



Current Status: Active

PolicyStat ID: 4419996



**Origination:** 03/2017  
**Effective:** 03/2017  
**Last Approved:** 06/2018  
**Last Revised:** 06/2018  
**Next Review:** 06/2019  
**Owner:** *Barika Butler: Chief Medical Officer, MD, MHCM*  
**Policy Area:** *Clinical Practice Improvement*  
**References:**

## Medication Control

### POLICY

It is the policy of Detroit Wayne Mental Health Authority (DWMHA) that medication is managed safely and effectively in accordance with all governing local, State and National laws, rules, regulations and standards.

### PURPOSE

The purpose of this policy is to ensure the safety of medication management, including administration, storage, handling, preparation and disposal.

### APPLICATION

1. The following groups are required to implement and adhere to this policy: DWMHA Board, DWMHA Staff, Contractual Staff, MCPN Staff, Network Providers
2. This policy serves the following populations: Adults, Children, I/DD, SMI/SEI, SED,SUD, Autism
3. This policy impacts the following **contracts/service lines** : MI-HEALTH LINK, Medicaid, SUD, Autism, Grants, General Fund

### KEYWORDS

1. Critical Incident
2. Informed Consent
3. Medication
4. Medication Error

### STANDARDS

1. All persons who are eligible for DWMHA-contracted/managed services who have been assessed to have a medical necessity for medications should be offered medications in a manner that assures: consumer choice and involvement via the individual plan of service; consumer education and agreement via a signed informed consent document; medical necessity by adequate clinical documentation of a consumer's signs and symptoms, past treatment response history, co-occurring medical and substance use disorders and treatments, medication adherence history, and social/environmental supports.  
Medication is based on medical necessity and shall not be used as a punishment, for the convenience of

staff, or as a substitute for other appropriate treatment.

2. Consideration should be given to a consumer's medication benefits and financial considerations when working on a medication treatment plan with the consumer/guardian. Consumers without medication benefits will be given access to medications via the DWMHA General Fund benefit, as described in the Utilization Management Benefit Policy.
3. DWMHA does not directly deliver any clinical care, however, its delegates, contracted and subcontracted providers are required to have policies, procedures, and monitoring that ensure the following:
  - a. Staff prescribing, handling, and administering medications are appropriately licensed, credentialed, impaneled and trained for their perspective roles. Documentation must be available that demonstrates such training and credentials. For example, staff administering and storing medications in a residential facility must have documented training on file.
  - b. Protocols for storage, preparation and administration of medications which follow community standards for safety. For example, practices which ensure medication is given to the correct consumer, or protocols for monitoring and disposal of medications which have expired. Administration procedures should also include documentation of the administration, the medication's effects and adverse reactions.
  - c. Disposal practices for outdated, unused, discontinued or damaged medications that are compliant with State and Federal requirements.
  - d. Medication error policies and procedures which include Critical Incidents, documentation, analysis and tracking of trends. Reporting of medication errors via incident reports is required.
  - e. Protocols for verbal orders which include time frame for signature.

## **QUALITY ASSURANCE/IMPROVEMENT**

DWMHA shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The quality improvement programs of MCPNs, their subcontractors, and direct contractors must include measures for both the monitoring of and the continuous improvement of the programs or processes described in this policy.

## **COMPLIANCE WITH ALL APPLICABLE LAWS**

DWMHA staff, MCPNs, contractors, and subcontractors are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

## **LEGAL AUTHORITY**

1. MDHHS-DWMHA Contracts for Medicaid, General Fund and Substance Use Disorders Services
2. Michigan Mental Health Code, P.A. 258 of 1974, as amended
3. Michigan Public Health Code, P.A. 368 of 1978, as amended
4. Michigan Administrative Code, R330.7158
5. Michigan Medicaid Manual

# RELATED POLICIES

Procedures and policies should be in the Provider Policy manuals.

# RELATED DEPARTMENTS

1. Administration
2. Claims Management
3. Clinical Practice Improvement
4. Compliance
5. Customer Service
6. Information Technology
7. Integrated Health Care
8. Legal
9. Managed Care Operations
10. Management & Budget
11. Purchasing
12. Quality Improvement
13. Recipient Rights
14. Substance Use Disorders

# CLINICAL POLICY

YES

# INTERNAL/EXTERNAL POLICY

EXTERNAL

## Attachments:

No Attachments

## Approval Signatures

**Approver**

**Date**

Dana Lasenby: Acting Chief Executive Officer

06/2018

