

Chapter: Pharmaceutical and Medical Supplies
Title: Psychotropic Drugs

Effective Date: 7/15/11, T-1
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Replaces: HHS.30.20
Dated: 5/1/06

ACA Standard(s): 3-JCRF-4C-05

(a) **Standard.**

Youth admitted to the halfway house who are taking prescribed psychotropic drugs are referred to the psychiatrist.

The psychiatrist provides mental health supervision of all youth that receive psychotropic medication.

The administration of psychotropic drugs is monitored and documented for compliance with GAP.91.91 and the following procedures. According to TYC policy, youth are administered psychotropic medication only when clinically indicated and as a facet of the therapy program.

(b) **Procedures.**

(1) **Upon Transfer from TYC Institution or Contract Facility.**

- (A) Review the physician's orders. If orders have not been received, contact the youth's last placement and request that orders be faxed to the halfway house.
Person Responsible: Human Services Specialist (HSS) / Juvenile Correctional Officer (JCO)
- (B) Continue medications as prescribed until the youth is evaluated by a psychiatrist. If there are any questions, contact the assigned RN.
Person Responsible: Nurse/HSS/JCO
- (C) Contact the institutional clinic nurse to ensure that an appointment with the psychiatrist is scheduled.
Person Responsible: HSS/JCO/Institutional Nurse
- (D) Document the psychiatric referral on the Treatment and Intervention Record, HLS-505.
Person Responsible: HSS/JCO
- (E) Ensure medications are in the Pharmacy Replacement System (PRS) and notify the assigned institutional medical clinic if they are not.
Person Responsible: HSS/JCO
- (F) If not entered into PRS, fax the order to the assigned institutional medical clinic.
Person Responsible: HSS/JCO

(2) **Direct Admission from the Community.**

- (A) Document all medications brought in by the youth on the HLS-505 form.
Person Responsible: HSS/JCO
- (B) Verify that the medication prescription was issued within the past 30 days. Notify the institutional clinic that youth arrived with free-world medication.
Person Responsible: HSS/JCO
- (C) Contact the institutional clinic nurse to ensure that an appointment with the psychiatrist is scheduled.
Person Responsible: HSS/JCO/Institutional Nurse

(D) Document psychiatric referral on the HLS-505 form.
Person Responsible: HSS/JCO

(3) **Psychiatric Symptom Checklist.**

(A) Complete a Psychiatric Symptom Checklist and ADHD Rating Scale, CCF-515, prior to psychiatric appointments.
Person Responsible: Case Manager or designee

(B) Scan completed forms into the EMR.
Person Responsible: Nurse
