

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 18, 2020

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOANIE ROGERS, INTERIM DIRECTOR

SUBJECT: UPDATE ON MANDATORY AND AUTOMATIC REVIEWS OF PSYCHOTROPIC MEDICATIONS AND THE IMPLEMENTATION OF THE EXCESSIVE DOSAGE GUIDELINES.

DISCUSSION:

The purpose of this memorandum is to notify Children's Division (CD) and Foster Care Case Management (FCCM) staff of the development of the Excessive Dosage Guidelines and the utilization of these guidelines for a Mandatory and Automatic Review.

[CD20-18 Mandatory Review of Psychotropic Medication, Secondary Review of Psychotropic Medication, Automatic Review of Psychotropic Medication, and Denial Notification Letter of Center for Excellence Findings, CD-280](#) introduced the criteria and referral requirements for Mandatory/Secondary Reviews and provided an explanation of the Automatic Review process. Each review contains a specific set of procedural requirements.

Mandatory Review

Before informed consent for psychotropic medications may be given, CD/FCCM staff will determine if a Mandatory Review by The Center for Excellence is required. A Mandatory Review is required before starting a psychotropic medication that exceeds dosage guidelines. CD/FCCM staff can use the [MOCD Excessive Dosage Guidelines 11-30-2020](#) to determine if the dosage of a prescribed medication exceeds the maximum dosage.

Health Information Specialist staff have developed a training to introduce the Excessive Dosage Guidelines, how to utilize the guidelines, and a general overview of the informed consent process. CD staff can access this training through the Employee Learning Center Course Code: CD000661. FCCM can access this training on the [Resources for Professionals & Stakeholders](#) webpage.

Automatic Reviews

Effective December 5, 2020, the Automatic Review criteria will be:

- Use of any Psychotropic Medication for a child age three (3) or younger.

For a child age four (4) or older:

- Use of three or more psychotropic medications for 90 days or more;
- Use of two or more concurrent antipsychotic medications for 90 days or more;
- Multiple prescribers of any Psychotropic Medication for 90 days or more; and
- A child is prescribed a dose in excess of the Excessive Dosage Guidelines.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and contracted staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PROGRAM SPECIALIST CONTACT	MANAGER CONTACT
Larry Smith Program Specialist 573-522-8303 Larry.K.Smith@dss.mo.gov	Stacie Frueh, MSW Health Specialist Coordinator 573-341-1668 Stacie.A.Frueh@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
Joint Settlement Agreement Mandatory/Secondary-Flowchart	
RELATED STATUTE	
N/A	