



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

To: DDS Providers and DDS Public Programs

From: Valencia Bagby-Young, Director of Health & Clinical Services

Cc: Jordan A. Scheff, Commissioner; Peter Mason, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; David David, Director of Service Development and Support; Crescentino Secchiaroli, Regional Director; Jessica Kelsey, Nurse Consultant

Date: March 17, 2020

RE: Medication Administration Guidance

Please be advised that the DDS Medication Administration Program will be postponing all Medication Administration (Med Admin) Recertification classes.

In an effort to minimize the spread of COVID-19 (coronavirus) during this pandemic, the recertification period for anyone whose DDS med certification (cert) has expired or will be expiring during the time period from March 1, 2020 through June 1, 2020, has been extended for 90-days from the date of the employee's current med cert expiration.

Any employees whose med certs expire during the designated time period are required to complete the recertification (recert) process within the allocated 90-day period. For example, a med cert which expires on March 1, 2020, shall be renewed by May 29, 2020; an expiration date of June 1, 2020, shall be renewed by August 30, 2020. The calculated renewal date is effective through 11:59pm on the specified date.

Employees whose med cert expire during the identified time frame must have the recert process completed by specified renewal date and possess their new med admin card in order to administer meds the day after the specified renewal date. The onsite practicum (pass and pour) with the delegating registered nurse shall be completed during the 90-day period.

For those approved agencies that have recently administered the recert exam and completed checklists A & B for employees; or, if the agency plans to complete the current recert process without altering any portion of the exam and checklists A & B (this means no video or online training unless DDS has distributed approved training); then, those applications may be uploaded onto the E-license system. Applications which have already been uploaded will be processed in the order received.

A Leap Year Calendar of Expiration Dates has been included, which will assist with calculating the 90-day extension period. Please submit questions or concerns regarding this memo DDS.COVID19@ct.gov.