

CENTER ASSESSMENT TOOL – MEDICATION STORAGE AND ADMINISTRATION
CDA 7002 (NEW 01/2018)

Center Name: _____

The California Department of Aging (CDA) Community-Based Adult Services (CBAS) Branch developed this Center Self-Assessment Tool to help CBAS centers evaluate their compliance with program requirements for medication administration and documentation, self-administration compliance, and medication storage. The CDA survey team will focus on these program requirements during the center’s certification renewal on-site survey; therefore, CDA encourages centers to complete this tool in preparation for their survey but it is not a requirement. We have provided active links to the relevant program authorities.

Medication Administration and Documentation			
1. All medications are listed in the participant’s health record including drug name, strength, frequency of administration, and name of prescriber. Title 22 California Code of Regulations (T-22) T-22 § 54211(b)(2)(A)(2), T-22 § 78317(a)(d)	Yes	No	N/A
2. PRN drug orders include indications for use. T-22 § 78317(d)	Yes	No	N/A
3. All medications administered by center personnel are properly labeled. T-22 § 78317(b)	Yes	No	N/A
4. All medications are administered within one hour of the time prescribed, as indicated by the time scheduled and the time given documentation. T-22 § 54323(a)(6)(A)(B)(C)(D)	Yes	No	N/A
5. The documentation of all injectable medications includes the site of the injection per manufacturer’s recommendation. T-22 § 54323(a)(6)(A)(B)	Yes	No	N/A
6. The documentation of all topical medications and transdermal patch medications include the site applied per manufacturer’s recommendation. T-22 § 54323(a)(6)(A)(B)	Yes	No	N/A
7. The documentation for all PRN medications includes why it was administered, and notes medications effectiveness. Welfare and Institutions Code (WIC) § 14550.5(a)(2); T-22 § 78317(d)	Yes	No	N/A
8. The center retains a pharmacist who provides monitoring of policies and procedures related to medications at the center, communicates directly with participants, pharmacies, attending physicians, and center staff on matters pertaining to individual medication needs, and furnishes a written report on the status of medication related services at least quarterly. T-22 § 78317(i)(4)(l)(1)(2)(3)(4)	Yes	No	N/A
Medication Self-Administration and Documentation			
1. The functional status of each participant who self-administers medications has been assessed. (e.g. using an industry standard self-administration of medication tool such as the Medi-Cog) WIC § 14529 (d)(1); T-22 § 54319(e); T-22 § 78317(f)(3)	Yes	No	N/A

2. Participants who self-administer medications are authorized by their physicians to self-administer medications at the center. T-22 § 54319(e)	Yes	No	N/A
3. Participants who self-administer medications have been assessed as independent, and do not require supervision and/or reminders. WIC § 14529 (d)(1) ; T-22 § 54319(e) ; T-22 § 78317(f)(3)	Yes	No	N/A
4. The health records of participants who self-administer their medications indicate which drugs are self-administered at the center. T-22 § 78317(f)(3)	Yes	No	N/A
5. Training in self-administration of medications is provided to all participants based on the recommendation of the MDT. T-22 § 54323(a)(7) ; T-22 § 78317(f)(3)	Yes	No	N/A
Medication Storage			
1. The center has written policies and procedures governing all aspects of medication storage, distribution, recording, and disposal in the center. T-22 § 78317(k)	Yes	No	N/A
2. All prescription medications stored at the center or administered by nursing personnel are appropriately labeled with the pharmacist's label, including: prescription number, participant's name, drug name, drug strength, directions for use, name of prescriber, and expiration date. T-22 § 78317(b)(d)(g)(5)	Yes	No	N/A
3. All over-the-counter medications are appropriately labeled with manufacturer's label, including drug name, strength, directions for use, and expiration date. T-22 § 78317(b)	Yes	No	N/A
4. All medications are stored in clean lockable cabinets, drawers or rooms accessible ONLY to those licensed medical, nursing, or pharmaceutical personnel designated by the center. T-22 § 78317(g)(1)	Yes	No	N/A
5. Medications are stored in an orderly manner with external use medications stored separately from drugs for internal use. T-22 § 78317(g)(2)	Yes	No	N/A
6. ALL drugs stored at the center are within the expiration date. T-22 § 78317(g)(4)	Yes	No	N/A
7. All medications requiring refrigeration are stored at a temperature of between 36F and 46F. T-22 § 78317(g)(6)	Yes	No	N/A
8. If medications are stored in a refrigerator with food items, the medications are in a closed container or compartment clearly marked "Drugs" or "Medications". T-22 § 78317(g)(6)	Yes	No	N/A

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9. The overnight medication storage record includes the participant name, drug name, drug strength, prescription number, date received into the center, and date medication returned to participant, if applicable. T-22 § 78317(g)(5)	Yes No N/A
10. All medications belonging to participants who have not visited the center for more than 30 days have been returned to the participant/family or destroyed. T-22 § 78317(i)	Yes No N/A
11. The medication destruction record includes the participant’s name, drug name, strength, quantity, and the prescription number, if applicable. T-22 § 78317(j)(3)	Yes No N/A
12. The destruction record has been signed by the registered nurse <i>and</i> either another licensed nurse, the center administrator, pharmacist or physician as witness to the destruction. T-22 § 78317(j)(1)(3)	Yes No N/A
Signatures	
Registered Nurse (Print Name):	RN License #:
Registered Nurse Signature:	Date:
Program Director (Print Name):	
Program Director Signature:	Date: