

**To:** Mental Health System of Care Providers

**Date:** January 31, 2020

**From:** Heather Parson, LMFT, Interim BHPC - Quality Management

**Re:** Medication Monitoring

**Effective:** January 1, 2020

This memo is to inform providers about the updated submission process for Medication Monitoring as of January 1, 2020.

### **Medication Monitoring Process Requirements**

Within the BHS system of care, programs are required to review one percent (1%) of their active medication caseload each quarter, with a minimum of one chart reviewed. Closed cases, cases in which the client has not returned for recent services and clients that are not receiving medication are not to be reviewed. The sample shall include representation from all psychiatrists who prescribe.

Programs shall use the Medication Monitoring Report, Medication Monitoring Screening tool (either Adult or Children's), and the Medication Monitoring Feedback Loop (McFloop) for their screening. If a variance is found in medication practices, a McFloop form is completed, given to the psychiatrist for action, and then returned to the Medication Monitoring Committee for approval.

Results of medication monitoring activities are reported quarterly to the QM unit by the 15th of each month following the end of each quarter (First quarter due October 15, second quarter due January 15, third quarter due April 15 and fourth quarter due June 15).

### **Medication Monitoring Submission Requirements**

- Send the following forms via secure email [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov) or fax (619) 236-1953 to QM:
  - Medication Monitoring Report
  - Medication Monitoring Screening Tools
  - Medication Monitoring Feedback Loop (McFloop)

### **QI Monitoring**

QM monitors the compliance of each program's medication monitoring practices. By completing the submission Quarterly, QM can monitor compliance during the desk review and therefore not require the documents during the Medical Record Review Exit interview.

Please direct any questions and/or comments to [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)