

MINUTES FROM NDP MAS NURSE/MATT RN QUARTERLY MEETING

Thursday, February 20, 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.

*Ms. Jackson informed everyone AI Notes can not be used for this meeting because it is against ADMH Policies.

Per Beverly Jackson:

- Please continue to visit the Alabama Medicaid Website for Alerts to include Preferred Drug List (PDL) and Pharmacy Quarterly Update.
- There has been a recall on Rocephin. Check FDA recalls for lot numbers.
- MAC I Revision
 - The NDP Advisory Committee met on 2/13/2025 to review questions missed on MAC I Modules with a failing rate.
 - A few of the questions required revision.
 - The NDP Advisory Committee reviews questions on MAC I Modules quarterly.
- NDP 17 (Controlled Substance Sign-Out Sheet) and NDP 18 (Controlled Substance Shift-to-Shift Count Sheet) have been revised. (Please see attachments.)
 - These forms are **optional**. If your agency already has forms that use the correct method for signing out and counting Controlled Substances, you can continue to use them.
 - MAS Nurse is responsible for ensuring the Controlled Substances count is accurate before placing in homes. That includes if Controlled Substances are added or removed after the initial count has been completed.
 - Each Controlled Substance shall have its own Sign-Out Sheet.
 - **Medications that are not Controlled Substances (Narcotics) don't have to be counted.**

- MAC Supervision
 - MAC Supervision is required for all MAC Workers annually utilizing NDP 3 (MAC Annual Direct Supervision Form). (See attachment.)
 - There is no Grace Period; form shall be completed on or before date due.
 - For ratings of 1 or 5, comments shall be written explaining reason for rating.

- Nursing Responsibilities
 - Review your job description with the agency you are employed with
 - Review what you can or can not do based on your license with the ABN
 - It is your responsibility to know the Mission of the agency you are employed with.
 - Please review the MAS Nurse Manual as it identifies your responsibilities as a MAS RN and MAS LPN
 - Please be reminded a 30-Day Notice shall be submitted to the agency you are employed with if plan to resign per ABN Regulations and NDP Guidelines; if not submitted, this can be considered Job Abandonment which is reportable to the ABN for Disciplinary Action

- Personal Care vs Residential Care as it relates to the NDP
 - Due to conflicting responses, this was tabled until verification is received.

- Medication and Medication Errors (See attached MAS/MATT PowerPoint.)
 - Some capsules such as Depakote Sprinkles can be opened per MD Order
 - Some medications can be crushed per MD Order
 - Specific device such as the Silent Knight shall be used for crushing medications as ordered; pouches shall be used with device if used by MAC Workers per ABN approval
 - Medications that can not be crushed shall be identified on MARS
 - Demonstrative Use of Silent Knight shall be taught during MAC II Training
 - Types of Medications – Wrong Medications
 - Wrong Person
 - Wrong Medication
 - Wrong Time
 - Wrong Reason
 - Wrong Dose
 - Wrong Route
 - Documentation Errors does not require the use of NDP 21 – Medication Error Training Form (See attachment). However, all other Medication Errors require completing this form with the MAC Worker after the error has occurred per NDP Guidelines.

- For Medication Refusals, enter GER in Therap under Missed Dose, then click on refusal. Quality Assurance Director states all missed doses shall be accounted for and refusals still have to be addressed by the MD and/or Team.
 - Level 1, 2, and 3 Medication Errors are defined in the attached PowerPoint.
 - The NDP Implementation Tree is also noted in the attached PowerPoint. Please familiarize yourself with it.
- A Survey went out to DD MAS Nurses regarding Hospital and ER Visits. It was also sent to MI and SU MAS Nurses. Data collected to be reviewed.
 - 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
 - Training is conducted via Zoom
 - Any problems encountered with Relias shall be addressed by calling their toll-free number at 1-800-381-2321
 - Some MATT RNs conduct NDP Training as well that is not listed on the Relias Website or the Agenda
 - Ms. Jackson's Vacations Dates are listed on the attached agenda.
 - Next Meeting Date: Thursday, May 15, 2025
 - Angela Marks, Regional Nurse, Region 3, will conduct next meeting due to Ms. Jackson's being on scheduled leave during the month of May.
 - Andriea Wells, Regional Nurse, Region 1, will cover any required Administrative meetings for Ms. Jackson while she is on scheduled leave during the month of May.
 - 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
- NDP 17 - Controlled Substance Sign-Out Sheet
- NDP 18 - Controlled Substance Shift-to-Shift Count Sheet
- NDP 3 - MAC Annual Direct Supervision Form
- NDP 21 - Medication Error Training Form
- MAS/MATT Meeting PowerPoint

Submitted By:

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Date: February 25, 2025