

### 3.

## Promotion of Persons Served Health and Safety

### F. Psychotropic Medication Monitoring

1. Psychotropic Medication Policy: Meridian Services, Incorporated will be in compliance with the Psychotropic Medication Use Checklist (PMUC) whenever a Persons served is prescribed a psychotropic medication.
  - a. Upon initial prescription of a psychotropic medication, and every ninety (90) days thereafter throughout the life of the prescription, a Psychotropic Medication Review form shall be reviewed by the practitioner prescribing the medication. This form shall list the behavior to be modified, expected behavioral outcome, possible side effects, dose, route, and signature of practitioner. This document shall be posted in a conspicuous place in the resident's record and reviewed by staff. The form will be completed by the Program Manager/supervisor and sent to the practitioner for review.
  - b. Informed consent will be obtained prior to initial start of the medication. This consent will include information on: the proposed drug, maximum dose, targeted behaviors (if possible), benefits, side effects, risks of the medication, alternative programming in effect and/or what has been attempted, minimal effective dose reduction date attempt, when consent expires (automatically expires one year after original signed date), who is giving the consent and relationship to resident (if resident is unable to give consent).
  - c. The resident Interdisciplinary Team shall review the use of all psychotropic medication at least annually, and approve or disapprove the continued use of the medication and give recommendations, if any.
  - d. The use of psychotropic medication shall not be a substitute for other, non-drug related programming. All residents using medications shall receive positive programming in addition to any psychotropic medicine regime.
  - e. Upon initial prescription of any new psychotropic medication, the medication usage, procedure, dose, possible side effects, and unexpected behavioral outcome(s) shall be reviewed with the full staff of Meridian Services, Incorporated by the Health Consultant of his / her designee.
  - f. All residents who are on neuroleptic medications shall be monitored at least semi-annually on the Dyskinesia Identification System Condensed User Scale (DISCUS).

- g. Residents who have neuroleptic medication(s) discontinued shall be monitored (with the DISCUS) at two weeks, one month, two months, and three months after discontinuing the medication. Any resident with a negative rating after three months may have the rating discontinued except on an annual basis.

If the twelve-month rating is positive, the resident shall be rated every six months until there are two straight negative ratings. After two straight negative ratings, the ratings will be discontinued.

- h. All new residents shall have one or two monitorings (with the DISCUS) within thirty (30) days of admission unless it can be documented that the resident has never received neuroleptic medications.

- i. The Program Manager / supervisor will ensure that a "MOSES" form is completed in the following situations:

1. Within seven (7) to fourteen (14) days after the initiation of psychotropic medication;
2. Within seven (7) to fourteen (14) days after a dosage increase;
3. Once every six (6) months after initiation;
4. Seven (7) to fourteen (14) days after a psychotropic medication is discontinued, if evidence is discovered that side-effects are occurring;
5. The above conditions are subject to the following exceptions; no "MOSES" after a PRN use lasting fewer than seven (7) days; no "MOSES" after a STAT order, which is a physician ordered medication that is given on an immediate one-time basis and is not ordered on a continuous basis; after a dosage increase if the original decrease was part of a MED plan.

- j. The Program Manager / supervisor will ensure that written justification from the prescribing professional is obtained in the following circumstances.

1. If psychotropic dosages exceed the manufacturer's recommended maximum dose;
2. If two (2) psychotropics from the same therapeutic class are prescribed;
3. If more than two (2) psychotropics from different therapeutic classes are prescribed;
4. If sedatives or hypnotic are prescribed for longer than one (1) month;

5. If an anticholinergic is prescribed for longer than six (6) months;
  6. If the psychotropic medication or its dosage change without a minimum evaluation period of at least fifteen (15) days.
- k. In the case of prescribed medications, it shall be the practice of Meridian Services, Incorporated to note in the permanent record of the resident, the use of the medication, time, purpose, side effects/risks, and immediate outcome of the usage of the medication.
  - l. The Program Manager / supervisor will ensure that all requirements of the Psychotropic Medication Use Checklist (PMUC) are met whenever a Persons served is prescribed a psychotropic medication.
  - m. The Program Manager / supervisor will ensure that the Persons served receiving psychotropic medications is being treated concurrently with a written positive behavior management plan.