



Memo

To: All Contracted DDDS Provider Agencies who use Limited Lay Administration of Medication (LLAM)

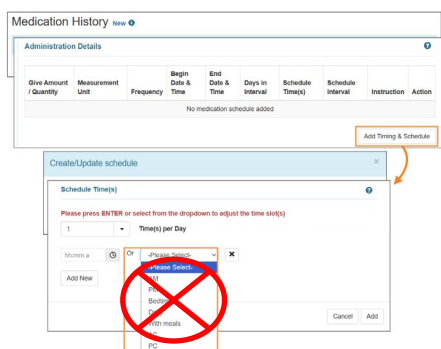
From: Kami Giglio, Assistant Director of Community Services

Date: July 18, 2025

Re: Prohibited Use of the “Scheduled Text” Function in the Medication History Module in Therap

The Division of Developmental Disabilities Services’ contracted client data management system, Therap, released a system-wide update on 7/13/25. The details of this update can be found in [Release Notes for 2025.7.0](#). The purpose of this Memo is to discuss a function added to the Medication History Module in Therap known as the “Scheduled Text” function, which was added as part of this update. The Medication History Module creates the electronic medication administration record or EMAR.

Per the Therap Release Notes for 2025.7.0, the “Scheduled Text” function is a new “dropdown field...in the ‘Schedule Time(s)’ section of the ‘Create/Update Schedule’ popup window, located next to the existing Schedule Time slot field. Users can now select either a Schedule Text value from the dropdown or a Schedule Time, but not both.” (Please read the Release Notes for a further description of this function.)



The use of this new “Scheduled Text” function is PROHIBITED under Delaware Board of Nursing Limited Lay Administration of Medication (LLAM). LLAM requires that routine medications or treatments that are taken on a regular schedule (as opposed to PRN or “as needed” medications/treatments) must be assigned a specific time to be administered by the provider agency. For example, if the healthcare provider’s medication order states “take one tablet daily by mouth,” under LLAM, the provider agency must assign a time of day that the medication will be administered each day, and it be a specific time, such as 8am or 8pm. ([Medication Policy and Procedures](#), page 19).

The time type options available in the “Scheduled Text” function (AM/PM/Bedtime/Daily/With meals/AC/PC) **do not** meet this requirement of LLAM. Provider agencies must ensure their LLAM trained staff are trained and understand this requirement.