

ALABAMA DEPARTMENT OF MENTAL HEALTH
Nurse Delegation Program

Directions for completion of the Certification Score Sheet

1. Review agency's policy and procedures approved by their Board of Directors for noted policies and procedures
2. Review staff personnel/training records (MAC Files) for:
 - a. RN/LPN licensure verification
 - b. HS diploma/GED for each MAC Worker
 - c. Documentation of MAC I Training
 - d. Documentation of MAC II Training (8 hours minimum)
 - e. Documentation of skills competency verification (Skills check sheet)
 - f. Documentation of MAC Recertification (minimum 4 hours every two years)
 - g. Documentation of MAC Supervision (at least annually)
 - h. Documentation of MAS Nurse Training
 - i. Documentation of MAS Nurse Recertification (UPDATE)
 - j. Documentation of MAS LPN Supervision by RN licensed in AL (at least annually)
 - k. Decertification of MAC Workers (NDP 15 Revocation Form)
3. Review consumer records/MAR for:
 - a. Self Administration Assessment completed by MAS RN/LPN (at least annually)
 - b. Nursing assessment (at least annually and at any status change)
 - c. Orders from legally authorized prescribers – MD, DDS, NP, PA, CNM
 - d. Blanks on the MAR (Compare MAR with available meds)
4. Interview agency staff to include but not limited to MAC Workers, MAS Nurse, Agency Administrator/designee
 - a. What is the process for self administration of medication at the agency/away from the agency
 - b. What is the process for providing skilled nursing tasks at agency (Tasked that cannot be delegated)
 - c. How did your MAS Nurse complete your supervision? Face-to-face? Other?
 - d. Have any MAC Workers been decertified?
 - e. Where is your MAC Log/documentation of contact between MAC Worker and MAS Nurse?
 - f. How are medication errors documented? Reported?
 - g. Was required data sent to NDP Office? (See copy)
 - h. How are medication secured? Controlled substances?
 - i. How are controlled substances counted and documented?
 - j. Have MAC Worker call MAS Nurse. What was response time?

EFFECTIVE OCTOBER 1, 2013, all agencies will have a NDP Score as determined by the findings on the attached NDP Score Sheet.

The shaded area on the score sheet is where the points for that section will be placed. Each section has a potential for “5” points. There are 10 shaded areas on the form, which makes the maximum points for NDP “50”.

Directions are provided at each section along with compliance criteria.

A readable copy of the NDP score sheet must be forwarded to the NDP office within 15 days of completion of the site visit. Issues of noncompliance will be addressed by the NDP Office in collaboration with the Divisional Certification Office

NOTE: ID/MH/SA COMPREHENSIVE AGENCIES

NDP is the same for all Divisions. *ID and SA have Division specific regulations that must be assessed by certification surveyors IN ADDITION TO the NDP score sheet.* Those issues addressed by Divisional regulations should impact the agency score.

At comprehensive agencies, the Certification Surveyors should only complete “one” NDP Score sheet that reflects NDP compliance across the agency; similar to the assessment of the ADMH Administrative Regulations.

Divisional Surveyors can assess the NDP regulations during their visit and communicate their findings to the Division that will be responsible for compiling findings for the agency’s NDP score. It is recommended that Divisions communicate and collaborate and determine who is responsible for the compilation of NDP findings on all comprehensive visits.

ALL NDP TRAINING MUST BE COMPLETED WITHIN 60 DAYS OF INITIATION OF TRAINING

ALL RECERTIFICATION TRAINING (MAS AND MAC) MUST BE COMPLETED WITHIN 90 DAYS AFTER THE EXPIRATION DATED NOTED ON THE CURRENT CERTIFICATE