

# Countable Controlled Substance Count

## Examples of How to Assist Certified Staff in Following MAP Policy

According to *MAP Policy*:

*10-3 1. : 'Medication counts are to be conducted whenever the control of the medication key is passed (i.e., at the start and end of each shift/assignment).*

For example: Certified Staff A is assigned to administer medications from 7 AM till 9 AM. Then at 9 AM, Certified Staff B is assigned to administer medications. Accordingly, a Countable Controlled Substance Count should be done at 9 AM by Certified Staff A along with Certified Staff B.

*10-3 2. : 'DPH recognizes that there are some situations where two licensed and/or Certified staff are not available at every change of shift. In those instances it is recommended that the single licensed/Certified staff person coming on or off shift/assignment conduct a count and sign the medication count book. At the first opportunity for a two-person count, the count must be conducted.*

*a. Under no circumstances should a two-person count be conducted less than once every twenty four hours'.*

For example: If Certified Staff A was in the home from 7 AM till 1 PM and Certified Staff B would not be in the home until 3 PM; then Certified Staff A should perform a single person count at 1 PM and afterwards put the medication keys in the combination reator-type locked box. At 3 PM Certified Staff B (after removing the medication keys from the locked box) should perform a single person Countable Controlled Substance Count.

Of note, if there is another Certified staff on duty at 3 PM then the count should be done with a witness (Certified Staff C). Always use a witness if there is a Certified/licensed staff available during Countable Controlled Substance Count.

Conducting a two-person count at least once in twenty four hours is the exception to the policy. This exception should only be followed at those sites where there is only one Certified staff assigned and the only time there may be overlap of staff would be once every twenty four hours (possibly at 11 PM).

10-2 2. : *'Each program site must have procedures that limit the day-to-day access to this area to the staff authorized to administer medications during each shift and that limit possession of the key to the medication area to the authorized staff on that shift'.*

For example: The Residential Supervisor/House Manager assigns the Certified/licensed staff person the assignment of medication administration.

10-2 3. : *'The key should be personally given to the staff person assigned to administer medications on the incoming shift or replaced in the locked area after completion of the shift/assignment, if there is no incoming shift staff.*

*a. To limit the number of medication keys, the key should be stored in a locked area within the house accessible to designated staff only'.*

For example: The site could have a combination realtor-type locked box that would house the keys when there is no Certified/licensed staff on site. The combination should be known to only those Certified/licensed staff who would be assigned to administer the site's medication.

The locked box combination should be changed anytime a Certified/licensed staff person is no longer working at the site or if a staff person (previously Certified) was to become non-Certified (e.g., did not pass Recertification, Certification expired, etc.)

10-2 5. : *'The staff person administering medication should keep the key on person during the assigned shift. If they need to leave the residence it should be placed in a secure place'.*

For example: The medication storage keys should be kept on the site's medication-administration assigned Certified/licensed staff (while working on site). Site may use a neck/pocket lanyard (bungee-type cord, etc.) to achieve this intention.

Of note, if the assigned Certified Staff A were to leave the site (e.g., Certified Staff A would be taking an individual to a Health Care Provider Visit) and there would be no other Certified/licensed staff working at the site, then the assigned Certified Staff A would perform a Countable Controlled Substance Count and subsequently put the keys in the combination realtor-type locked box (before leaving the site).

Upon return to the site, the assigned Certified Staff A would remove the keys from the combination realtor-type locked box and perform a Countable Controlled Substance Count. Otherwise, the assigned Certified Staff A should keep the medication storage keys on their person.