

Instructions For Psychotropic Medication Review Form-*Revised 1/12/2022*

The Psychotropic Medication Review Form consists of three pages. Pages 1 and 2 of the Psychotropic Medication Review Form must be completed for every psychiatry appointment and attached to the medical appointment consult sheet for review with the prescribing physician.

Page 1 and 2 are completed by the RN for the residential services provider with input from the interdisciplinary team members. If the person does not receive residential services, then the RN for the provider agency that provides nursing supports in the person's home must complete the form.

Page 1 and Page 2 should be completed as close to the medical appointment date as possible to ensure that all information is current. All appropriate boxes must be checked. Signatures and dates need to be provided in appropriate spaces on each part of the form.

The entire Psychotropic Medication Review Form (i.e. pages 1, 2, and 3) must be completed every 90 days.

Page 1 is the **Health Review** which is completed by the RN. The nurse shall compile information from staff members who interact with the person on a regular basis, medical records, and nursing observations.

Page 2 is the **Review of Behavioral Functioning** which must be completed by the RN with input from the QDDP, day services provider (if any) and behavior support clinician if the person has a behavior support plan.

- Include a table showing the frequencies of observable target behaviors over the last six months at the residence and day setting, if any. A brief narrative description of the target behaviors that actually occurred should be provided. This data should be obtained from the behavior support clinician. If the person does not have a BSP then indicate that this data section is not applicable.
- For behavior incidents, a narrative description of the incident should be provided.
- The ratings of the person's daily functioning should be completed with input from someone who interacts with the person on a regular basis in the home and day setting (if any). The ratings section should be completed for people with and without behavior support plans to assess the effect of treatment on day to day functioning.

Page 3 is the **Physician Report** which must be completed by the prescriber of psychotropic medication at the time of the *quarterly* medication review.

- The purpose of Page 3 is to document the diagnosis for which the medication is prescribed, and the treatment plan. Page 3 also documents that the prescriber has reviewed the risks and benefits of the treatment plan and considered gradual dose reductions of the psychotropic medication.

- Because of scheduling conflicts, it may not be possible for all members of the support team to participate in the quarterly psychotropic review meeting. Rather than delaying reviews, the members of the support team can provide input on the Psychotropic Medication Review Form prior to the meeting and sign Page 2 of the form at the time they provide input.
- Signature, or electronic signature, on Page 3 indicates that the support team member provided input on Pages 1 or 2 of the Psychotropic Medication Review Form and/or participated in the quarterly psychotropic medication review meeting.

The Psychotropic Medication Review Forms are required to be uploaded to MCIS under “Clinical Services.” For people with behavior support plans, the two most recent 3- page quarterly Psychotropic Medication Review Forms must be uploaded to MCIS for review by the Restrictive Controls Review Committee (RCRC). The two most recent 3 page quarterly Psychotropic Medication Review Forms must be uploaded under the BSP tab in the “Medical Info” section at the time the BSP is uploaded for RCRC review.

The 3-page quarterly Psychotropic Medication Review Form must be uploaded to MCIS by the DDS provider of residential services. If the person does not have a residential services provider then the DDS provider that provides nursing services in the person’s home is responsible for uploading the documentation into MCIS.

The requirements for the Psychotropic Medication Review Form are included in Standard 18 (Psychotropic Medications) and Standard 19 (Psychiatric Services) of the Health and Wellness Standards.

DDS may impose sanctions on providers who do not comply with the Health and Wellness Standards.