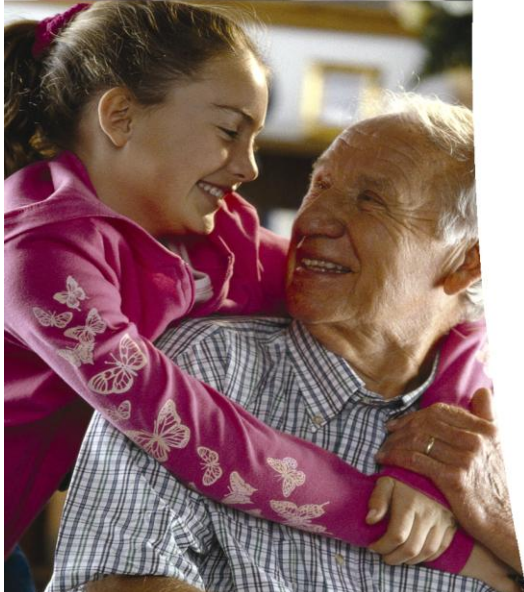




Northern California Training Academy

Documenting Psychotropic Prescriptions

Quick Guide



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Psychotropic Prescriptions

Documenting child clients receiving psychotropic drugs and the Court's order allowing the dependent child to receive such drugs in CWS/ CMS is important. To document the drug and Court order, and to get the Court order, there are a number of steps to go follow. The necessary steps start with determining if a child client is receiving or going to be receiving psychotropic drugs.

"Psychotropic medication" means those medications prescribed that affect the central nervous system and treat psychiatric disorders or illnesses. They may include, but are not limited to, anxiolytic agents, antidepressants, mood stabilizers, antipsychotic medications, anti-Parkinson agents, hypnotics, medications for dementia and psychostimulants

Once the worker knows that the child client is, or is about to be, prescribed psychotropic drugs, the worker should open the CWS/ CMS case for the child client. Once the case is open, the worker should open the health notebook for the child client. To open the health notebook, a worker would click on the health notebook in the client section. The application would open the page shown below.

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary Diagnosed Condition Observed Condition Medications Hospitalizations Medical Tests Referrals Immunization Well Child Birth History

Summary

☐ Sensitive Health & Medical Information is on file for this person ☐ Individual Health Care Plan on File for Special Needs Child

☐ Limitation Put on Substitute Care Provider's Ability to Make Health Decisions

Summary of Current Health Condition

Currently Receives Services From

☐ CA Children's Services

☐ Regional Center

☐ Other

Previously Received Services From

☐ CA Children's Services

☐ Regional Center

☐ Other

Has this child been clinically diagnosed as having a disability(ies)?

☐ Yes ☐ No ☐ Not Yet Determined

The worker would click on the diagnosed condition page. A new window would be opened which is shown below.

The screenshot shows a software window with a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Toolz) and a toolbar with various icons. Below the menu bar is a tabbed interface with tabs: Summary, **Diagnosed Condition**, Observed Condition, Medications, Hospitalizations, Medical Tests, Referrals, Immunization, Well Child, and Birth History.

The 'Diagnosed Condition' tab is active, displaying a form with the following sections:

Alert	Health Problem	Diagnosed By	Onset Date / First Visit	End Date

Below the table are several input fields and sections:

- ☐ Alert
- Onset Date/First Visit: [Date Picker]
- End Date: [Date Picker]
- Next Scheduled Visit Date: [Date Picker]
- Diagnosed By**
 - Name: [Text Field]
 - Phone: [Text Field]
- Condition**
 - Category: [Dropdown Menu]
 - Health Problem: [Text Field]
 - Communicable Disease**
 - ☒ Unknown
 - ☐ No
 - ☐ Yes
- For This Diagnosed Condition**
 - Medications Prescribed**
 - ☒ Unknown
 - ☐ No
 - ☐ Yes
 - Medical Tests Ordered**
 - ☒ Unknown
 - ☐ No
 - ☐ Yes
 - Hospitalizations Occurred**
 - ☒ Unknown
 - ☐ No
 - ☐ Yes
 - Referrals Made**
 - ☒ Unknown
 - ☐ No
 - ☐ Yes
- Health Problem Description: [Text Area]
- Treatment Plan / Instructions: [Text Area]

The worker would then fill out the necessary fields to document the diagnosis requiring prescribed psychotropic medication. In the example below, the client's name and onset date have been artificially removed. As you can see, the "Onset Date/ First Visit" date is a required field. Dr. Diagnosis made the diagnosis for Depressed and/ or Withdrawn. The category type selected is "Behavioral." The worker selects each of the answers.

+	Alert	Health Problem	Diagnosed By	Onset Date / First Visit	End Date
1	Yes	Depressed and/or Withdrawn	Dr. Diagnosis		

☒ Alert
 Onset Date/First Visit: / /
 End Date: / /
 Next Scheduled Visit Date: / /

Diagnosed By
 Name: Dr. Diagnosis
 Phone: () -

Condition
 Category: Behavioral
 Health Problem: Depressed and/or Withdrawn
 Communicable Disease: ☒ No ☐ Yes

For This Diagnosed Condition

Medications Prescribed <input checked="" type="radio"/> Unknown <input type="radio"/> No <input type="radio"/> Yes	Medical Tests Ordered <input checked="" type="radio"/> Unknown <input type="radio"/> No <input type="radio"/> Yes
Hospitalizations Occurred <input checked="" type="radio"/> Unknown <input type="radio"/> No <input type="radio"/> Yes	Referrals Made <input checked="" type="radio"/> Unknown <input type="radio"/> No <input type="radio"/> Yes

This completes the first step of the documentation process.

The worker would next open the “Medications” page by clicking on that page (or tab). The worker then clicks on the “+” in the box on the top left corner of the box below the tabs. The following page shows what the worker would see on the desktop at this point.

Medications

+	Alert	Prescribed Medication	Start Date	End Date

Client Condition: Onset Date / First Visit: End Date:

☐ Alert Prescribed Medication: Prescribed By:

Start Date: Projected End Date:

Select Client Condition

	Client Condition	Onset Date / First Visit	End Date
1	Depressed and/or Withdrawn		

OK Cancel Help

Is this a psychotropic medication?
☐ Yes ☐ No

Is this medication administered for psychiatric reasons?
☐ Yes ☐ No

Consent Type: ☐ Parental Consent ☐ Court Ordered Date:

The worker then selects the condition for which the psychotropic drug is being prescribed. After clicking on the appropriate condition, the worker clicks on the “OK” button on the right side of the “Select Client Condition” box. The worker would then begin to fill out the appropriate “fields.” When completed the page would look like the page shown below. Again, completing the date boxes is required. Also, the “Onset Date/ First Visit” and “End Date” boxes would have information in them.

Medications

	Alert	Prescribed Medication	Start Date	End Date
1	Yes	Sertaline hcl (Zoloft)		

Client Condition:

Onset Date / First Visit:

End Date:

☒ Alert Prescribed Medication:

Prescribed By:

Start Date:

Projected End Date:

End Date:

Comment / Instructions:

Is this a psychotropic medication?

☒ Yes ☐ No

Is this medication administered for psychiatric reasons?

☒ Yes ☐ No

Parental Consent/Court Order

	Consent Type	Date
1	Court Ordered	

Consent Type

☐ Parental Consent ☒ Court Ordered

Date:

These steps would document that the child client was prescribed a psychotropic medication and that appropriate consent has been obtained and documented.

Authorization to administer (§§ 369.5, 739.5)

Psychotropic medications Rule 5.640.

(b) (1) Once a child is declared a dependent child of the court and is removed from the custody of the parents or guardian, only a juvenile court judicial officer is authorized to make orders regarding the administration of psychotropic medication to the child.

Child clients that are Court Dependents require a series of steps that must be followed before the child can be allowed to take the prescribed medication. These steps are shown below.

(c) Procedure to obtain authorization

- (1) *Application Regarding Psychotropic Medication* (form JV-220), *Prescribing Physician's Statement-Attachment* (form JV-220(A)), *Proof of Notice: Application Regarding Psychotropic Medication* (form JV-221), *Opposition to Application Regarding Psychotropic Medication* (form JV-222), and *Order Regarding Application for Psychotropic Medication* (form JV-223) must be used to obtain authorization to administer psychotropic medication to a dependent child of the court who is removed from the custody of the parents or guardian, or to a ward of the court who is removed from the custody of the parents or guardian and placed into foster care.
- (2) Additional information may be provided to the court through the use of local forms that are consistent with this rule.
- (3) Local county practice and local rules of court determine the procedures for completing and filing the forms and for the provision of notice, except as otherwise provided in this rule.
- (4) An application must be completed and presented to the court, using *Application Regarding Psychotropic Medication* (form JV-220) and *Prescribing Physician's Statement-Attachment* (form JV-220(A)). The court must approve, deny or set the matter for a hearing within seven court days of the receipt of the completed application.
- (5) *Application Regarding Psychotropic Medication* (form JV-220) may be completed by the prescribing physician, medical office staff, child welfare services staff, probation officer or the child's caregiver. The physician prescribing the administration of psychotropic medication for the child must complete and sign *Prescribing Physician's Statement-Attachment* (form JV-220(A)).

- (6) *Prescribing Physician's Statement-Attachment* (form JV-220(A)) must include all of the following:
- (A) The diagnosis of the child's condition that the physician asserts can be treated through the administration of the medication
 - (B) The specific medication recommended, with the recommended maximum daily dosage and length of time this course of treatment will continue
 - (C) The anticipated benefits to the child of the use of the medication
 - (D) A description of possible side effects of the medication
 - (E) A list of any other medications, prescription or otherwise, that the child is currently taking, and a description of any effect these medications may produce in combination with the psychotropic medication
 - (F) A description of any other therapeutic services related to the child's mental health status
 - (G) A statement that the child has been informed in an age-appropriate manner of the recommended course of treatment, the basis for it and its possible results. The child's response must be included.
- (7) Notice must be provided as follows:
- (A) Notice to the parents or legal guardians and their attorneys of record must include the following:
 - (i) A statement that a physician is asking to treat the child's emotional or behavioral problems by beginning or continuing the administration of psychotropic medication to the child and the name of the psychotropic medication
 - (ii) A statement that an *Application Regarding Psychotropic Medication* (form JV-220) and a *Prescribing Physician's Statement-Attachment* (form JV-220(A)) are pending before the court
 - (iii) A copy of *Information About Psychotropic Medication Forms* (form JV-219-INFO) or information on how to obtain a copy of the form
 - (iv) A blank copy of *Opposition to Application Regarding Psychotropic Medication* (form JV-222) or information on how to obtain a copy of the form
 - (B) Notice to the child's current caregiver and Court Appointed Special Advocate, if one has been appointed, must include only these things:

- (i) A statement that a physician is asking to treat the child's emotional or behavioral problems by beginning or continuing the administration of psychotropic medication to the child and the name of the psychotropic medication
 - (ii) A statement that an *Application Regarding Psychotropic Medication* (form JV-220) and a *Prescribing Physician's Statement-Attachment* (form JV-220(A)) are pending before the court
- (C) Notice to the child's attorney of record and any Child Abuse Prevention and Treatment Act guardian ad litem for the child must include the following:
 - (i) A completed copy of the *Application Regarding Psychotropic Medication* (form JV-220)
 - (ii) A completed copy of the *Prescribing Physician's Statement-Attachment* (form JV-220(A))
 - (iii) A copy of *Information About Psychotropic Medication Forms* (form JV-219-INFO) or information on how to obtain a copy of the form
 - (iv) A blank copy of *Opposition to Application Regarding Psychiatric Medication* (form JV-222) or information on how to obtain a copy of the form
- (D) Proof of notice of the application regarding psychotropic medication must be filed with the court using *Proof of Notice: Application Regarding Psychotropic Medication* (form JV-221).
- (8) A parent or guardian, his or her attorney of record, a child's attorney of record, or a child's Child Abuse Prevention and Treatment Act guardian ad litem appointed under rule 5.662 of the California Rules of Court who is opposed to the administration of the proposed psychotropic medication must file a completed *Opposition to Application Regarding Psychotropic Medication* (form JV-222) within two court days of receiving notice of the pending application for psychotropic medication.
- (9) The court may grant the application without a hearing or may set the matter for hearing at the court's discretion. If the court sets the matter for a hearing, the clerk of the court must provide notice of the date, time and location of the hearing to the parents or legal guardians, their attorneys of record, the dependent child if 12 years of age or older, a ward of the juvenile court of any age, the child's attorney of record, the child's current caregiver, the child's social worker, the social worker's attorney of record, the child's Child Abuse Prevention and Treatment Act guardian ad litem and the child's Court Appointed Special Advocate, if any, at least two court days before

the hearing. Notice must be provided to the child's probation officer and the district attorney if the child is a ward of the juvenile court.

(Subd (c) amended effective January 1, 2009; previously amended effective January 1, 2007, and January 1, 2008.)

Attachments

Application Regarding Psychotropic Medication *(form JV-220)*

Prescribing Physician's Statement-Attachment *(form JV-220(A))*

Proof of Notice: Application Regarding Psychotropic Medication *(form JV-221)*

Opposition to Application Regarding Psychotropic Medication *(form JV-222)*

Order Regarding Application for Psychotropic Medication *(form JV-223)*