

Psychotropic Medication Review Process

Job Aid for Caseworkers

This job aid outlines the required step-by-step process to provide informed consent for the use of psychotropic medications when the Local Department of Social Services (LDSS) is the health care decision maker (HCDM) for a child or youth in out-of-home care.

1. Before the Medical Appointment

Review the court order to verify that the LDSS is the HCDM. Consult with the LDSS attorney if clarification is needed.

Inform the prescriber prior to the appointment that the LDSS is the HCDM and that informed consent must be obtained before starting psychotropic medication.

Share relevant health records with the prescriber before or during the appointment to support clinical decision-making.

Provide the prescriber with **Section A of the Informed Consent Packet** to complete during the appointment. This form is required to initiate the medication review process.

2. Medication Review

Upload the completed Section A of the Informed Consent Packet into CJAMS to initiate the clinical review process.

A licensed pharmacist and/or child and adolescent psychiatrist will review the recommendation and provide a clinical determination to inform the LDSS decision. The review includes:

- Age, diagnosis, medication type, dosage, presence of polypharmacy
- Baseline labs and use of psychosocial interventions, when available
- Contraindications and potential drug interactions

3. Provide Informed Consent

Monitor the CJAMS dashboard daily for the clinical determination (approved or denied).

Notify the LDSS Director, Assistant Director, or their designee to sign off on the Informed Consent Form.

Discuss questions about the clinical determination with the medication review team.

Notify the Prescriber of the decision.

Document the decision in the Informed Consent Form, and CJAMS Health Profile, as applicable. If the recommendation is denied, document the reason in the Informed Consent Form and upload the signed consent form into CJAMS.

Important Reminders

- Involve the child or youth in the informed consent process in a developmentally appropriate way and document any concerns when possible.
- Medications administered under emergency authority (Courts and Judicial Proceedings 3-824 and Health-General §5-607) do not require a medication review.
- The medication review process only applies when the LDSS is the health care decision maker for psychotropic medications.
- Informed consent is a continuous process. It must be renewed annually and whenever a new medication or different dosage outside of the approved range is prescribed.
- Medication monitoring should be included as part of every monthly visit.