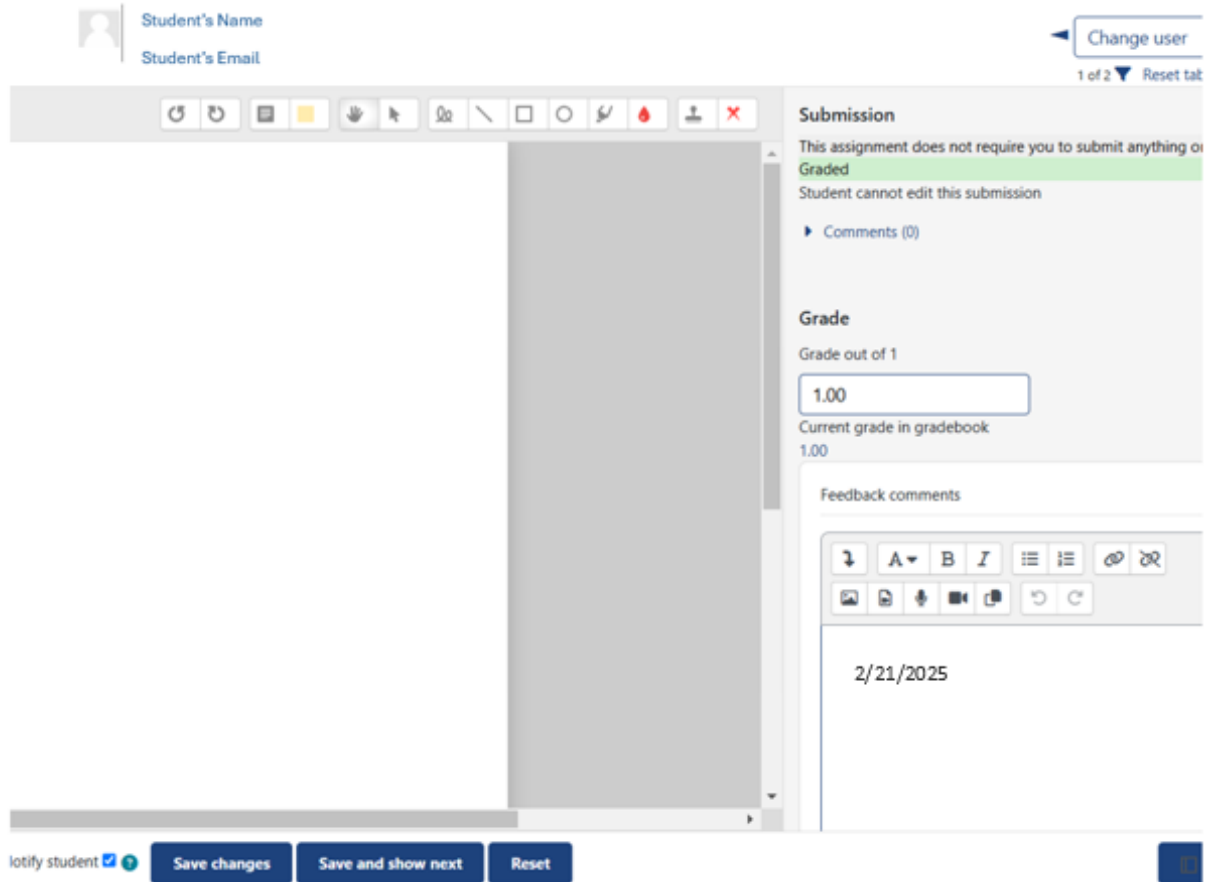

2. Select the Group (Class) you are grading for and click on the Grade button.

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

3. Enter a 1 in the Grade field to attest that the student completed all course requirements, **enter in the date in the Feedback comments**, and then click on save changes.

Please see the Proof of Qualification Guide for guidance on providing proof of qualification for Medication Administrators, Certified Trainers, and Practicum Observers.

Primary Contact and Agency Admin Reports

Course Completion and My Team reports are now available to Primary Contacts and/or Agency Admins. When logged in as a Primary Contact or Agency Admin, you may click the Reports tab to view a list of available reports. The three reports available are:

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

AA – Course Completion: This report is available for Agency Admins to view progress of agency staff.

PC – Course Completion: This report is available for Primary Contacts to view progress of agency staff.

My Team – Displays all the members of your organization that have a Medication Administration account.

Dashboard   My courses   **Reports**   Record of Learning ⌄   About Meds Admin   Resources   Certified Trainers   Help

Pennsylvania's Medication Administration Training Program Reports

- 🥧 AA - Course Completion
- 🥧 My Team
- 🥧 PC - Course Completion
- 🥧 Record of Learning (Certifications)
- 🥧 Record of Learning (Courses)
- 🥧 Record of Learning (Programs)

For questions, you may contact the Helpdesk at www.mahelpdesk.com.

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.