



*The Commonwealth of Massachusetts*  
*Executive Office of Health and Human Services*  
*Department of Mental Health*  
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**TO:** CEOs of Medication Administration Certified Organizations

**FROM:** Brooke Doyle, Deputy Commissioner of Mental Health Services  
Department of Mental Health

A handwritten signature in cursive script that reads "Brooke Doyle".

**Cc:** Kim Clougherty, Director of Community Services  
Department of Mental Health

Marie Brunelle, Director of Medication Administration Program  
Department of Mental Health

**DATE:** August 31, 2017

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In an attempt to align the Medication Administration Program (MAP) testing system and create a uniform approach for each state agency, D and S Diversified Technologies' is developing a single tracking system for test candidates. Currently, DMH pays for unlimited testing attempts for each DMH Adult Vendor/State Operated and Caring Together staff that is required to be MAP Certified. In order to create uniform procedures, the state agencies are proposing to alignment with the existing DDS testing policy effective October 1, 2017. This policy change will result in no changes for DDS funded providers. DMH will now have limits to the number of times a candidate can take each portion of the test that are paid for by state funding.

Each DMH Adult Vendor/State Operated and CT Provider staff will have three state funded attempts on each component of the MAP test. (3 attempts for the knowledge test component, 3 attempts for the transcription component and 3 attempts for the medication administration component). Of note, a "no show" (that includes being late), will count towards one of the 3 DMH Adult Vendor/State Operated/CT Provider state funded attempts on each component of the test but will not count towards the 3 failure rule that requires staff to have remedial training. The new database tracking system, Test Master Universe (TMU), will allow test candidates the option to take all three tests in one day or continue to take the knowledge on one day and the skills test on separate days.

Once the test candidate has exhausted his/her three attempts on any component of the test, he/she will be individually responsible for paying for that component if he/she wishes to take it more than three times. This is a permanent status and applies whether or not a test candidate changes employers. A test candidate's testing history and/or certification status can be obtained through D and S Diversified Technologies. Providers are always encouraged to review their perspective employees test history /MAP certification status prior to hire and/or MAP training.