Psychotropic Medication Advisory Committee
Open Meeting Minutes
Teleconference (Webex)
June 22, 2020
9:00 AM to 12:00 PM

Due to the impact of COVID-19 this was a teleconference meeting only

Committee Members

Judge Sue Crane (Chair)	Dr. Josh Moore	Nick Mebruer	A.G.
Dr. Laine Young- Walker (Co-chair)	Dr. Maya Moody	Al Greimann	
Dr. Mark Roaseau	Dr. Patsy Carter	Sarah Willson	
Dr. Manuel Hernandez III	David Wood	Jessica Haslag	
Dr. Nathan Beucke	Connie Cahalan	Marlo Williams	
Dr. Christopher Bellonci	Carrie Bolm	Kristen Dickinson	

Additional Psychotropic Medication Advisory Committee (PMAC) Meeting Participants

Stacie Frueh	Children's Division, Health Specialist Coordinator
Mark Gutchen	Department of Social Services, General Counsel
Ellen Haynes	Children's Division, Special Counsel
Alyssa Bish	Children's Division, Operational Excellence Coordinator
Melissa Kenny	Children's Division, Health Specialist Unit Manager
Jill Pingel	Children's Division, Health Specialist Unit Manager
Lori Hickerson	Department of Social Services, Litigation Deputy General Counsel
Sharie Hahn	Department of Social Services, Special Counsel for Administration
Michele Renkemeyer	Department of Social Services, Strategic and Performance Innovative Director
Larry Smith	Children's Division, Program Development Specialist

1. Welcome

- Chair called the meeting to order at 9:00 AM.
- Introduction of the new Children's Division Director Mr. David Wood.

2. Agenda Review

A. Words from PMAC Chair

- Motion to approve the minutes from April 27, 2020. Seconded and approved.

B. Clinical Sub-Committee – update regarding excessive dosage

- The clinical sub-committee Chair and a PMAC participant from the Children's Division (CD) Health Information Specialist (HIS) management provided a presentation via Webex of the proposed "PMAC Excessive Dosage Listing."
- The proposed "PMAC Excessive Dosage Listing" was a Microsoft Excel spreadsheet that contained the following tabs: Drug Listing, Max Dose, Details and Literature Review.
- The clinical sub-committee Chair explained that the "Drug Listing" tab contained the trade name and generic name of the psychotropic medication.
- The clinical sub-committee Chair explained that the "Max Dose" tab contained a column for the trade name, generic name and maximum dosage.

- The clinical sub-committee Chair indicated that the maximum dosages for each psychotropic medication were obtained from the Food and Drug Administration (FDA) guidelines or clinical sub-committee members' recommendations based on research and literature reviews.
- The clinical sub-committee Chair explained that the "Details" tab contained the same columns in the "Max Dose" tab with additional columns for medications with and without FDA reviews.
- The clinical sub-committee Chair indicated that the maximum dosages on the spreadsheet were based on FDA guidelines for adults and pediatrics. If the psychotropic medication did not contain an FDA approved maximum pediatric dosage, the clinical sub-committee members utilized research and literature reviews to establish maximum dosage guidelines.
- The PMAC participant from CD indicated that HIS staff are updating the literature review tab to include the research information utilized for any maximum dosage guideline that did not have a pediatric FDA approval and the maximum dosage recommendation was established by the clinical sub-committee.
- A PMAC member asked if the "PMAC Excessive Dosage Listing" would be available to case managers while they are in the field.
- The PMAC participant from CD's HIS management indicated that the final "PMAC Excessive Dosage Listing" will be posted on the Intranet.
- A PMAC member asked if the proposed "PMAC Excessive Dosage Listing" would be shared with other groups to provide feedback and if there was an opportunity for a direct prescriber to prescriber conversation regarding maximum dosage.
- The clinical sub-committee Chair said that prescriber to prescriber communication is already in place; however, CD needs to be involved to provide consent. During a Center for Excellence (CFE) review the medical record is the primary source of information. The medical record should include adequate documentation to show the rationale for the prescriber's decision. Adequate documentation can reduce the need for prescriber to prescriber communication.
- The clinical sub-committee Chair indicated that the proposed "PMAC Excessive Dosage Listing" that was presented via Webex was only a draft and there were other updates needed. The primary updates are to perform a clinical review of the psychotropic medications to ensure accuracy of the data and updating the links to the research/literature for all maximum dosage recommendations from the clinical sub-committee.
- The clinical sub-committee Chair said that based on the requirements in the Settlement the proposed "PMAC Excessive Dosage Listing" must be complete and in place by December 5, 2020.
- The clinical sub-committee Chair commented that the sub-committee members will be working towards updating the proposed version and providing a copy to PMAC members before the next PMAC meeting; however, the final version that will be ready for staff may not be available until October of this year.
- The PMAC Chair asked if there was a requirement in the Settlement for reviewing the "PMAC Excessive Dosage Listing" once it is final.
- The PMAC participant from DSS general counsel said that the final "PMAC Excessive Dosage Listing" must be easy to use for CD staff, made available to the public on the internet and there must be a method to ensure that the information is reviewed and revised to keep the listing current.
- The PMAC participant from CD's Operational Excellence indicated that a work plan would be developed to establish timeframes for the completion of the "PMAC Excessive Dosage Listing" and provided to the DSS general counsel for review.
- The clinical sub-committee Chair said that the committee will rely on CD's PMAC participants to create an easy to use format for the "PMAC Excessive Dosage Listing."
- The clinical sub-committee Chair suggested a collaboration with CD and MoHealthnet Division (MHD) to review the final "PMAC Excessive Dosage Listing" on a quarterly basis.

C. Update on Joint Settlement Agreement Requirements

- A PMAC participant from CD's HIS management said that CD is in the process of providing children who are twelve (12) and older and in foster care a flyer to inform them of their health care rights. Also, the same flyer will be sent to all Guardians ad Litem (GAL).
- A PMAC participant from CD's HIS management said that HIS has completed the process of gathering medical documents for CFE to complete the automatic psychotropic medication reviews. Also, HIS has completed the alternative care medical reviews for the second quarter. These reviews provide the benchmark percentages for the Settlement's "Exit Criteria" measures. CD is in compliance with seven (7) "Exit Criteria" measures. CD's HIS management are working on an internet "Placemat" to illustrate CD's progress on the Settlement "Exit Criteria" measures.
- A PMAC participant from CD's HIS management said that HIS staff are collaborating with various CD units to develop initial and continuing trainings for residential care providers. The trainings will focus on how to complete the CD forms and tracking monthly medical logs. The trainings include Webex and power point presentations with audio.
- A PMAC participant from CD's HIS management mentioned that HIS and other CD staff have met with the data validator and their sub-contractor Mathematica. The purpose was to introduce the data validator, Mathematica and CD team members and to provide a brief overview of CD methods for gathering and reviewing information for the Settlement's "Exit Criteria" measures.
- A PMAC participant from CD's HIS management said CD has developed two medical records system reports to address "Data Sharing" requirements in the Settlement. The reports are due for posting on the internet in August of this year.
- A PMAC participant from CD's HIS management indicated that HIS staff are working with other CD units and CFE to develop the annual training for licensed resource providers. Also, HIS scheduled a monthly review of the newly licensed resource providers to ensure they have received the trainings required by the Settlement.
- A PMAC member asked if CD could convert the Settlement requirements into a type of "score card" so CD could present they progress to the PMAC members.
- A PMAC participant from CD's HIS management indicated that HIS has an internal Settlement tracking document; however, HIS will need to discuss with CD's legal representatives to determine if the tracking document is open to the public.
- The PMAC participant from DSS general counsel indicated that internal Settlement tracking document could be sent to PMAC members with an appropriate disclaimer; however, this should be addressed with the data validator.

3. Additional Topics

- A PMAC committee member expressed concern about children in foster care and impact of the proposed "PMAC Excessive Dosage Listing" on psychotropic medication.
- The PMAC participant from DSS general counsel indicated that youth who have concerns about their psychotropic medication should be informed of their rights in the CD service delivery grievance process and discussing the concerns with their GAL.
- The clinical sub-committee Chair said youth who have a concern about their medications can talk with their CD case worker who can arrange a review by the CFE.
- A PMAC member suggested a video that could explain certain rights to youth.
- The PMAC participant from CD's Operational Excellence indicated that a video production for youth advocacy and rights could be arranged with the assistance from PMAC member volunteers.
- A PMAC member from MHA indicated that the draft protocol discussed during the January 27, 2020 meeting was ready for review and requested to have the protocol reviewed by the PMAC members during the next meeting.
- A PMAC member from MHA indicated that hospital physicians have reported that CD staff have refused to grant consent until genetic testing has been performed.

- The clinical sub-committee Chair said that CFE has addressed the genetic testing issue in the past and believes there was documentation provided to CD.
- A PMAC member from CFE indicated that CFE will search for the documentation and send to CD when the document has been located.
- The PMAC member from MHD said that MHD does not pay for genetic testing.
- The PMAC participant from CD special counsel indicated that CD should create a practice point/alert to inform staff that genetic testing is not generally recommended.

4. **Open Discussion**

- No open discussion

5. Action Items

1. Clinical sub-committee members will provide a copy of the proposed "PMAC Excessive Dosage Listing" with revisions and updates.
2. MHA members will present their Inpatient protocol at the July meeting.
3. HIS will provide an update on CD's progress towards implementation of the Joint Settlement Agreement requirements.

6. Meeting Adjourned

Meeting was moved to adjourn at 11:35 A.M.

Dependent upon status of reopening from the pandemic, next meeting(s) may be held virtually. Meetings for 2020 are scheduled from 9:00 A.M. – 12:00 P.M., at Governor Office Building, 200 Madison St., Jefferson City, MO in Room 315 on:

July 27, 2020	August 24, 2020	September 28, 2020
October 26, 2020	November 23, 2020	December 28, 2020