

## **Guidelines for DCFS Reviews of Group homes Related to Psychotropic Medication Authorizations**

### **I. Revised DCFS Finding Regarding PMAs**

“A dependent child taking psychotropic medication did not have a current court authorization for the administration of medication and the group home did not have proper documentation in the file documenting its reasonable efforts to obtain the PMA.”

### **II. Agreed Upon Compliance Guidelines**

If the group home meets the reasonable expectations outlined below (see different missing PMA scenarios described with accompanying expectations), the agency should not be cited by DCFS with a finding:

- 1) *A dependent child who is newly placed with the group home has a current prescription or other documentation to confirm the child is taking psychotropic medication but is not placed with a current PMA.*
  - a) The group home should make at least one documented attempt to contact the child’s CSW by telephone, fax, or email in order to obtain the PMA. If the group home does not receive the PMA from the CSW within one business day of placement, the group home should follow Step 2 in the Missing PMA Follow Up Process outlined below.
  - b) If the group home determines the PMA process has not yet been initiated or has lapsed for the child, the group home should schedule an appointment for the child with a physician as soon as possible, but with the child to be seen no later than 10 business days after placement if possible, in order to initiate the PMA process.
  - c) In order to avoid sudden discontinuation of medication, current psychotropic medication treatment should continue pending approval of submitted PMA forms under the current prescription until the child is seen by the new physician, at which time the physician determines that such medication is medically necessary on an emergency basis. The physician requesting authorization must document the basis for the emergency on the JV-220(A). The group home must also ensure and document that the child is to be evaluated by the prescribing physician on a monthly basis while the PMA request is pending.
  - d) After the child is seen by the physician, the group home should contact the physician within one business day in order to check on the status of the JV-220(A) being forwarded to the DCFS D-Rate Unit.
  - e) If the group home does not receive the PMA within two weeks from the date the physician submits the JV-220(A) to the DCFS D-Rate Unit, the group home should follow the Missing PMA Follow Up Process outlined below.

- 2) *A physician determines, de novo, that a dependent child who is currently placed with the group home needs psychotropic medication.*
  - a) Upon the physician's determination that the child needs psychotropic medication, the group home should contact the physician within one business day in order to check on the status of the JV-220(A) being forwarded to the DCFS D-Rate Unit.
  - b) If the group home does not receive the PMA within two weeks from the date the physician submits the JV-220(A), the group home should follow the Missing PMA Follow Up Process outlined below.
  - c) Psychotropic medication treatment can begin pending approval of submitted PMA forms if a physician determines such medication is medically necessary on an emergency basis. The physician requesting authorization must document the basis for the emergency on the JV-220(A).
  - d) The group home must ensure and document that the child is to be evaluated by the prescribing physician on a monthly basis while the PMA request is pending.
  
- 3) *A dependent child who is currently placed with the group home and authorized to take psychotropic medication by a current PMA needs a re-authorized PMA because the child's current PMA will expire.*
  - a) The group home should request that the prescribing physician submit the JV-220(A) to DCFS at least four weeks prior to the expiration of the current PMA.
  - b) Upon making this request, the group home should contact the physician in order to check on the status of the JV-220(A) being forwarded to the DCFS D-Rate Unit prior to the expiration of the current PMA.
  - c) If the group home does not receive the PMA within two weeks from the date the physician submits the JV-220(A), the group home should follow the Missing PMA Follow Up Process outlined below.
  - d) The group home must ensure and document that the child continues to be evaluated by the prescribing physician on a monthly basis while the PMA request is pending.
  
- 4) *A dependent child who is currently placed with the group home and authorized to take psychotropic medication by a current PMA needs a re-authorized PMA because the child's physician has determined that the child requires a dosage of medication outside of the range of the current psychotropic medication.*
  - a) Upon the physician's determination that the child needs a dosage outside of the range of the current psychotropic medication, the group home should contact the physician within one business day in order to check on the status of the JV-220(A) being forwarded to the DCFS D-Rate Unit.
  - b) If the group home does not receive the PMA within two weeks from the date the physician submits the JV-220(A), the group home should follow the Missing PMA Follow Up Process outlined below.
  - c) Psychotropic medication treatment can begin pending approval of submitted PMA forms if a physician determines such medication is medically necessary

- on an emergency basis. The physician requesting the authorization must document the basis for the emergency on the JV-220(A).
- d) The group home must ensure and document that the child continues to be evaluated by the prescribing physician on a monthly basis while the PMA request is pending.

Missing PMA Follow Up Process<sup>1</sup>

1. Make at least one documented attempt to contact the child's CSW by telephone, fax, or email. If faxing or emailing the CSW, the group home should include the following information:
  - a. Child's Name and Date of Birth
  - b. Date JV-220(A) was submitted to DCFS D-Rate Unit
- c. Call the D-Rate Psychotropic Medication Desk Clerks at (562) 903-5335, (562) 903-5394, or (562) 903-5326 during regular business hours (Monday to Friday, 8:00 a.m. – 5:00 p.m.).
- 2.

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<sup>1</sup> All contacts, including telephone, email, and/or fax, would have to be documented in the child's case file in order to be fully acknowledged by DCFS.