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<b>Series:</b>	Operating Procedures	<b>COA: RPM 3.05</b> <b>CFOP: TBD</b>
<b>Procedure Name:</b>	Psychotropic Medication Review	
<b>Procedure Number:</b>	OP-1020	
<b>Revision #/Date:</b>	NA	
<b>Effective Date:</b>	5/4/2010	
<b>Applicable to:</b>	All BFP Staff and Contracted Providers	

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SUBJECT: Psychotropic Medication Review

PURPOSE: To ensure children and youth in care who are prescribed psychotropic medication are receiving maximum benefit, and that progressive intervention has been employed prior to a referral for a medication evaluation. To conduct third party independent review of children and youth who meet exception criteria. To ensure all legal and clinical documentation are in compliance with Administrative Code, Laws, and Statute. To ensure continuity of care for children and youth who are administered psychotropic medications. To assess and appraise the relationship between eligibility criteria, diagnosis, behavior, and placement stability. To document recommendations to address areas of concern identified by the team. To create a system to report, track, and monitor children who meet criteria for review.

PROCEDURE:

**Reviewers**

- A. The following reviewers will be included as core members of the review team:
1. CEO, Brevard Family Partnership.
  2. Director of Operations, Clinical Services, Brevard Family Partnership.
  3. Consulting Psychologist.
  4. Consulting M.D. (when available).
  5. Consulting Psychiatrist (when available).
- B. In addition, the following members may be invited to attend on a case-by-case basis and will minimally be requested to furnish all relevant documentation for the team's review:
1. DCM assigned to case or representative.
  2. Assigned Therapist.
  3. CPA representative.
  4. Caregiver(s).
  5. Others as appropriate.
- C. Additional members who are invited are for consultative purposes.
- D. The DOO, Clinical Services will be responsible for:
1. Preparing the agenda.
  2. Scheduling meeting space.

3. Ensuring that minutes are taken and distributed.
  4. Gathering all requested documents for review.
  5. Speaking with and documenting the prescribing psychiatrist's diagnosis and recommendations.
  6. Inviting additional members as needed.
  7. Follow up to recommendations, including tracking and monitoring.

### **Eligibility Criteria**

Reviews will be scheduled as either routine or priority reviews.

#### *A. Routine Review criteria:*

Children who reside in licensed out of home care and:

1. Are ages 0-5 who are prescribed at least one psychotropic medication or;
2. Children who are prescribed more than one psychotropic medication; and have experienced more than one failed placement in the past 90 days or; have more than one critical incident in the past 90 days.
3. Children experiencing side effects to medication that has required a medical intervention.

#### *B. Priority Review:*

Requests from provider are to target children who:

1. Have a new request for a medication evaluation or;
2. Have been reviewed previously and;
3. Are not scheduled for another review in the next 90 days and;
4. Have been to Clinical Review in the interim and;
5. Continue to experience any of the following: side effects, failed placements, and/or critical incidents or;
6. Are refusing medication or;
7. Who have been placed in crisis stabilization.

### **Frequency of Reviews**

#### *A. Routine reviews fall into the following categories:*

1. 30 days after entering into the BFP system.
2. Six months after the 30 day review.
3. Annually from the date of entry into system.

#### *B. Priority Review requests may be requested at any time from any provider.*

Request will be submitted to the DCM assigned to the case and forwarded to the DOO, Clinical Services at BFP for screening. If appropriate for priority review, the case will be added to the next month's review schedule.

The review team will meet monthly to accommodate all scheduled reviews.

**C. Exit Criteria:**

Any case presented for the six month or annual review that does not meet eligibility criteria for at least the prior six months will be closed.

**Documents to be submitted for Review**

1. BFP Psychotropic Medication Review form
2. Informed Consent Form for administration of psychotropic medication
3. Service history
4. Placement history
5. Treatment Summary
6. CBHA
7. CAFAS
8. Critical Incidents
9. Psychotropic Medication listing with Black Box warnings
10. Other documents as requested

**Process to submit Documents**

1. Requests for documentation for review will be routed from the DOO, Clinical Services, BFP.
2. Requests will go to the appropriate person charged with completing or gathering the documents 30 days prior to the scheduled review.
3. All documents must be returned the DOO prior to 15days before the scheduled review.
4. Documentation packets for each child will be routed to team members 7 days prior to scheduled review.
5. Emergency requests from outside BFP will be routed through the assigned DCM to the DOO, Clinical Services, BFP.
6. All documentation for Emergency review will be routed to team members as soon as possible prior to review.

**Documentation Form**

Brevard Family Partnership Psychotropic Medication Review form (attached).

**Team Process for Review**
**Allotted Time (minutes)**

1. Introductions/Sign In/Confidentiality Statement	3-5
2. Emergency Reviews conducted before Routine Reviews.	0
3. Team to review documentation on present case.	5
4. Comments	5-10
5. Questions	5-10
6. Concerns	5-10
7. Discussion	10
8. Recommendations	10
9. Approval	0



It is the goal of the team to review each case in 45 -60 minutes. If a case requires more than 45 – 60 minutes, and it is agreed by the team, the DOO will set the case aside and convene a subcommittee meeting to complete the review and send recommendations to team members for approval. The DOO will solicit at least one team member to complete this process and report recommendations to the rest of the team within three business days.

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:

A handwritten signature in cursive script, appearing to read "Patricia Nellius-Guthrie", written over a horizontal line.

DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
Brevard Family Partnership

APPROVAL DATE: 5-18-10