

Chapter: Pharmaceutical and Medical Supplies	Effective Date: 4/15/17
Title: Psychotropic Medication	Page: 1 of 2
	Replaces: HHS.30.20, 7/15/11

(a) **Standard.**

Youth admitted to a halfway house who are taking prescribed psychotropic medication are referred to a psychiatric provider. A psychiatrist supervises the care of all youth who receive psychotropic medication.

The administration of psychotropic medications is monitored and documented in compliance with [GAP.380.9191](#) and the following procedures. According to Texas Juvenile Justice Department (TJJD) policy, youth are administered psychotropic medication only when clinically indicated and as part of a treatment plan.

(b) **Procedures.**

(1) **Transfer from a TJJD Institution or Contract Residential Facility.**

The **human services specialist (HSS)** or a **juvenile correctional officer (JCO)**:

- (A) reviews the transfer medical packet, including discharge information, from the sending facility;
- (B) ensures that a youth continues with prescribed medications until evaluated by a psychiatric provider;
- (C) contacts the assigned institutional nurse if there are any questions and to ensure that an appointment with the psychiatrist is scheduled;
- (D) documents the psychiatric referral on the [Treatment and Intervention Record, HLS-505](#);
- (E) ensures all prescribed medications are included in the Scanned Medication Administration Recording Technology (SMART) system; and
- (F) notifies the assigned institution infirmary if any medication appears to be missing from SMART.

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

The **HSS** or a **JCO**:

- (A) documents on the HLS-505 form all medications brought in by the youth;
- (B) verifies that the medication prescription was issued within the previous 30 days;
- (C) notifies the assigned institution infirmary that the youth arrived with "free-world" medication;
- (D) contacts the assigned institution nurse to schedule an appointment with the psychiatric provider; and
- (E) documents the psychiatric referral and appointment date on the HLS-505 form.

(3) **Psychiatric Symptom Checklist.**

- (A) The **TJJD case manager** or **designee** completes a [Psychiatric Symptom Checklist, CCF-515](#), prior to each psychiatric appointment and/or an [ADHD Rating Scale, CCF-514](#), as ordered,

and scans/emails the completed form(s) to the assigned infirmary or places the forms in the institution nurse's on-site mailbox for pickup during routine visits.

- (B) The **institution nurse** scans the completed forms into the electronic health record (EHR) during a routine visit.
-
-