



Policy Title:	Medication Review and Psychiatric Evaluation Appointment Preparation
Policy #:	04-003-0090
Effective Date:	11/26/2024
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Medical Services
Responsible Leader:	Dr. Brandon Moore
Policy Owner:	Megan DeStefanis, Nursing Supervisor
Applies to:	Community Agency Contractors, Residential Programs, Specialized Foster Care

Purpose: To ensure that SCCCMH prescribers are provided accurate and up to date pertinent information for medication review or psychiatric evaluation.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to require that Residential Program Group Homes and Specialized AFC Homes provide a current copy of the home's Medication Administration Records (and provide at least one month of historical data, if available) at the time of all Medication Review appointments or Psychiatric Evaluation appointments performed by SCCCMH providers so that medication adherence can be assessed. In addition, St. Clair County Community Mental Health (SCCCMH) shall require that *lab tests* or other *medical testing* ordered by SCCCMH prescribers will be obtained no later than 2 weeks after the date the order is written, unless it is ordered to be done STAT or to be done within a specified timeframe, in order to assure the timely availability of medical test results to SCCCMH prescribers.

II. Standards

- A. Group Homes and Specialized AFC Homes shall provide a written copy of the current, and at least one month historical (if available), [#0048 Medication Administration Record](#) (MAR or eMAR), at the time of the consumer's *Medication Review* or *Psychiatric Evaluation appointments*.

04-003-0090

- B. Medical testing shall be prescribed by a doctor’s order, or by individuals licensed to prescribe such testing in the State of Michigan (including Tele-psychiatry services).
- C. Medical testing shall be obtained no later than 2 weeks after the date the order is written unless it is ordered to be done *STAT* or to be done within a specified timeframe.
- D. Testing for drug levels will be done in accordance with prescriber or lab instruction concerning the holding of medication doses prior to obtaining specimens for testing.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Group Home Supervisor/Designee/Specialized Foster Care Provider	<ol style="list-style-type: none"> 1. Ensure pertinent medical history/updates are provided to SCCCMH prescriber at time of med review/psychiatric evaluation. 2. Ensures medical testing/lab work is completed within time frame. 3. Ensure drug levels are obtained 12 hours after the last dose of medication.

Actions – Medication Administration Record (MAR/eMAR)

Action Number	Responsible Stakeholder	Details
1.0	Group Home Supervisor/Designee/Specialized Foster Care Provider	<ol style="list-style-type: none"> 1. Ensure a printed copy of the current MAR/eMAR and at least one-month historical data (if available) is brought with the consumer to any Medication Review or Psychiatric Evaluation appointments and provided to the SCCCMH prescriber at the time of the appointment.

Actions – Medical Testing

Action Number	Responsible Stakeholder	Details
1.0	Group Home Supervisor/Designee,	<ol style="list-style-type: none"> 1. Ensure medical testing is obtained within 2 weeks of the order being written, unless it is ordered to be done

04-003-0090

Action Number	Responsible Stakeholder	Details
	Specialized Foster Care Provider	<p>“STAT” (urgently/immediately) or within a specified timeframe (i.e.: one week after starting a new medication, etc.).</p> <ol style="list-style-type: none"> 2. Ensure medical testing that was ordered to be done “STAT” is obtained immediately/the same day that it is ordered. 3. Ensure medical testing ordered within a specified timeframe is obtained within that timeframe (i.e.: one week following the start of a new medication). 4. Ensure the specimen is obtained for drug levels prior to the dose of that medication being administered for the morning, and 12 hours from the last dose being administered, as per physician or lab personnel instruction. 5. Ensure that medication is provided, utilizing Standing Missed Medication Orders, if applicable, following the specimen being obtained. 6. Ensure the specimen is obtained the day prior to the appointment to receive the next injection, in the case of drug level testing for injectable medication.

B. Related Policies

N/A

C. Definitions

1. *Lab Test*: Any testing of the blood or body fluids or tissues performed to direct medical decision making.
2. *Medical Testing*: May include, but is not limited to ECG, EEG, or Lab Tests performed to detect, diagnose, or monitor clinical status, diseases, disease processes, susceptibility, or to determine a course of treatment.
3. *Medication Administration Record (MAR or eMAR)*: A handwritten (MAR), form [#0048](#), or electronic (eMAR) document used to facilitate documentation of each medication or treatment administered. A printed original MAR, electronic MAR (eMAR) provided by a pharmacy licensed to do so or AFC Resident Medication Record #BCAL-3267 may be used in place of SCCCMH form #0048.
4. *Medication Review Appointment*: Medication Review Appointments involve SCCCMH prescribers evaluating and monitoring clinical status, medications,

04-003-0090

their effects, and the need for continuing or changing the medication regimen.

5. *Psychiatric Evaluation Appointment*: A comprehensive evaluation, performed face-to-face by a psychiatrist, or nurse practitioner that investigates an individual's clinical status including the presenting problem, the history of the present illness, previous psychiatric, physical and medication history, relevant personal and family history, personal strengths and assets, and a mental status examination. This examination concludes with a written summary of positive findings, a bio-psychosocial formulation and diagnostic statement, an estimate of risk factors, initial treatment recommendations, estimate of length of time recommended services will be needed, and criteria for discharge.
6. *STAT*: A common medical abbreviation meaning urgent or immediately.

D. Forms

[#0048 Medication Administration Record](#)

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

[Exhibit A: AFC Resident Medication Record #BCAL-3267](#)

F. References

N/A

IV. History

- Initial Approval Date: 11/2019
- Last Revision Date: 11/2023 BY:
- Last Reviewed Date: 11/2022 BY: Alicia Cline, Marci Sonnenfeld, and Latina K. Cates
- Non-Substantive Revisions: N/A
- Key Words: Medication Review, MR, Psychiatric Evaluation, PE