

A photograph of three elderly women sitting together outdoors. The woman in the center is smiling broadly, wearing a light-colored top and a large, ornate necklace. The woman to her left is wearing glasses and a black and white patterned top. The woman to her right is seen from the back, wearing a blue and purple patterned top. They appear to be in a garden or park setting with green foliage in the background.

# Office of Aging and Adult Services (OAAS) Quarterly Provider Meeting 2016

**Assessment of Client Capacity to Self-Administer Medication and Non-Complex Tasks**

# Interagency Memorandum

- ▶ An interagency memorandum was issued November 9, 2015, providing clarification regarding issues on medication administration.
- ▶ Clarifications provided include:
  - Clear definitions of self-administration of medication and non-complex tasks,
  - Assessment of Client Capacity Tool to aide in determining a participant's capacity to self-administer medications, and
  - Revised RN Delegation Guidelines approved November 2, 2015.

# Self-Administration Definitions

## ▶ Self-administration of medications:

- Administration of medications, independent of a staff person obtaining, selecting, and preparing the medications. This includes all usage forms.

## ▶ Self-guided administration of medications:

- The client may not physically be able to self-administer medications or perform other health care tasks for themselves but can **accurately guide** the worker through the process to do it for them.
- The role of the worker is limited to performing the physical aspect or the task.

# Self-Administration Definitions (cont.'d)

- ▶ Self-administration using prompts or reminders:
  - The client may require that the worker prompt or remind them at the time that medication needs to be taken.
  - May include verbally reminding the client it is time to take medication, assistance with opening bottle or blister pack, or placing the medication into the hand of the client.
    - ◆ The client must be able to independently put the medication into his/her mouth and **must** know what the medication is taken for.

# Use of the Assessment Tool

- ▶ Use of the assessment tool is **not mandatory**.
- ▶ The tool is designed to help provider agencies and support coordinators (SCs) by:
  - Providing consistency in the assessment criteria across provider agencies and participants, and
  - Assist with greater accuracy in the determination of participant capacity.

# Items Included in the Assessment Tool

- ▶ Can perform the necessary sanitary procedures before/after administration of medications.
- ▶ Knows the reason they take each of the routine and PRN medications.
- ▶ Is knowledgeable and is able to recognize the need to follow any special instructions for proper administration.
- ▶ Can obtain or guide their worker to obtain the correct items needed for taking medications.
- ▶ Knows when to take each medication.
- ▶ Is able to select or guide their worker to select the correct medication in the proper dosage from their medication supply.
- ▶ Is able to administer to guide their worker to administer the medication by the proper route.
- ▶ Knows that if they feel bad it could be related to their medications and to alert staff.

# Determination of Capacity to Self-Administer

- ▶ Determination of capacity to self-administer medications and/or non-complex tasks should be included in participant's Plan of Care/CAPs.
- ▶ Any significant change in a participant's health requires a new self-administration assessment and/or determination of capacity.

# References

1. DHH Interagency Memorandum-Assessment of Client Capacity. Issued November 9, 2015.
2. DHH Assessment of Client Capacity to Self-Administer Medication and Determination of Need for Non-Complex Tasks to be Performed. Revised November 2015.

# Website Links

## ▶ DHH Interagency Memorandum

- [http://new.dhh.louisiana.gov/assets/medicaid/hss/docs/DSW/DHH\\_InteragencyMemorandum\\_Assessment\\_of\\_Client\\_Capacity.pdf](http://new.dhh.louisiana.gov/assets/medicaid/hss/docs/DSW/DHH_InteragencyMemorandum_Assessment_of_Client_Capacity.pdf)

## ▶ Guidelines for Didactic Training and Establishment of Competency Revised

- <http://new.dhh.louisiana.gov/assets/medicaid/hss/docs/DSW/GuidelinesforDidacticTrainingandEstablishmentofCompetencyRevised112015.pdf>

## ▶ Assessment of Client Capacity to Self-Administer Medication and Determination of Need for Non-Complex Tasks to be Performed

- ▶ <http://new.dhh.louisiana.gov/assets/medicaid/hss/docs/DSW/ASSESSMENTOFCLIENTCAPACITYTOSELFADMINISTERMEDICATIONANDDETERMINATIONOFNEEDFORNONCOMPLEXTASKSTOBEPERFORMED.pdf>

# Questions?

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