



ADMINISTRATIVE DIRECTIVE

Transmittal:	ADM 2019-03
To:	Executive Directors of Voluntary Provider Agencies Sponsoring Family Care Developmental Disabilities Regional Office Directors Developmental Disabilities State Operations Office Directors
Issuing OPWDD Office:	Division of Service Delivery (State Operations) Division of Quality Improvement
Date:	May 21 st , 2019
Subject:	Medication Administration and Nursing Services in Family Care
Suggested Distribution:	Family Care Program Administrators and Managers Family Care Coordinators and Liaisons Quality Assurance Staff Family Care Providers Family Care Substitute Providers Family Care Registered Nurses
Contact:	Family Care Unit, Division of Service Delivery State Operations FamilyCare@opwdd.ny.gov
Attachments:	Family Care Manual Section 2.7 Family Care Registered Nurse Family Care Manual Section 4.2 Medication Administration Medication Administration Training Curriculum for Family Care Providers and Family Care Substitute Providers

Related ADMs/INFs	Releases Cancelled	Regulatory Authority	MHL & Other Statutory Authority	Records Retention
	Sections 10.6.5, 10.6.6, and 10.7.6 of the 2004 Family Care Manual	14 NYCRR Part 633	Section 33.03 NYS Mental Hygiene Law	6 years

Applicability

This ADM applies to all State Sponsored and Agency Sponsored Family Care programs.

Purpose

The purpose of this memorandum and attached documents is to inform Family Care Providers and Sponsoring Agencies of revisions to the Office for People With Developmental Disabilities (OPWDD) policies on the role and responsibilities of the Registered Nurse (RN) and on medication administration in a Family Care program.

The attachments to this memorandum include the following documents:

- Family Care Manual Section 2.7 Family Care Registered Nurse. Section 2.7 replaces section 10.7.6 of the 2004 Family Care Manual.
- Family Care Manual Section 4.2 Medication Administration. Section 4.2 replaces sections 10.6.5 and 10.6.6 of the 2004 Family Care Manual.
- Medication Administration Training Curriculum for Family Care Providers and Family Care Substitute Providers.

Background

OPWDD regulations in Title 14 of New York Codes, Rules, and Regulations (NYCRR) section 633.10 require that individuals must receive care and treatment in accordance with their needs and regulations in section 633.17 require that Family Care Providers and Substitute Providers must be trained to administer medication in conformance with an OPWDD approved curriculum. OPWDD Family Care policy requires oversight of individuals' health care needs, including medication administration, by a Registered Nurse (RN) at least once every 90 days or more frequently in accordance with individuals' needs. The RN provides training, including medication administration training, to Family Care Providers and Substitute Providers to ensure that the providers are prepared to address individuals' health care needs.

Overview of Changes

The Family Care Registered Nurse policy has been updated to include the following:

- A requirement for the RN to complete a Nursing Assessment within 30 days of an individual's admission to the Family Care program.

- A requirement for the RN to complete an OPWDD Ready to Go Form for each individual receiving Family Care services and a Ready to Go Checklist for each Willowbrook Class Member.
- A requirement for the RN to conduct a supervised medication pour following a Family Care Provider's or Substitute Provider's initial medication administration training and anytime the RN and/or treatment team determine additional support or monitoring is necessary (e.g., medication errors).
- A requirement for the RN to document a count of controlled medications at least once every 90 days during visits to the Family Care Home.
- A recommendation for the RN to complete a Plan of Nursing Services (PONS) for each individual receiving Family Care services.

The Family Care Medication Administration policy has been updated to include the following:

- A requirement for all Sponsoring Agencies to have policies and procedures to address after-hours notification for medication changes or emergencies involving individuals receiving services.
- A requirement to maintain copies of current medication orders at the Family Care Home.
- A requirement for the RN to document a count of controlled medications at least once every 90 days during visits to the Family Care Home.

A standardized medication administration curriculum has been established for all State Sponsored and Agency Sponsored Family Care programs:

- This curriculum will be a required training for new Family Care Providers prior to the initial certification of a Family Care Home and annually thereafter.
- This curriculum will be a required training for new Family Care Substitute Providers prior to approval/certification to provide services and annually thereafter.
- This curriculum will be a required training as part of the annual training expectations for existing Family Care Providers and Substitute Providers.

This curriculum includes a post-test that will be implemented at the conclusion of each training. Training participants must successfully pass the post-test with a score of 80% or higher.

Record Retention

All records must be maintained for a minimum of six years.