DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



March 26, 2008

ALL COUNTY INFORMATION NOTICE No. I-20-08

TO: ALL COUNTY WELFARE DIRECTORS
ALL CWS PROGRAM MANAGERS
ALL CHIEF PROBATION OFFICERS

SUBJECT: PSYCHOTROPIC MEDICATIONS

The enactment of Assembly Bill (AB) 636 (Steinberg, ch. 678, Statutes of 2001) placed increased importance on the need for accurate, timely and complete Child Welfare Services (CWS) data. The Child Welfare Services Case Management System (CWS/CMS) is the primary source of information for the California CWS Outcomes and Accountability Quarterly Data Reports for each child welfare agency. This All County Information Notice (ACIN) is intended to assist counties in meeting critical CWS program documentation, data reporting, and program performance measurement requirements. This and future ACINs will provide information to assist counties in uniformly following program policy and data entry protocols to continuously improve data in CWS/CMS.

Introduction of New Measure:

5F – Authorized Psychotropic Medication

Measure 5F will report the percent of children in foster care for whom a court order or parental consent has been obtained for the child to receive psychotropic medications.

The Welfare and Institutions Code (W&IC) § 16010 requires that each child placed in foster care has a health and education record that includes current medications, including those prescribed to manage a mental health condition. Psychotropic medications are defined in W&IC § 369.5(d) as follows:

Psychotropic medication or psychotropic drugs are those medications administered for the purpose of affecting the central nervous system to treat psychiatric disorders or illnesses. These medications include, but are not limited to, anxiolytic agents, antidepressants, mood stabilizers, antipsychotic medications, anti-Parkinson agents, hypnotics, medications for dementia, and psychostimulants.

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For dependents of the juvenile court with a prescribed psychotropic medication, court authorization or parental consent for the administration of the medication shall be documented in the child's record. The CWS/CMS record must include the date of consent as required by WIC § 369.5 (a). The procedures for obtaining and documenting judicial consent are specified in California Rules of Court § 5.640.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) does not restrict the receipt of medical information by a social worker or juvenile probation officer who has care and custody of a foster child and does not restrict the entry of the child's medical information into the CWS/CMS system. State law has been clarified on this point by AB 1687 (Statutes of 2007), which recently added Civil Code § 56.103. Entry of medical data into the CWS/CMS system and provision of the health passport to the child's foster parent are required under state law to assist with the coordination of health care services to the minor and thus allowed under Civil Code § 56.103. The foster parent should be carefully and strongly advised about the need to keep the child's health information confidential, aside from sharing it with the child's social worker, probation officer, or medical services provider.

For this measure to meet these reporting objectives, county staff must accurately enter medication and consent information in CWS/CMS.

CWS/CMS Instructions:

Attachment A provides the Measure 5F methodology, and Attachment B outlines the corresponding fields and values that are used for Measure 5F. Instructions for other fields in CWS/CMS that apply to the completion of the Health Notebook are included but are not used in the data collection for Measure 5F.

If you have questions or need further information, please contact your California Child and Family Services Review Consultant at 916-651-8100, or send an email to childserv@dss.ca.gov.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE, Acting Deputy Director Children and Family Services Division

c: California Welfare Directors Association Chief Probation Officers of California

Attachments

Methodology for Measure 5F

Authorization for Psychotropic Medications

DESCRIPTION:

The percent of children in foster care with a court order or parental consent for the child to receive psychiatric medications.

METHODOLOGY:

Denominator:

A count of children in foster care meeting the following criteria:

- Responsible agency code is "34" (County Welfare Agency);
- Have an open placement episode (placement episode end date is blank)
- Have an open out-of-home placement (out-of-home placement end date is blank)

Numerator:

A count of children in foster care meeting the following criteria:

- Responsible agency code is "34" (County Welfare Agency);
- Have an open placement episode (placement episode end date is blank);
- Have an open out-of-home placement (out-of-home placement end date is blank);
- Have a psychotropic court consent date (CT_CNSNTDT) OR a psychotropic parental consent date (PT_CNSNTDT) in the Medications table (MEDICAT) that occurred before the last day of the quarter being reviewed.
- Have a medication that is active (there is no value entered for the "End Date" in the Medications table) or that was active during the review period (the "End Date" in the Medications table occurred after the start of the quarter and while the child was still active in foster care).

Notes on Data Tables:

- "Summary": (Table 1) Breakdown of the total number of children in various categories and the number and percent in those categories who have a court or parental consent date for psychotropic medications
- "By Placement": (Table 2) Children in foster care by placement type and the number and percent in each category who have a court or parental consent date for psychotropic medications.
- "By Age": (Table 3) Children in foster care by age group and the number and percent in each category who have a court or parental consent date for psychotropic medications.

- "By Ethnicity": (Table 4) Children in foster care by ethnicity and the number and percent in each category who have a court or parental consent date for psychotropic medications.
- "By Gender": (Table 5) Children in foster care by gender and the number and percent in each category who have a court or parental consent date for psychotropic medications.



CWS Outcome & Accountability Measure 5F

Measure 5F: Authorization for Psychotropic Medication

The following instructions outline the corresponding fields and values that are being utilized for Outcome Measure 5F. There are other mandatory and non-mandatory fields in CWS/CMS specifically used in the completion of the Health notebook that are not included in the data collection for Outcome Measure 5F.

Assumptions:

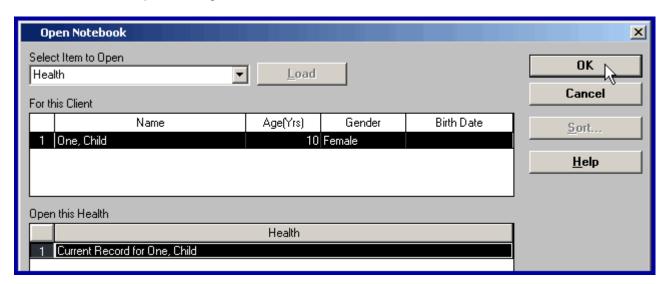
These instructions assume the user has:

- ✓ Opened the Client Services (Teddy Bear) application.
- ✓ Opened an Existing Case Folder icon
- ✓ Clicked the Client Management Section (Blue) button.

Open the Existing Health notebook



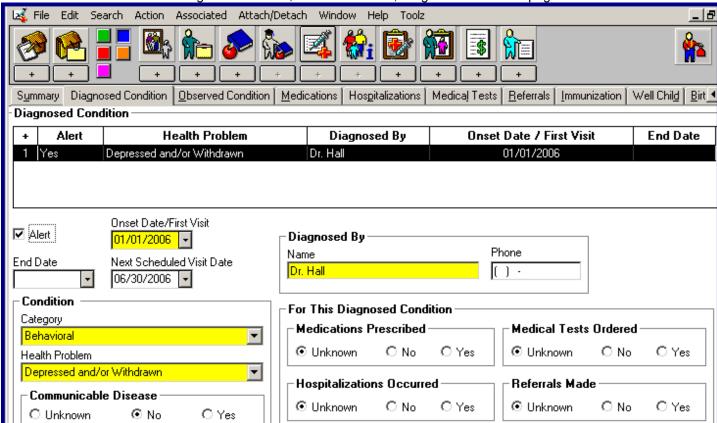
Click on the Open Existing Health notebook.



- 2. Select the child's Current Record and click the OK button.
- Click on the Diagnosed Condition page.

Complete the Diagnosed Condition page

Client Management Section, Health notebook, Diagnosed Condition page



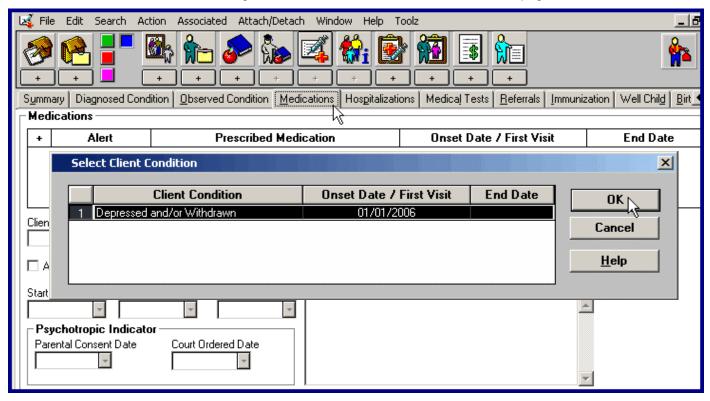
- 4. Click the "+" sign in the Diagnosed Condition grid.
- 5. Complete the Diagnosed Condition page.

CWS/CMS fields:	Specific data used for Outcome Measure 5F as outlined in blue in the screenshot above.
✓ Onset Date/First Visit	Date (mm/dd/yyyy)
✓ Alert checkbox	Check the Alert box if you want the diagnosis to appear in the Alert section on the HEP document. (It is recommended you only check this box if the diagnosis is not end dated. Local county practice may defer on the use of the Alert box.)
✓ Category	Behavioral, Emotional, No Known Health Condition or Physical Health
✓ Health Problem	Choose the most appropriate Health Problem. Avoid using "Psychotropic Medication required".
✓ Diagnosed by	Name of the practitioner who made the diagnosis.
 ✓ Health Problem Description 	Add the diagnosed condition as written on the JV 220.
✓ Treatment Plan/Instructions	Add the instructions given by the Physician

6. Click on the Medications page.

Complete the Medications page

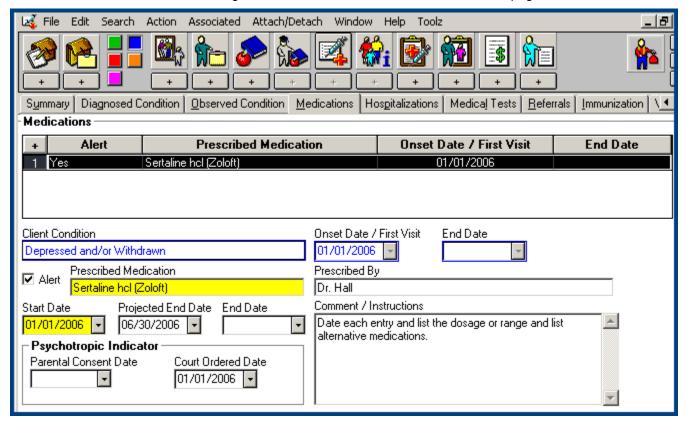
Client Management Section, Health notebook, Medications page



- 7. Click the "+" sign in the Medications grid.
- 8. Click the applicable client condition for which the medication is prescribed and click the OK button.

Entering Court Ordered Psychotropic Medication

Client Management Section, Health notebook, Medications page



9. Complete the Medications page. (Enter a row in the grid for each medication completing the specific information for each medication prescribed.)

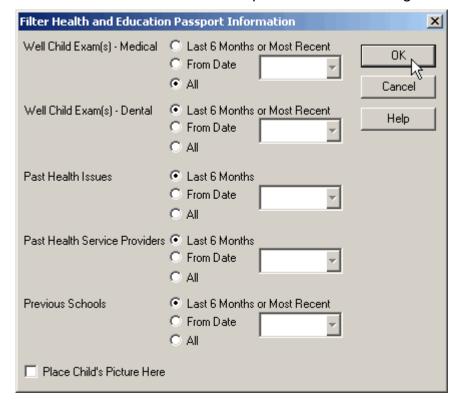
CWS/CMS fields:	Specific data used for Outcome Measure 5F as outlined in blue in the screenshot above.
✓ Prescribed Medication	Name of medication as listed on the JV 220
✓ Alert checkbox	Check the Alert box if you want the medication to appear in the Alert section on the HEP document. (It is recommended you only check this box if the medication is not end dated. Local county practice may defer on the use of the Alert box.)
✓ Start Date	Date (mm/dd/yyyy) This field will default to the onset date. Change the date to the actual Start Date of the medication.
✓ Projected End Date	Date (mm/dd/yyyy) the Court Order expires.
✓ End Date	Date (mm/dd/yyyy) the child stops taking the medication
✓ Court Ordered Date	Date (mm/dd/yyyy) the JV 220 was signed by the

Attachment B

		Judge.
✓	Prescribed by	Name of Doctor
✓	Comment/Instructions box	Date each entry and list the dosage or range and list alternative medications (i.e. other medication listed on the JV 220 that may be given in the future if the first drug is not effective).
Health and Education Passport Document		

You are able to choose the period of time to be reflected in the HEP by using the following dialog box.

Filter Health and Education Passport Information dialog box



- 10. Select the applicable filter option buttons.
- 11. Click the OK button.

As each subsequent JV 220 is approved, the following should be updated.

- A. Diagnosed Condition Page may be change if there is an additions or change in the diagnoses.
- B. Medication page must be updated with the new Court Order Date and a new Projected End Date.
- C. If there are changes in medications, new medications must be added and medication that is no longer listed on the JV 220 must be end dated.

D. In Comment/Instruction box, note changes of MD, dosage or alternative medication

Scenarios and Screenshots

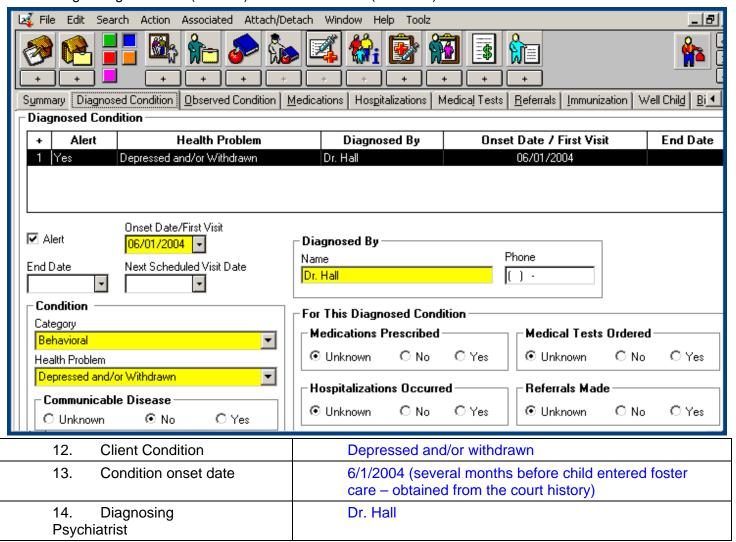
The following scenarios give examples how the Court Ordered Psychotropic Medication should be entered into the CWS/CMS.

Scenario 1

Child enters care with a pre-existing condition. The condition is listed in the history document from court. The SW/PHN has to create a new HEP to document the condition. The child entered foster care 12/31/2004 and the condition was diagnosed June 2004.

Instructions

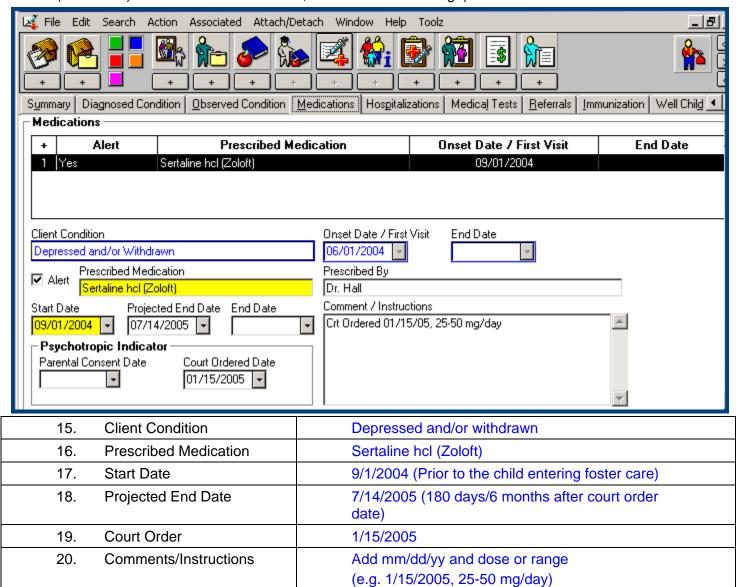
The SW/PHN adds the new client condition (Depressed and/or withdrawn), the doctor who diagnosing condition (Dr. Hall) and date of onset (6/1/2004).



The child from scenario #1 is on a psychotropic medication before he entered foster care. The SW/PHN will document the child's psychotropic medication and court order date.

Instructions

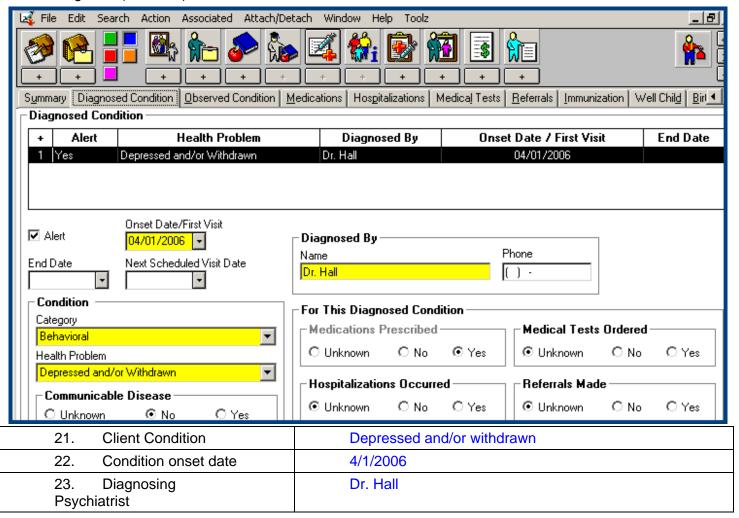
The SW/PHN selects the client condition (Depressed and/or withdrawn) enters the medication name (Sertaline hcl (Zoloft)), the medication start date (9/1/2004), and the court ordered consent date (1/15/2005). The projected end date is 180 days (e.g. 6 months) from the court ordered date (7/14/2005). In the comments section, enter the dose or range).



The child's client condition is diagnosed after he enters care and an emergency medication is prescribed.

Instructions

The client condition is entered (Depressed and/or withdrawn), diagnosing doctor (Dr. Hall), date of diagnosis (4/1/2006).

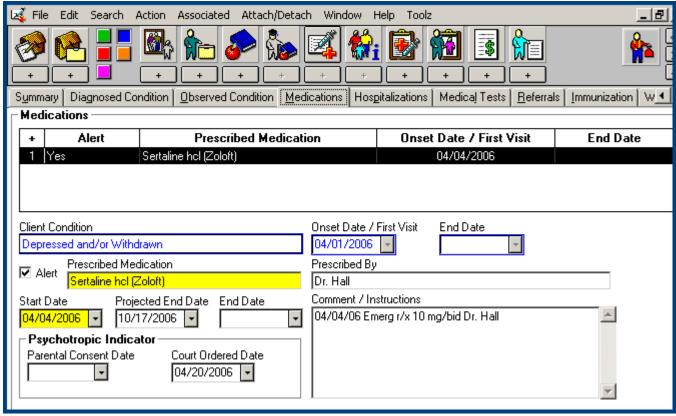


Scenario 3 (continued)

The child is given an emergency medication

Instructions

The SW/PHN enters the medication name (Sertaline hcl (Zoloft)), the medication start date (4/4/2006), and the court ordered consent date (4/20/2006). The projected end date is 180 days (e.g. 6 months) from the court ordered date (10/17/2006). In the comments section, enter the dose or range).

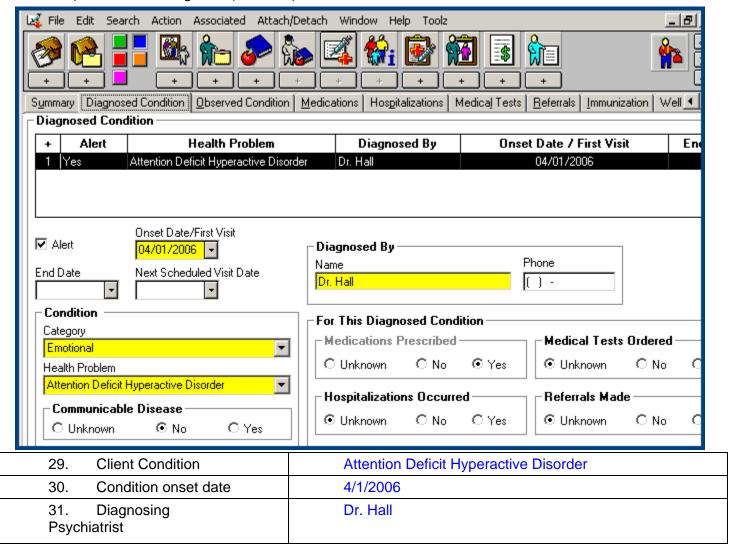


24.	Prescribed Medication	Sertaline hcl (Zoloft)
25.	Start Date	4/4/2006
26.	Projected End Date	10/17/2006 (180 days/6 months after court order date)
27.	Court Order	4/20/2006
28.	Comments/Instructions	04/04/06 Emerg r/x 10 mg/bid Dr. Hall

A foster child's condition is identified in a routine CHDP exam, and an emergency medication is not required.

Instructions

The client condition is entered (Attention Deficit Hyperactive Disorder), diagnosing doctor (Dr. Hall), and date of diagnosis (4/1/2006).

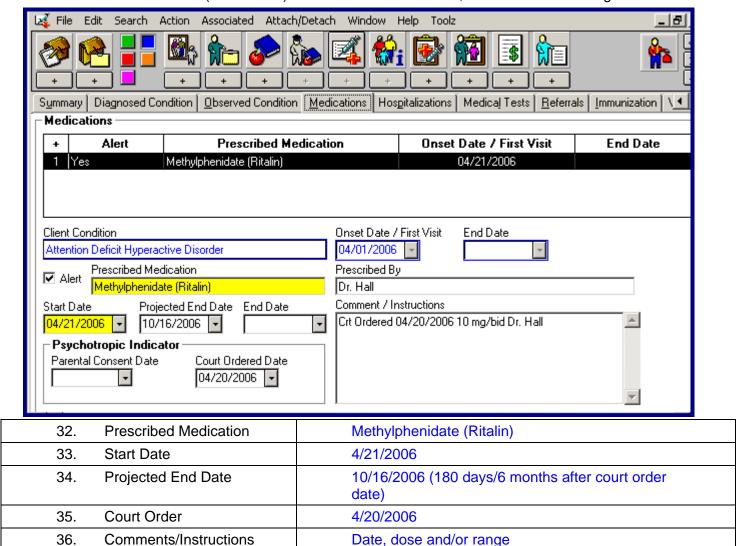


Scenario 4 (continued)

Ritalin was the drug prescribed by the psychiatrist.

Instructions

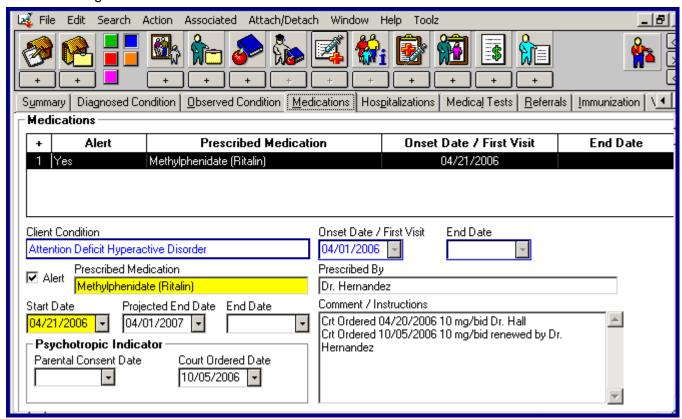
The SW/PHN enters the medication name (Ritalin), the medication start date (4/21/2006), and the court ordered consent date (4/20/2006). The projected end date is 180 days (e.g. 6 months) from the court ordered date (10/16/2006). In the comments section, enter the dose or range.



The child from scenario #4 has a new court order and a new psychiatrist (Dr. Hernandez) 9/1/2006. The child is continuing on the same medication (Ritalin).

Instructions

The SW/PHN would update the court order date (10/5/2006) and the projected end date (4/1/2007). In the comments section, the change in psychiatrists would be noted with the dosage and/or range of the medication.

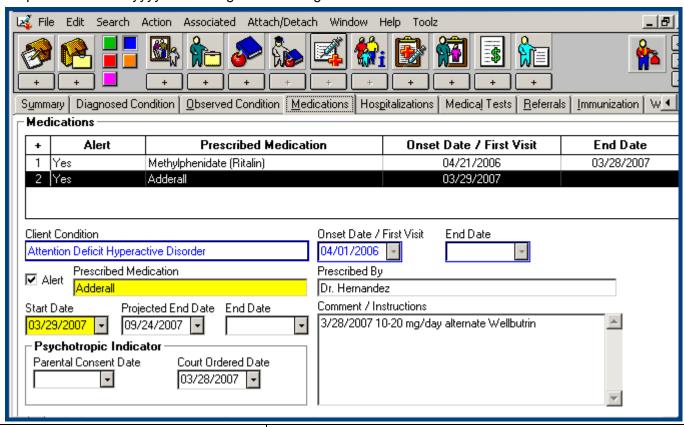


37. Client Condition	Attention Deficit Hyperactive Disorder
38. Onset date	4/1/2006
39. Diagnosing Psychiatrist	Change to Dr. Hernandez
40. Prescribed Medication	Ritalin
41. Start Date	4/21/2006
42. Projected End Date	4/1/2007 (180 days/6 months after court order date)
43. Court Order	10/5/2006
44. Comments/Instructions	4/10/2006 10 mg/day (Existing from prior) Add: 10/5/2006 – renewed (same drug, same dosage) by Dr. Hernandez Note: Name of Psychiatrist needs to be noted in the comments section only if there is a new doctor from the one who diagnosis the client.

Change in medication under new court order: The child has the same health condition but has a new medication and an alternate medication recommended under the court order.

Instructions

Select the client condition (Attention Deficit Hyperactive Disorder), the diagnosing psychiatrist is Dr. Hernandez, the court order date is 3/28/2007. The new medication prescribed is Adderall the medication start date is 3/29/2007. The projected end date is 9/24/2007. In the comments section put date mm/dd/yyyy and dosage and/or range.

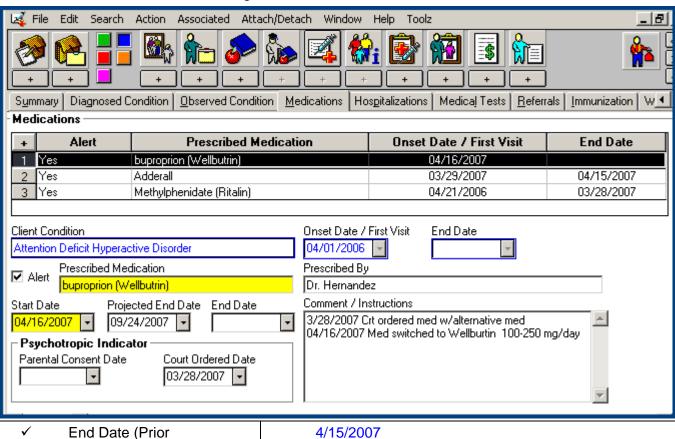


√ medic	End Date (Prior cation)	03/28/07
Click	the "+" sign in the Medications	grid to add new medication.
45.	Client Condition	Attention Deficit Hyperactive Disorder
46. Psych	Diagnosing niatrist	Dr. Hernandez
47.	Prescribed Medication	Adderall
48.	Start Date	03/29/2007
49.	Projected End Date	9/24/2007 (180 days/6 months after court order date)
50.	Court Order	03/28/2007
51.	Comments/Instructions	3/28/2007 10-20 mg/day alternate Wellbutrin
*Loca		ner or not you list all, some or none of the alternative

The court orders two possible medications (Adderall and Wellbutrin), and the psychiatrist changes medication between court orders.

Instructions

The child client condition is (Attention Deficit Hyperactive Disorder); the diagnosing psychiatrist is Dr. Hernandez. The SW/PHN will discontinue the Adderall with a medication end date of 04/15/2007. The new medication buproprion (Wellbutrin) start date will be 04/16/2007. Court order date will be 03/28/2007. In the comments section, the SW/PHN will be put 04/16/2007 – court recommended two medications on 3/28/2007. Medication switched to Wellburtin 04/16/2007. Indicate dose and range.



✓ End Date (Prior medication)	4/15/2007	
Click the "+" sign in the Medications grid to add new medication.		
52. Client Condition	Attention Deficit Hyperactive Disorder	
53. Diagnosing Psychiatrist	Dr. Hernandez	
54. Prescribed Medication	Bupropion (Wellbutrin)	
55. Start Date	4/16/2007	
56. Projected End Date	9/28/2007 (180 days/6 months after court order date)	
57. Court Order	3/28/2007	
58. Comments/Instructions	4/16/2007 100-250 mg/day	