



August 2012

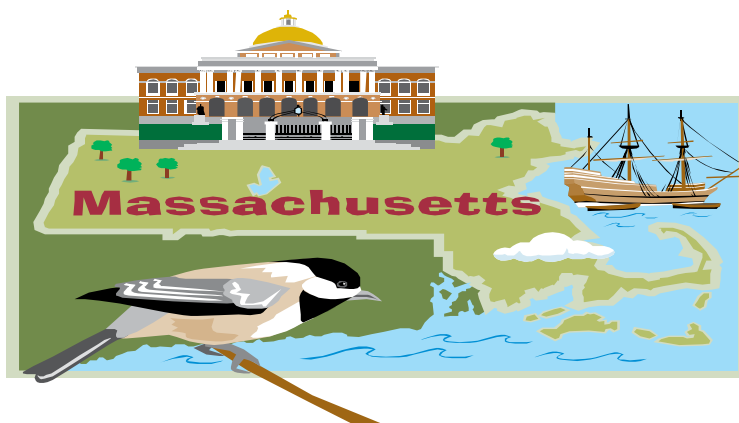
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Employment Verifications

As of August 6, 2012, Providers are required to verify employment for candidates prior to every test event. Detailed instructions are posted on our MAP webpage at the bottom of the Test Site Forms & MAP Trainers column. Trainers are not able to verify employment under the Trainer PIN login.

Providers are required to submit an email address which will help facilitate the above mentioned employment verification for their organization. Please direct emails to hdmastereast@hdmaster.com, with the following statement in the subject line: **Designated MAP Provider Representative**. Each Provider is limited to two email addresses.



Notifications and Test Results will be Delivered Electronically



As of August 6, 2012, ALL test results and test notifications will be delivered electronically by email to candidates and Providers. A paper copy can be requested by candidates. The candidate will be required to contact our office to receive the paper copy. Test results and test confirmations can be printed from our website 24 hours a day.

Supervisor Email Addresses

Providers have the ability to add up to ninety-nine (99) email addresses for program supervisors or provider contacts. The Provider can then open a candidate record and select the name from the list. This will allow the selected person to receive those test confirmations for that candidate. There are detailed directions available through the Provider page in the WebETest system.

Massachusetts MAP Instructor/Program/Provider Login

As an approved provider or MAP trainer you will be making the initial data entry for MAP candidates when they begin training, and at the completion of training you will electronically certify the completion status of each enrolled candidate, and subsequently print certificates of completion.

Please Note: When you select a student's link, his/her data will open in a new window over the top of the search window. To select another student, simply close the window containing the current student, and then select another student from your search list. If you select one of the print options for a student, you can either use the **PRINT** link found on the form or **right click** on the form and select **Print** from the menu presented or in Netscape use [Ctrl]+[p] from the keyboard.

Please enter your assigned Training Program/Provider ID

Please enter your PIN

Complete fields then click here to...

Prototype: Click this button to edit ...

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Candidate Test Results

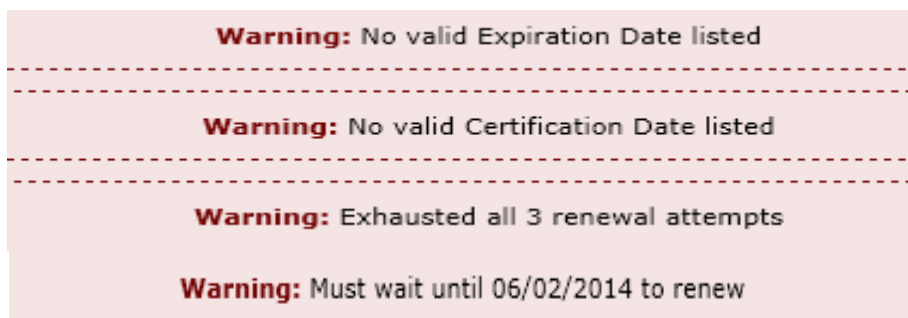
You are able to view candidate test results at the bottom of the candidate screen. The scores from the current training will be located in the first box. The second box will be test results from prior trainings.

Results User1						
Current Training Test Results						
	##	Ver	Date	Site	Score	Category
1.	111	111	05/29/2012	9149	F076	Written Exam
2.	103	103	06/04/2012	3820	F078	Written Exam
3.	114	114	07/27/2012	102	084	Written Exam
Previous Training Test Results						
	##	Ver	Date	Site	Score	Category
1.	087	087	03/10/2010	9999	Fail	Previous Written
2.	090	057	03/10/2010	9999	Pass	Previous Medad
3.	090	014	03/10/2010	9999	Fail	Previous Trans
4.	091	014	06/22/2011	9999	Fail	Previous Trans
5.	088	088	06/01/2011	9999	Pass	Previous Written
6.	092	014	06/01/2011	9999	Fail	Previous Trans
7.	026	033	08/11/2011	4100	K095	MAP Transcription (3
8.	026	042	08/11/2011	4100	K000	MAP Med Admin (42)
9.	101	101	01/13/2012	9149	082	Written Exam
10.	138	009	03/02/2012	9149	K073	MAP Med Admin (03)
11.	138	028	03/02/2012	9149	K090	MAP Transcription (3
12.	140	007	03/16/2012	9149	K086	MAP Med Admin (01)
13.	140	029	03/16/2012	9149	100	MAP Transcription (3

New Messages on the Registry

We have added messages to candidate records that will provide important information about the candidate at the top of the screen. Items included in the messages are (see examples below):

- Dates candidates are eligible to re-certify
- If a candidate has failed a re-certification attempt, a message will appear letting you know that the candidate is no longer eligible to pass medications until they pass their re-certification.
- If the candidate has failed all of the re-certification attempts.
- The expiration or certification date is not valid.

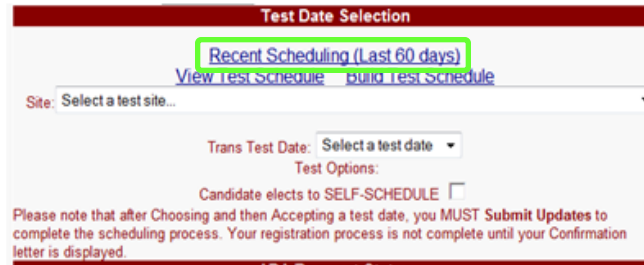


Re-certification Reminders

Re-certification attempts are subject to the same three (3) fail rule as original certifications. Meaning if you do an in-house re-certification and the candidate fails both the medication administration and the transcription, that would count as two (2) fails. Also, please keep in mind that however the candidate starts the re-certification process they must complete it in the same manner. This means that if a candidate starts the re-certification testing process through D&S, they must complete it through D&S. They can not start testing with us and then change and do an in-house re-certification or vice-versa.

Test Scheduling Information

As requested, you are now able to view how a candidate was scheduled for a test event within the last 60 days. It will indicate if they were scheduled by Agency (D&S), Train (Provider/Trainer) or Sched (Candidate).



Test Date Needs



We schedule test dates based on need identified by historical use data. We are able to add additional dates to locations as the need arises for providers. Just let us know if you are finding that you have to schedule your staff for testing too far out from course completion. The wait should not be longer than 2 weeks. The earlier we plan ahead for this, the better.

One Year Mark for D&S and MAP

As we move past the one year mark of the D&S MAP contract, we are happy to say that everyone involved is settling into the testing process. There have also been numerous changes made to the MAP testing process to improve it, as well as several additions to the WebEtest system and the registry. This was done at the request of the Providers and/or Trainers. Please feel free to forward any requests to our email address hdmastereast@hdmaster.com ATTN: Kelly.

We look forward to the upcoming years and a successful relationship with MAP.

The D&S MAP Team