

It's me again with Update #2.

First I would like to share a few tips that I have discovered as I roam around the D&S site.

1. Mozilla Firefox is the best search engine for this system (free download). If you do download it, when you get to the D&S page look in the lower right corner for a red and yellow button to update to an acrobat adobe version for Firefox. Internet Explorer (IE) is fine too but IE7 can be slow and may stall at times. If you use IE upgrade to IE8 or IE9 (usually free) for better performance of the site
1. When you search for a staff in the registry (as in for Recert) make sure you do not put any spaces between any of the letters or commas.. like: brown,jane. Otherise the person won't show up
1. The process for online Recert has been simplified from the method I described last week. Now:

Go to Mass site on hdmaster.com

Click on MAP Registry Provider login

Enter MAP Trainer ID# (where it says Provider license... they really mean ID # anywhere you see license. We will

be fixing that)

Enter MAP Trainer PIN

Click on button with arrow in upper left corner and select "search"

Enter staff person name or persons in search box

Click on search

Click on staff name when it comes up

Demographic page should come up.

Check demographics and make changes if needed

Click on "Approve" or "Deny" button depending on whether they passed or failed the recert test

Click update and you are done.

Click back button (usually twice)

Click on staff name again

Print out page to put in house records as proof of Certification (this is now used instead of wallet cards as proof of MAP cert.)

Now for the questions of the week:

1. Q. The Sample Test on the home page of D&S is a 10 question test. It does not give the candidate any feedback as to whether they responded correctly or incorrectly.
A. The sample test is being developed further so there are more items (questions). At the end it should tell staff the areas that they need to study as they got a question wrong related to that subject. If there are none listed then the person got 100%. It is meant to reflect how the results letter will look when they get it from D&S after they take the actual cert knowledge test. You can use the existing sample test if you want until there are more items in the online sample test but I do recommend staff "play" with the online format before taking the cert test .

2. Q. Is there a printable Sample Test similar to the one we use now from D&S and if so were do we obtain it?
A. We are developing a print out version of the sample test as well. It should be ready soon. And as I stated above, you can continue to use the existing sample test as well.

3. Q. The MAP Pretest that we are able to print out is 30 questions and gives the question and the answer letter on the left hand side; however no choices were listed to choose from! This also included a MAP Pretest Answer sheet filled in with the correct answers, no blank was provided for testing.
A. When you register all of your staff into WebEtest you will be able to print out pretests for each staff person with their name on it anytime after the start date of the class is entered. It is intended that staff write on the actual test. The answer sheet you got is for you to use to score the Pretest (there is only one pretest right now) . To make it easier for now, you could print out 1 pretest for one of the staff in your class and white out their name. Then make enough copies for the rest of the class. You can have staff write directly on it or you can use an answer sheet where they just write in their answers thus decreasing the amount of paper you need to file. I believe Gina has created such a form and would be happy to share with you. D&S will be creating that form for us to have on the website once things settle down a bit.

4. Q. The last step on the Medication Administration Task should it be that "Candidate Secures the Medication prior to leaving the medication administration site"?
A. The parts of the med admin task listed in the handbook only reflect those

parts that, if not done, would cause the person to fail. Fatal errors they are called. While staff are taught that in class that part is not one that would be considered fatal.

5. Q .On the Transcription Task Template provided by D&S which lists the steps of discontinuing a medication, the D/C and the Date are addressed, but the Initials of the person discontinuing has not been addressed. This is a requirement for MAP in the current curriculum.
 - A. As in #4 above, missing the initials would not be a fatal error.

6. Q. When will the candidate handbooks be ready for ordering?
 - A. They are ready now. There is an order form on the website or you can download them directly from the website.

7. Q. When I enter a candidate after the first day of training it seems as though I can only download and print the pretest in the top bar in sections. Why can't i just print the pretest once and have it be all inclusive?
 - A. Once we have more questions for the pretest, the test questions will be scrambled so each staff can get a different version of the test. The documents that staff have to refer to, however, would remain the same for all versions of the test. You print out the documents once and make enough copies for the class and can reuse them as staff will not be writing on them as they will be doing on the test. This would allow you to only print out the documents once for all of your classes (and as they need to be replaced) and only need to print out the tests themselves for each class.

8. Q. Do I need to send the exam answer sheets themselves to D&S or do I continue to keep them on file?
 - A. Continue to keep them on file.

9. Q. When I went to the MAP TTT I was given a great power point from Gina. Will there be an updated power point released to adress the changes to testing to your knowledge?
 - A. Yes. Gina Hunt has already updated the PPT. You can request a copy by contacting her at Gina.Hunt@state.ma.us

- 10.Q. How do I access the online Sample Test?
 - A. Browse to www.hdmaster.com
Click on

Massachusetts MAP TESTING and Registry

Click on WebETest Start Page

Click on Proctored Knowledge Exam

Choose the Warmup test to learn how to use the features of computer based testing

Choose the Sample test to take a random generated, content specific, practice test. Note the SUNSET code for stopping the test. Candidate will get score and feedback at the end of the test.

11. Q. How do I print out the pretest documents from the website?

A. Browse to

www.hdmaster.com

Click on

Massachusetts MAP TESTING and Registry

Click on WebETest Start Page

Click on Provider or MAP Trainer

Enter assigned Training Program ID

Enter PIN (AAAA [case sensitive])

To generate a multiple choice pretest for candidates search for candidates that are in your current class needing a pretest and be sure you have a check mark in the Include column to create a personal test for each candidate.

Be sure MP_PreTest is showing in the pull down window to the right of Print Template.

Click on

Print Template

The first page presented will be the answer key for the multiple choice test created.

Subsequent pages will be the test(s) for each candidate you included with their names pre-populated at the top (beginning) of their test.

To print out the HCP order, pharmacy label, and medication information sheet(s) needed to go along with the multiple choice questions search for candidates that are in your current class needing the information sheets and be sure you have a check mark in the Include column to create a personal set of sheets for each candidate. .

Be sure Pretest_NameMatchingTheTest_Landscape is showing in the pull down

window to the right of Print PDF button and

Click on Print PDF

The documents needed to support the multiple choice questions will be displayed on the screen and can then be printed with the candidate's name pre-populated on the documents.

To print out transcription tests needed for the pretest search for candidates that are in your current class needing a transcription test and be sure you have a check mark in the Include column to create a personal test for each candidate.

Be sure Pretest_NameMatchingTheTranscriptionTest_Landscape is showing in the pull down window to the right of Print PDF button and

Click on Print PDF

The documents needed to support the transcription pretest will be displayed on the screen and can then be printed with the candidate's name pre-populated on the documents.

That's it for this week. This is a work in progress but it is coming along. Suggestions are always welcomed and appreciated. And never be afraid to ask a question...if you are wondering someone else is too.

Remember: I will be holding a weekly conference call for questions, updates, suggestions and feedback every Thursday for the rest of July and all of August with the exception of August 11 from 12-1. **Please call in at: 1-866-714-3769 Participant Code: 3358907#.**

Sharon