
Brent D. Sherard, M.D., M.P.H., F.A.C.P., Director and State Health Officer

Governor Matthew H. Mead

To: Home and Community Based Adult DD, Child DD, and ABI Waiver Providers

From: Chris Newman, Administrator, Developmental Disabilities Division
Joe Simpson, Deputy Administrator, Developmental Disabilities Division

Date: February 16, 2011

Re: Medication Assistance Trainer and Training (MAT) Requirements and Policy Update

The Developmental Disabilities Division (Division) has made revisions in the [Medication Assistance Policy](#) pertaining to the *Medication Assistance Trainer* requirements. The policy and update is located on the Division's website. All Medication Assistance trainers shall review and comply with the updates requirements included below as of the date of the memorandum.

1. ***Trainers are required to register their Medication Assistance Training (MAT) class online*** on the Division website two (2) weeks in advance including the date, location, and time of their class.
 - a. Register at: <http://www.health.wyo.gov/ddd/medassistance.html>
 - b. **IN THE EVENT THE CLASS IS CANCELLED, PLEASE NOTIFY THE DIVISION TRAINING COORDINATOR WITHIN THREE (3) BUSINESS DAYS AT THE CONTACT INFORMATION NOTED BELOW.**
2. ***Trainers are required to submit their Training Roster to the Division*** after completing their training.
 - a. Training roster ***must be completed by attendees and it must be legible.***
 - b. If a roster is submitted with missing information or that is not legible, ***certifications may not be valid until correct and legible information is received.***
 - c. The DD Division ***Training Roster form HAS BEEN REVISED*** and is available online at the DD Division website at: <http://www.health.wyo.gov/ddd/medassistance.html>
3. ***Trainers are required to submit their final exams to the Division*** with scores noted after their training is completed.
4. ***Trainers are required to submit ALL class surveys to the Division*** after their training is completed.
 - a. The REVISED Survey form is available online at the DD Division website at: <http://www.health.wyo.gov/ddd/medassistance.html>
 - b. The exams and surveys are part of the DD Division's ongoing Quality Performance monitoring.

Developmental Disabilities Division

6101 Yellowstone Road, Suite 186C • Cheyenne WY 82002

E-Mail: ddmail@health.wyo.gov • WEB site: <http://www.health.wyo.gov/DDD/index.html>

Phone (307) 777-7115 • Toll Free (1-800) 510-0280 • Fax (307) 777-6047

Please mail or fax ALL of the above to:

Developmental Disabilities Division

Attn: Training Coordinator

6101 Yellowstone Rd, Suite 186C

Cheyenne, WY 82002

FAX: (307) 777-6047 ATTN: Training Coordinator

A new MAT Course Completion Certificate is now available.

Please contact the Division Training Coordinator at sharla.hawkins@health.wyo.gov to request a copy of the new certificate template.

THANK YOU!