

Purpose: This guidance describes the expectations and requirements for the storage of healthcare provider orders for Division of Developmental Disabilities Services (DDDS) contracted authorized providers in accordance with the approved Delaware Board of Nursing (BON) Limited Lay Administration of Medication (LLAM) curriculum and the DDDS LLAM Module.

Scope: DDDS Authorized Providers of Residential Habilitation in a Neighborhood Group Home or Community Living Arrangement, Day Services, Supported Living, and Nurse Consultation

Definitions:

Client Data Management System (CDMS)	The electronic record-based system into which all client data must be entered and maintained.
CMS-485 form or Certification and Plan of Care	The form CMS-485, also known as the Home Health Care Certification and Plan of Care, is used by some Home Health Care Agencies (HHAs) to serve as a plan of care and certification or recertification when a physician oversees patient care. It provides all the necessary information for delivering relevant treatment and medical care to the patient outside of a specialized institution.
Limited Lay Administration of Medication (LLAM)	A training curriculum and regulations promulgated and overseen by the Delaware Board of Nursing for the administration of medications to service recipients by unlicensed assistive personnel (UAP).
LLAM Trained Unlicensed Assistive Personnel (UAP)	Direct support professionals who have been successfully trained in a Board of Nursing approved LLAM course, obtained a Letter of Completion, and remain in good standing.
Order/Prescription	Any written or electronic signed statement from a licensed, Delaware practitioner, for the preparation and administration of medication/treatments, including electronic printouts of appointment summaries or orders, MAIR (Medical Appointment Information Record), DAIR (Dental Appointment Information Record), PAIR (Psychiatric Appointment Information Record), etc. Must always be written by a healthcare provider who is registered with the State of Delaware to prescribe medication. Medication can never be given without an order.
Over the Counter (OTC) Medications	Non-prescription medications: medications which can be purchased or obtained without a prescription. No medications, including OTC medications may be administered to individuals supported in a DDDS contracted program setting without a written order from an HCP.

Practitioner/Healthcare Provider (HCP)/Primary Care Provider (PCP)	A physician/Doctor of Medicine or osteopathy, podiatrist, dentist, chiropractor, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, physician's assistant, or a clinical social worker who is authorized to practice by the State of Delaware and performing within their scope of practice.
PRN Orders	A non-routine medication that is given per HCP order when an individual requests it, or demonstrates behaviors outlined in the written HCP order designating when the medication may be given. The PRN order is very specific to targeted signs and symptoms outlined in the written order and indicates further instructions if the medication is administered.

Guidance:

The BON LLAM Curriculum May 2019, page 16 states:

"A prescription is required for all medications, both prescribed and over-the-counter, for clients in the facilities outlined in Title 24, Chapter 19. A prescription is a written order from the practitioner, for the preparation and administration of a medicine or other treatment."

The DDDS LLAM Module for Instructors July 1, 2024 states on page 27, that a valid HCP order must contain the following:

- *Name of the individual*
- *Date ordered, including the year*
- *Name of the drug*
- *Dosage*
- *Route of administration*
- *Frequency, and duration of administration*
- *Healthcare Provider's signature (physical or electronic signature acceptable)*
- *Pre-test medication orders must specify the period of time of pre-test administration (e.g., one hour before EEG)*
- *If applicable for the individual, specific instructions in the order to crush the medication (e.g., may crush and place in food)*

The DDDS LLAM Module for Instructors July 1, 2024, page 28 also states:

"After medication is obtained from the pharmacy, all orders for medications/treatments must be IMMEDIATELY transcribed onto the medication administration record (MAR) or entered into the Electronic Medication Administration Record (eMAR) according to LLAM policy."

Both the BON LLAM Curriculum (page 21) and the DDDS LLAM Module (page 43) also require that a LLAM trained UAP complete the “Three Safety Checks” prior to administering any medication or treatment to a service recipient. “Check 2” of the three safety checks requires the UAP to *“check the prescription label against the medication order to make sure they match.”*

Therefore, it is imperative that HCP orders for all prescribed, OTC, and PRN medications or treatments be available to the LLAM trained UAP at all times.

For DDDS-contracted programs that use a physical hard-copy or “paper” Medication Administration Record (MAR), a physical hard-copy or “paper” copy of the most current HCP order for each medication or treatment prescribed for the service recipient must be maintained in the MAR book at the program site. Individual medication/treatment orders, MAIRs or other appointment summaries with full medication orders, or a Physician’s Medication Order Form (PMOF), which contains the orders for all medications and treatments prescribed for the service recipient, are all acceptable.

For DDDS-contracted programs that use the electronic Medication Administration Record (eMAR) in the DDDS-contracted client data management system (CDMS), an electronic copy of the most current HCP order for each medication or treatment prescribed for the service recipient must be maintained in or attached to the eMAR record in the CDMS, either attached to each individual medication/treatment entry on the eMAR through the “Medication History” module in the Health tab in the CDMS, or attached to the “Medication Review” module in the Health tab in the CDMS. Individual medication/treatment orders, MAIRs or other appointment summaries with full medication orders, or a PMOF, which contains the orders for all medications and treatments prescribed for the service recipient, are all acceptable.

Additionally, whether a paper MAR or the eMAR are used, each order obtained for a service recipient must be added to the “Appointments” module in the CDMS, attached to the appointment entry for the day the order was received. This creates a running history of the orders as they are prescribed for each service recipient over time and allows for verification to ensure the orders in the paper MAR or the eMAR are the most current orders.

Skilled Nursing Requirement:

For service recipients living in a DDDS-contracted residential habilitation site and receiving skilled nursing from a Home Health Agency (HHA) or a Private Duty Nurse (PDN), a copy of the current CMS-485 form or certification and plan of care is required to be in the home and uploaded to the appointments section of the CDMS every 60 days or as soon as it is received from the HHA/PDN. Documentation of communication with the HHA/PDN in order to receive current copies of the CMS-485/certification and plan of care form must be documented in the CDMS as a T-log in order to show proof that the residential provider is attempting to obtain the current CMS-485 form/certification and plan of care. While LLAM trained UAPs are not responsible for providing the care or administering medications/treatments described on the CMS-485 form/certification and plan of care, it is essential that the information be readily available for coordination and continuity of care.