

# MINUTES FROM NDP MAS NURSE/MATT RN QUARTERLY MEETING

Thursday August 21, 2025

Beverly Jackson, NDP Coordinator, conducted Roll Call for MATT RNs. All MAS Nurses were instructed to document names in Chat Box as proof of attendance.

## Per Beverly Jackson:

- **MATT RNs:** Beverly Jackson reminded MATT RNs they must attend all 4 Quarterly NDP MAS/MATT Meetings or attend a MAS Nurse Update Training as MATT RNs renew annually.
- **Pharmacy Updates:**
  - FDA approved FluMist, a nasal spray Flu Vaccine made by AstraZereca; it can be self-administered. Please see attachment for additional information.
  - Measles is on the rise; most persons served in the DD Population are vaccinated.
- **MAC Competency Exam:**
  - Currently on Relias and is free.
  - Proctored by Beverly Jackson; camera must stay on entire testing time.
  - Passing score is 85; 3 opportunities to pass.
  - Alternative for the GED, High School Diploma, or College Transcript; these are still acceptable prerequisites for MAC Training. To clarify: it is acceptable to have the competency certificate, a high school diploma, GED or college transcript to begin MAC training.
- **MAC II:**
  - Part of it may be via E-Learning possibly 2026.
  - Will include Medication Errors, Infection Control, First Aid.
  - Hands On/Return Demonstration will still require in-person training.
- **MAS Nurse Manual:** The manual will be revised in 2026.

- **MAC Worker Call Log (NDP 6):**

- Revision date January 2021; states MANDATORY at top of form.
- Must be completed in its entirety
- In case of emergency, administer emergency meds first, call 911, then MAS Nurse. For all other calls especially for administration of a PRN, MAS Nurse to called first.
- Persons that self-medicates do not have to call for PRNS. However, MAS Nurses are reminded to monitor persons who self-medicates for possible overuse of a PRN.
- The form will be updated to be fillable; will send to ADMH Documents Library.

- **Delegation Form (NDP 2):**

- MAS Nurses were reminded of the importance of this form and of how it must be completed in its entirety.
- **Must** be signed by MAS Nurse and MAC Worker.
- Delegation begins once MAC Worker and MAS Nurse accept responsibility by acknowledging verbiage at the top of the form.

- **Standing Orders Medications versus Comfort Care Medications:**

- Standing Orders Medications shall be person specific.
- Comfort Care Medication example: Regular sunscreen can be purchased without a MD/HCP Order if not a specific strength required.
- All Standing Orders Medications **shall** be readily available in the care setting (example: home/dayhab).
- Please see the attached memorandum regarding purchasing OTC Standing Orders/PRN medications to cut down on cost and the need to remove PRN/Standing Orders Medications after one year if filled by a pharmacy. Expiration Date for Standing Orders/PRN Medications is whatever is on the label.
- Please see an attached template of a Standing Order Label created by a MAS Nurse.
- **Please note: ADMH Operational Guidelines does not require Standing Orders Medications; however, this has been the practice. Timely care for all the people served IS required. The burden of proof that timely care is carried out is on the agency. It is highly improbable that people never require PRN medications.**

- **Controlled Substances Medications:**
  - Please refer to the attached agenda related to requirements for Controlled Substances Medications.
  - Controlled Substances Sign-Out Sheet (NDP 17) and Shift-to-Shift Count Sheet (NDP 18) are also attached. These are optional forms; your agency can continue to use whatever form you have in place.
- **Dates for upcoming NDP Training:** Becoming an Approved Delegating Nurse and MAS Nurse Update 2025 taught by Beverly Jackson, NDP Coordinator, are listed on the attached Agenda.
  - Must register on the following website:  
[www.admh.academy.reliaslearning.com](http://www.admh.academy.reliaslearning.com)
  - Training is conducted via Zoom
  - Any problems encountered with Relias shall be addressed by calling their toll-free number at 1-800-381-2321
  - MATT RNs Training is listed on the Relias Website
- **MATT RN Training:** Scheduled for September 3 and 4, 2025. (See attached agenda for information regarding this training.)
- **Next Meeting Dates:**
  - **Thursday, November 20, 2025**
- Send an email to Beverly Jackson, NDP Coordinator, if you would like to receive invites to MAS/MATT Meetings if not already receiving them.

**Attachments:**

- Agenda
- FluMist: Nasal Spray Flu Vaccine Flyer
- MAC Worker Call Log (NDP 6) – Mandatory Form
- Instructions on how to complete Delegation Form (NDP 2) – Mandatory Form
- OTC/PRN Memorandum (2/28/2022)
- Template of a Standing Order Medication Label

Submitted By:

**Angela W. Marks, RNIII**

Regional Nurse, ADMH – Region 3

Date: September 5, 2025

## MAS/MATT MEETING AGENDA

August 21, 2025

10a-12noon      *zoom*

- Welcome - **sign in by entering your name in the chat box.**  
This will serve as our roster.
  
- **MATT nurses must meet a requirement for the meetings. There is a roll call to ensure they are present as well as their name in the chat. All MAS nurses' attendance is recorded through the chat.**  
**MATT nurses must do update or attend all 4 MATT/MAS meetings for renewal.**  
**MATTs renew annually.**
  
- **What's Happening in Pharmacy –**  
**FluMist- Nasal spray flu vaccine by AstraZeneca FDA approved for home use**
- **MAC Competency exam – dates below**
- **MAC II Elearning/tele-teach- project for 2026**
  - **Going through the Administrative channels**
  
- **MAS Manual revisions - 2026**
  
- **MAC Worker Call Log**
  - **MAS Nurse- reviewing for correct completion/documentation**
  - **MAC Worker - There have been incidents where MAC Workers are administering PRNs without calling the MAS Nurse. Against the law**
- **Delegation Form. LEGAL Document. Agreement to delegate by the MAS nurse and except delegation by the MAC worker.**
- **Prescribed Standing Orders and PRNs Medications** Standing orders are agency specific. If ordered the medications are **MUST** to be readily available for the persons.
- **What is standing order versus PRN. Comfort – Care. OTC memo**
- **Medication/Control medication- ALL Medications are accounted for once they have been accepted by the agency. Medication accountability begins when the medication enters an agency, and continues until it is administered, transferred, or destroyed.**
  - **Controlled medication MUST be counted when administered**
  - **Controlled medication MUST be verified when the security of the medication changes hands**
  - **Controlled medication MUST be double locked/secured**
  - **Secured- A secure area/lock is more than a barrier. It is a safeguard- line of defense against the loss of a valued asset such as medication. It is meant to prevent unauthorized access. A security system/lock/personal are put in place as a safeguard for medication that are essential to the people we serve. They are to ensure only the authorized people have access to medications. MACs by maintaining that security help to prevent**

**theft, break-ins, loss of merchandise, and protect the personal safety of the individuals we serve.**

- **Other business- open to the floor- remember a link to the minutes are on the ADMH website, on the NDP page**
- **Training Dates – MUST REGISTER ON RELIAS ZOOM**  
2025 training dates on Relias.
  - a. **Becoming a Certified Delegating Nurse (Initial Training)**
    - i. September 9 & 10
    - ii. October 14 & 15
    - iii. November - No Class
    - iv. December 9 & 10
  - b. **MAS UPDATE 2024**
    - i. August 27
    - ii. September 17
    - iii. October 7
    - iv. November 5
    - v. December 16
  - c. **MAC Competency Exams 10a-12a**
    - i. August 26, 2025
    - ii. September 30, 2025
    - iii. October 21, 2025
    - iv. TBD
- **Next MAS/MATT Training**
  - a. September 3 & 4, 2025 – complete application and send via email to Coordinator of NDP. Register in Relias. Free. NO CE's
- **Next MAS/Matt Meetings**
  - a. August 15
  - b. November 20
- **How do I register for training?**

[www.admh.academy.reliaslearning.com](http://www.admh.academy.reliaslearning.com)

If you have a problem with Relias, I cannot fix it you must call them. 1.800.381.2321

# Nasal Spray Flu Vaccine Now Available for At-Home Use

By Edwards HealthDay Reporter

Medically reviewed by Drugs.com



v@a HealthDay

TUESDAY, Aug. 19, 2025 — For the first time, people can get their annual flu vaccine without leaving the comfort of home.

FluMist, a nasal spray flu vaccine made by AstraZeneca, is now available for at-home use through a service called FluMist Home, the company announced.

The U.S. Food and Drug Administration (FDA) first approved FluMist in 2003 for use in doctors' offices and pharmacies. Last year, the FDA expanded approval, making it the first flu vaccine that can be self-administered, CBS News said.

FluMist Home allows customers to order the same nasal spray available at clinics, shipped directly to their homes. It will be offered in 34 states during the 2025-2026 flu season.

The cost of FluMist is covered by most commercial insurance, though there is an \$8.99 shipping and processing fee, according to the online ordering platform.

To order, customers provide personal information, medical history, insurance details and a payment.

FluMist is approved for people ages 2 to 49. Caregivers should administer the vaccine to children ages 2 to 17, according to the FDA.

The vaccine should not be used in people with severe allergies to its ingredients, eggs or other flu vaccines, according to the company.

Full safety information and administration instructions are provided on the product website.

FluMist Home will launch in these states for the 2025-26 flu season:

- Alabama
- Arizona
- California
- Colorado
- Connecticut
- Florida
- Georgia
- Iowa
- Idaho
- Illinois
- Massachusetts
- Maryland
- Maine
- Michigan
- Montana
- North Carolina
- North Dakota

- Nebraska
- New Hampshire
- New Jersey
- Nevada
- Ohio
- Oregon
- Pennsylvania
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Vermont
- Washington
- Wisconsin
- Wyoming

The company noted that local pharmacy laws prevent it from being available everywhere.

#### Sources

- CBS News, Aug. 15, 2025

Disclaimer: Statistical data in medical articles provide general trends and do not pertain to individuals. Individual factors can vary greatly. Always seek personalized medical advice for individual healthcare decisions.





## More news resources

- FDA Medwatch Drug Alerts
- Daily MedNews
- News for Health Professionals
- New Drug Approvals
- New Drug Applications
- Drug Shortages
- Clinical Trial Results
- Generic Drug Approvals

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MANDATORY

**MAC CALL LOG*****This form is used to document all communication with the MAS Nurse***

Date of Call	Time of Call	Name of MAS being Called	Name of person served Name of Caller	Issue/Problem	Vital Signs Requested (T, P, R, BP)	Orders/Instructions	Time MAS Nurse Notified of Results	Describe how the Nurses Instructions were effective
	AM						AM	
	PM						PM	
	AM						AM	
	PM						PM	
	AM						AM	
	PM						PM	
	AM						AM	
	PM						PM	
	AM						AM	
	PM						PM	
	AM						AM	
	PM						PM	
	AM						AM	
	PM						PM	

***This form must be reviewed by the MAS Nurse at frequent intervals, at least once every month to verify intervention was completed and outcome is documented ABN 610-X-7-.06(1)***

***Licensed nurses who are MAS trained are accountable and responsible for the outcome of the delegated nursing care delivered by unlicensed mental health worker***

MAS Nurse Signature \_\_\_\_\_

Date \_\_\_\_\_



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
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MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL  
COMMISSIONER

February 28, 2022

To: MAS/MATT Nurses, Providers

From: Beverly Jackson, MSN, RN, MATT  
NDP Coordinator

RE: OTC/PRN Medications

A MAS RN or MAS LPN may place a prescribed, factory labeled, factory sealed, single dose OR multi dose bottle of over the counter, as needed (PRN) medication in a plastic bag with a closure. Internal and external medications **MUST** be stored in separate bags. **EACH** person must have their **OWN** individual bag of Over-the-counter medication/s.

The bag, with the closure shall be labeled with the person's name, facility, date the OTC was placed in the bag by the **MAS Nurse**. The Agency is responsible for having a Policy and Procedure that addresses OTC/PRN medication, specifically monitoring expirations and refills.

Each person may have their own multidose bottle of PRN, PRN Medications. Medicaid changes related to coverage of multidose bottles has changed, and now OTC and PRN multidose bottles may be purchased for each person. The medication name and dosage on the bottle must read the same as the prescriber's standing orders. (Example: Physician orders Tylenol for fever. The Agency can only purchase Tylenol brand instead of a generic acetaminophen, and it can **ONLY** be given for fever, NOT pain). MAC Workers are trained to compare the label on the bottle to the order on the MAR.

**BULK OR STOCK MEDICATION OF ANY KIND CAN NOT BE SHARED AMONG PEOPLE SERVED IN ADMH CERTIFIED PROGRAMS. EACH PERSON MUST HAVE THEIR OWN MEDICATIONS.**

Thanks  
Beverly Jackson