## **FSFN MEDICATION TAB WALKTHROUGH**

There are 5 Medication Tabs that CMO must be filling out whenever a child is on any medications. The Medical Profile, Mental Health, and Medical History tabs should always be filled out even if child is not on medication. This information is vital to track the physical and mental health needs of children and youth in care. CMO should be entering this information timely and appropriately in the system to ensure all records for the child are on file.

These tabs must be filled out for all children on Psychotropic medications and will be audited by ECA and DCF.

On the next few pages are examples of the Medical Mental Health Tab in FSFN and how to fill out these tabs.

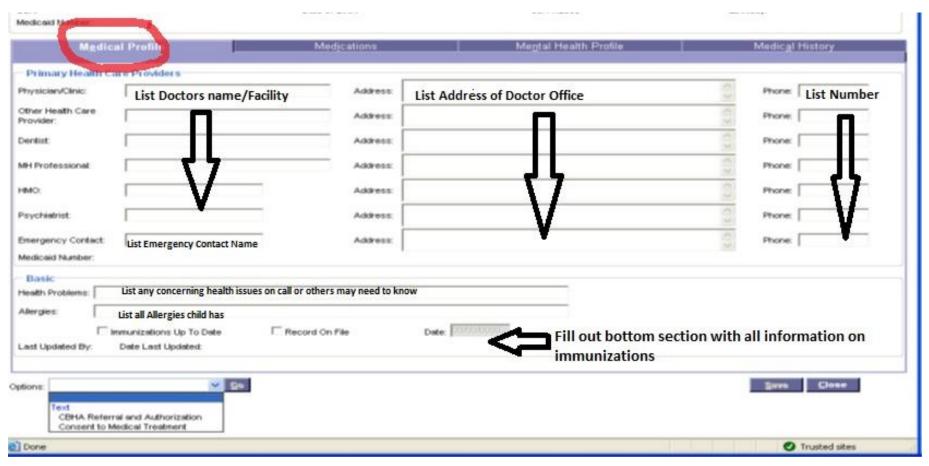
The five tabs consist of:

- Medical Profile
- Medications
- Mental Health Profile
- Medical History
- Disability tab

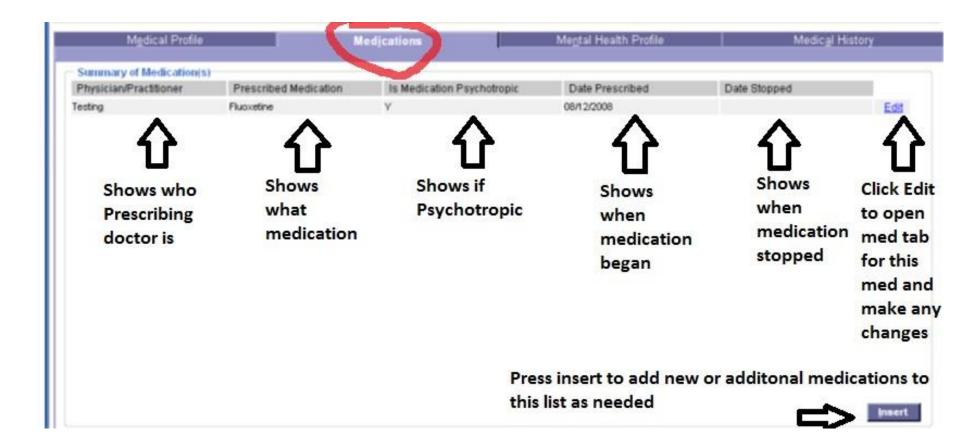
If there are any questions in completion of these tabs please get with your training specialist, your psychotropic medication POC at your agency, or with the ECA Utilization Management Specialist in charge of psychotropic medication audits. The UM Specialist only audits the Medications Tab, Mental Health Profile Tab, and Disability tab therefore CMO's will need to ensure there staff is reviewing all other tabs for compliance.

Please review all pages 2-6 for full walkthrough.

The Medical Profile Tab is a "snapshot" of the child's medical status. CMO should use this tab to list the child's health care provider's demographics/contact information and basic information to include any allegories as well as last immunizations.

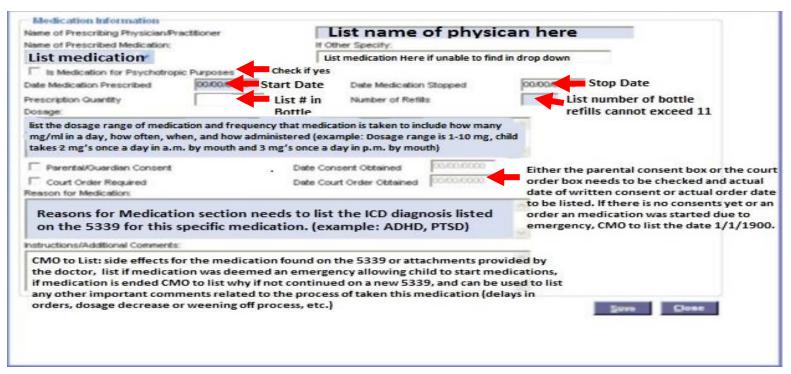


Medications Tab shows a summary of all medicaitons that the child has been on through time in OHC. CMO is reponsible for ensuring this is updated whenever there is a change in medication or when a child starts medications for the first time. CMO will insert a new medication tab when a child starts a medication and end date any prior medication tabs when the child has ceased a medication. If a new 5339 is received due to new medications prescribed or a new doctor issuing the same meds, then the prior med tabs have to be end dated and new medications started on date child began new 5339 medications/started meds from a new doctor. No duplicate med tabs can be listed and no medications of same kind (examlple : valium start date 4/10/19 end date 5/20/19, next valium start date 4/30/19 with med tab still open) can overlapp in dates.

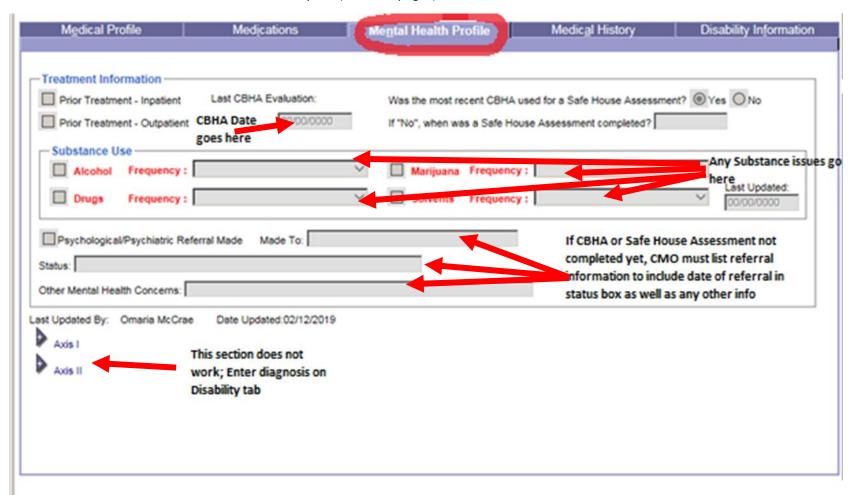


Medications Tab for each individual medication will have own pop up box when you insert a new medication tab for first time or click on edit to open an existing medication tab. It will be the tab that represents all information related to that medication. All areas in the medication tab should align with what is in the 5339 for this medication and the medication documentations (to include any changes based on court orders, etc.). This is where you will list:

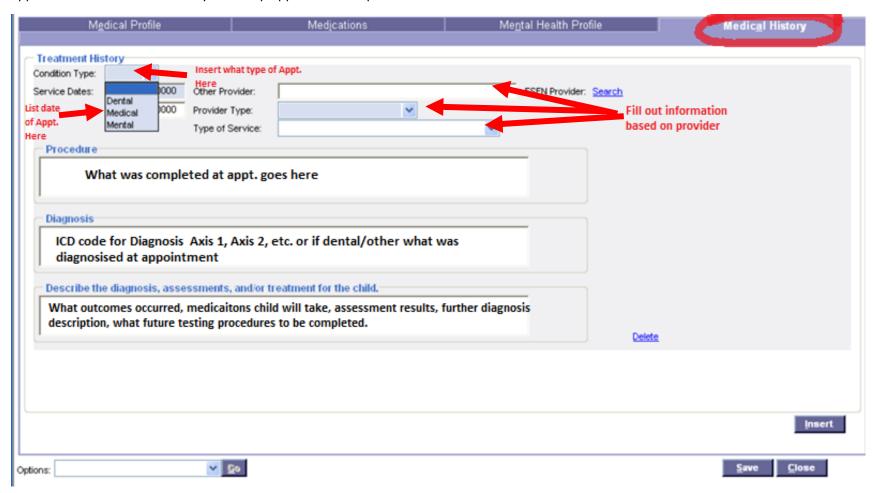
1. What medication is being taken 2. Who the prescribing doctor is 3. If medication is psychotropic or not 4. When medication starts (date child began physically taking medication) 5. When medication was ceased 6. Quantity of medication per prescription (# of pills in bottle or # of ML for liquid medication in bottle) 7. Number of refills (cannot exceed 11 as med tabs cannot be open more than 12 months; Must match how long med tab is open for example: if med tab was ceased by month 3 then there should be 2 refills listed) 8. Dosage should list the dosage range of medication and frequency that medication is taken to include how many mg/ml in a day, how often, when, and how administered (example: Dosage range is 1-10 mg, child takes 2 mg's once a day in a.m. by mouth and 3 mg's once a day in p.m. by mouth) 9. Either the parental consent box or the court order box needs to be checked and actual date of written consent or actual order date to be listed. If there is no consents yet or an order an medication was started due to emergency, CMO to list the date 1/1/1900. 10. Reasons for Medication section needs to list the ICD diagnosis listed on the 5339 for that medication 11. Additional Comment Box is to list any side effects for the medication that are listed on the 5339 or attachments provided by the doctor, to list if medication was deemed an emergency allowing child to start medications, if medication is ended CMO to list why if not continued on a new 5339, and can be used to list any other important comments related to the process of taken this medication (delays in orders, dosage decrease or weening off process, etc.)



Mental Health Tab needs to list CBHA information showing when a CBHA or Safe House Assessment was completed. If yet to be completed you will need to list when/to whom child was referred to to have one completed. Children on psychotropic medication must have one or other completed or atleast requested to be complete. CMO can also list any substance abuse information on the child here. Please note the Axis Tabs do not work and these can be Isited in the disability tab (see later pages).



Medical History Tab is where CMO documents any appointments with medical/mental/ or dental appointments that occur and outcomes of appointments. This is to show any follow up appts were completed and to document child's histories.



**Disability tab** is where CMO lists if child has been diagnosised with a medical or mental health ICD code. If your child is on any psychotrpic medicaiotn they should always have a ICD diganosis associated with it listed on the 5339. (example: PTSD, ADHD, ADD). Whenever you receive a new 5339, you will insert new diagnosis and put start date of when diagnosis began. If there are diagnosis that are no longer on the 5339 or in place for this child then prior ones will need to be end dated and new diagnosis start date inserted.

