



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE  
OFFICE OF CHILDREN, YOUTH AND FAMILIES  
P.O. BOX 2675  
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July 9, 2007

Dear OCYF Medication Administration Trainer-of-Trainers:

In July 2007, the Office of Children, Youth and Families (OCYF) will begin to transition toward the use of the Department of Public Welfare (DPW) Medication Administration Train-the-Trainer's Program (formerly known as the Office of Developmental Programs Medication Administration Program). As you know, the Chapter 3800 regulations require that in order for a non-medically licensed, certified, or registered staff person to administer certain medications to children, the staff person must complete a Department-approved medication administration training course within the past 2 years. OCYF will initiate using the DPW Medication Administration Model, which is managed and operated by the Office of Developmental Programs (ODP), as the approved medication administration curriculum for facilities licensed under the Chapter 3800 regulations. The DPW Medication Administration Model will replace fully the OCYF Medication Administration Training Model effective June 30, 2009.

We are excited to implement this change, due to the many benefits. The DPW Medication Administration Training Program curriculum has been in existence for over 25 years under the medical oversight of the ODP Medical Director and Nurse Administrator. Besides medical oversight and program longevity, the DPW Medication Administration Model offers an additional benefit. Completing the DPW Medication Administration Training Model offers transferability of your medication administration certification between Chapter 3800-licensed facilities and other settings requiring certification under this model, including Chapter 2380-licensed adult training facilities, Chapter 2600-licensed personal care homes, Chapter 6400-licensed community homes for individuals with mental retardation, and Chapter 6600-licensed intermediate care facilities for individuals with mental retardation (if they have eight beds or fewer). This will benefit facilities operating multiple programs, across program areas, as well as staff who wish to have the flexibility to move from one program area to another.

The curriculum for the DPW Medication Administration Model is a Train-the-Trainer model with a tiered approach. Tier One of this model prepares unlicensed staff working in a community program to administer medication. In Tier Two, participants who successfully complete the Train-the-Trainer course will serve as trainers to unlicensed staff in their agencies and teach them to properly administer medications to individuals who receive services. There is also a quality assurance component built into this model, which involves the use of practicum observers who work in conjunction with the instructor. These individuals conduct reviews of medication administration records as well as observe staff in the administration practice to ensure ongoing training certification.

The DPW Medication Administration Training Model will be replacing fully the OCYF Medication Administration Training Model effective June 30, 2009. All Chapter 3800 facility staff must be trained on this new curriculum by that date. The first round of training for the DPW Medication Administration Training Model will be offered September 2007 through June 2008. A brochure will be mailed, first to facilities whose license expires between July 1, 2007 and December 30, 2007, so that they may register a staff member for one of the training sessions offered. The next round of training will be offered September 2008 through June 2009 for the remaining facilities who will need to have staff trained. Facilities are encouraged to select staff members for the trainer role who are comfortable presenting training material. More detailed information about the curriculum, course and registration fees, registration process, and comprehensive list of training dates and locations across the state can be found on the following website:

<http://www.dpw.state.pa.us/Family/MentalRetardationServices/HealthCare/003671051.htm>.

As with the OCYF model, the DPW Medication Administration Training Model does not include a diabetes education for non-licensed staff who wish to administer insulin, according to Section 3800.188(b) of the Chapter 3800 regulations. Non-licensed staff persons who wish to administer insulin may consult with Diabetes Nurse Consultants at the Department of Health regarding availability of this specific type of training. Contact information for the Diabetes Nurse Consultants may be found at the following website:

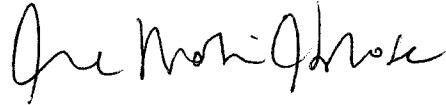
[http://www.dsf.health.state.pa.us/health/CWP/view.asp?A=174&QUESTION\\_ID=23758](http://www.dsf.health.state.pa.us/health/CWP/view.asp?A=174&QUESTION_ID=23758)

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Many of you have expressed an interest in becoming an instructor for the DPW Medication Administration Training Model. The Department has elected not to use individuals who are employed by a private agency to serve as instructors of its curriculum, to avoid any potential conflicts of interest. The training program is operated through a contracted provider that employs registered nurses as instructors and does not permit training to be conducted by those instructors on a freelance basis. However, if you are employed by a facility, you are strongly encouraged to serve as the trainer of direct care staff by obtaining certification through the DPW Medication Administration Training Model.

Thank you for your invaluable services in training non-licensed staff to safely administer medications to children and youth in child residential and day treatment facilities. OCYF's transition to the DPW Medication Administration Training Model is focused on assisting the child-serving community to provide the best possible care for Pennsylvania's children and youth. Let us join forces to work together to assure the success of this transition. If you have any questions about this transition, please contact Ms. Ellen Whitesell at [ewhitesell@state.pa.us](mailto:ewhitesell@state.pa.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Marie Ambrose". The signature is fluid and cursive, with the first name "Anne" being the most prominent.

Anne Marie Ambrose