

Instructions for use of Leave/Vacation Medication Form

When to be Completed: Every time a person is expected to receive his/her medication from a person other than a residential or day program staff who have successfully completed LLAM training (example: a person leaves the home for a vacation, respite or a visit with his/her family).

Instructions for Completion of Form Prior to Individual's Departure:

1. Staff person (this includes agency contracted staff and shared living provider) completes the top section of the form.
2. Staff person (this includes agency contracted staff and shared living provider) completes the first three (3) columns of the table.
3. Staff person (this includes agency contracted staff and shared living provider) completes the section re: special medication instructions/comments, if applicable.
4. Staff person (this includes agency contracted staff and shared living provider) signs on the line that states "staff who prepared medication for leave".
5. Staff person (this includes agency contracted staff and shared living provider) writes the name and relationship of the person to whom the medication is being transferred on the line that states "to whom are medications entrusted".
6. Staff person (this includes agency contracted staff and shared living provider) reviews the medication and the information on the Leave/Vacation Medication Form with the receiving person.
7. The person receiving the medication signs and dates on the bottom line of the form attesting to his/her receipt and understanding of the medications.

Instructions for Completion of Form Upon Individual's Return:

1. Staff person (this includes agency contracted staff and shared living provider) counts the number of pills returned and documents in Column 4 of the table and signs the form on the indicated line. It is preferable that this be done in the presence of the person to whom the medications were entrusted.
2. If there is a discrepancy with the number of doses of medications returned, notify a supervisor immediately and document in the Client Data Management System (CDMS).
3. Update the Controlled Substance Count Sheet (if applicable).

Where to File Completed Form:

1. Provider agency staff shall file the completed form with the corresponding month's MARs.
2. Shared Living providers shall forward the form to the consultative nurse who will then forward to DDDS HIM.
3. If the residential setting uses the electronic medication administration record (eMAR) available in the client data management system (CDMS), this completed form shall be scanned and attached to the service recipient's Medication Review module.