

SCL Monthly Medication Error Report Form Instructions

Per Supports for Community Living (SCL) regulation 907 KAR 12:010, all medication errors are to be reported to the Division of Developmental and Intellectual Disabilities (DDID) by the 15th of the following month. This describes significant changes to the medication error reporting process effective July 1, 2011, beginning with the submission of June, 2011, medication error data.

Each month, DDID will send an email to a specified recipient (or specified recipients) for each SCL provider with an electronic Medication Error Reporting Form embedded in the body. When the recipient receives this email, they will submit the monthly medication error data by selecting "Reply," filling in the required fields, and selecting "Send." This process will work independent of the recipient's operating system, but an HTML-capable email application is required.

It is the responsibility of each provider to ensure that DDID has the current email addresses of the agency's preferred recipient(s) who will be responsible for completing the report. The email cannot be forwarded to another email address; it must be submitted to DDID from the email address it was sent to..

If you follow the process outlined above, and are unable to enter the data into the form itself, you can add the data in the reply email by going to the top of the page above the form and enter your information there, or you can submit an original email to dmr.complaints@ky.gov. Enter the name of your Agency, the Month and Year you are reporting for, and "Monthly Medication Error Report" in the subject line. Then enter the headings and totals in the body of the email.

Questions or additional correspondence should be sent in a separate email to dmr.complaints@ky.gov

Medication Error Logs will continue to be completed and maintained at the provider agency.

Frequently Asked Questions

Q: Who receives the email for my agency?

A: The default email address used by DDID is the address listed for your agency in the Provider Directory (<http://dbhidid.ky.gov/ProviderDirectory/ProviderDirectory.aspx>) but it is possible to specify a different address for the purpose of reporting medication error data.

Q: Can my agency specify more than one recipient or can we specify a different email address for the purpose of reporting medication error data?

A: In order to modify the recipients used, simply notify DDID of the changes. If your agency wishes, you may specify multiple recipients to report data (one for each service location, for example), but bear in mind that at the end of the reporting period, all data submitted will be totaled based on the Provider's Medicaid number, so make sure you are not duplicating any errors. When adding recipients, you may also specify whether the email address should replace the default email address listed on the Provider Directory for medication error reporting purposes (this will not change the information listed on the directory). Send any change requests to dmr.complaints@ky.gov

Q: Will I receive confirmation that my agency's Medication Error Report has been received?

A: Yes, you will receive email confirmation of submitting your report. If you do not receive a confirmation you will want to verify with DDID that the report was received successfully.

DDID will no longer send reminder, or notification of late report emails.

Q: How do I make corrections or modifications to a report once it's been submitted?

A: Submit an original email to dmr.complaints@ky.gov in the subject line, enter Your provider number, the name of your Agency, the Month and Year effected , and " Monthly Medication Error Report amendment" in the subject line. In the body note which heading is being changed, and the new total.

When an error amendments covers multiple months the amendments for each month will need to be submitted separately.

Q: What do I do if I accidentally deleted the email from DDID before sending a reply?

A: Contact DDID at dmr.complaints@ky.gov to notify them of the situation and you will be receive a form to enter your data..

Q: My agency does not have any SCL individuals at this time or my agency did not administer any doses of medication for this reporting period. Do we need to submit a report?

A: Yes. A report must be submitted by all agencies certified to provide services to SCL individuals, regardless of whether they currently have any of those individuals in their care, or administered medication during the reporting period.

Q: What is an HTML-capable email application?

A: An email application that is able to write and read emails composed of HTML code as opposed to plain text. The vast majority of email clients (MS Outlook, Mozilla Thunderbird, for example) and webmail providers (Gmail, Hotmail, Yahoo, for example) support HTML email.