



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number PR0101**

**Subject: Assistance with Medication Usage Training Requirements**

**Issue Date:** March 8, 2021

**Effective Date: Immediately**

**Scope**

All IDD Service Providers

**Purpose**

To outline staff training requirements prior to staff assisting people with medication usage

**Subject**

Rule 13.8.C. requires IDD providers to develop policies and procedures pertaining to medication. Providers have the option to allow non-licensed personnel to assist with medication usage *after* the staff meets the training requirements outlined below.

The Department of Mental Health has contracted with IntellectAbility to develop training materials at no cost to the provider. The *Assistance with Medication Usage* course in their Learning Management System (LMS) is designed to provide training to non-licensed personnel who will be helping people they support take their medications safely. The course consists of two parts. Part one is an online eLearn course that teaches how to safely and responsibly help people in using their medications. Each staff must complete the online eLearn course which results in a certificate of completion. The second part of the course consists of a practical examination conducted by your agency's nurse to ensure staff can safely assist with medication usage. Each staff must successfully demonstrate skills learned through the training as the nurse completes a Skills Checkoff form. Agency nurse(s) must also complete the *Assistance with Medication Usage* eLearn Course prior to beginning to assess non-licensed personnel. Per Rule 12.1.B.6 and Rule 12.3.A.7., if your agency policy allows non-licensed personnel to assist people with medication usage, all non-licensed staff must complete the Assistance with Medication Usage (both steps) at Orientation and at least annually thereafter. A copy of the certificate of completion from the eLearn course *Assistance with Medication Usage* and a copy of the nurse review from the Skills Check Off Manual must be kept in the staff's personnel file and training documented in training records.

**Process to access Assistance with Medication Usage eLearn Course**

In order to access the course, each provider who will be participating must provide information concerning the staff who will need access to the training course. IntellectAbility will set up user accounts in the initial round. Each provider agency will also need to designate Learning Management System (LMS) Administrator(s). LMS Administrators will be trained on how to add additional trainees as needed.

In order to streamline the Learning Management System (LMS) account creation process for users across all providers, IntellectAbility has provided a User Account Template to be filled out by each provider. From

the template, IntellectAbility will grant LMS access to all staff identified from each provider.

Additionally, IntellectAbility is asking that each provider designate at least two (2) LMS Administrators. LMS Administrators will have access to LMS to create new user accounts and run course progress reports for the users that belong to their provider agency. Designating a LMS Administrator for your provider agency can be done from within the User Account Template.

Begin filling out the User Account Template by listing each person from your provider agency that will need access to LMS. This will include both users who will be taking the *Assistance with Medication Usage* course (non-licensed personnel and nurse(s) which check off the individual's skills) and users who will be acting as LMS Administrators. The following fields in the spreadsheet are required:

- Email address (the email address will be tied to the user's account and will be where the user receives communication from the LMS)
- First Name
- Last Name
- Title
- Employer – please select your provider agency name from the employer dropdown for each user you specify

Finish filling out the data for each user by specifying an Account Type. You have two options, and user can be both.

- Trainee – This type of user will have access to LMS for training. They will be able to view and complete available courses in their account.
- LMS Administrator – This type of user will have the authority to run course completion reports and create new user accounts under their provider agency.

#### Timeline for Accessing the LMS and Training Dates

March 19, 2021 Providers will have until end of day (5:00 p.m.) March 19, 2021 to return the User Account Template. The User Account Template is to be emailed to Brandon Lancaster (IntellectAbility) at [brandon@hrstonline.com](mailto:brandon@hrstonline.com) and cc: Betty Pinion (DMH) at [betty.pinion@dmh.ms.gov](mailto:betty.pinion@dmh.ms.gov)

March 23, 2021 All user accounts will be processed and each listed user will receive an automated welcome email from the LMS platform walking them through setting up their account and accessing the LMS.

March 24, 2021 10:00 A.M. IntellectAbility will conduct LMS Administrator Training to demonstrate the use of administrator functions to all LMS Administrator Users.

March 31, 2021 10:00 A.M. The Department of Mental Health (DMH) will conduct a training for all nurses identified by agency providers in the use of the Skills Check-Off Manual.

If you have questions, contact Betty Pinion, Director of ID/DD Waiver at [betty.pinion@dmh.ms.gov](mailto:betty.pinion@dmh.ms.gov) or call (601)359-5797.

*End of Provider Bulletin*