

PROCEDURE

Series:	Operating Procedures	COA: RPM 3.05 CFOP: N/A
Procedure Name:	Psychotropic Medication Management	
Procedure Number:	OP1171	
Review Date:	05/03/16, 04/16/24, 11/3/2025	
Revision Date:	02/05/20/20	
Effective Date:	07/11/14	
Applicable to:	All Family Partnerships of Central Florida (FPOCF) Staff and Contracted Providers	
PURPOSE:	The purpose of this procedure is to establish the processes for children with psychotropic medication(s) who experience a change of placement while in Licensed Out of Home Care.	

PROCEDURE:

References:

[FPOCF 1189: Transition Planning](#)

Florida Statute 39.407

Florida Administrative Code 65C-35

Florida Medicaid Community Behavioral Health Services Coverage and Limitations Handbook

Definitions:

Case means a group of one or more persons who are associated with one another and for whom the department provides services and arranges the provision of services

Case File means all information for a case contained in the department's statewide automated child welfare information system (SACWIS), i.e., FSFN, as well as the supporting paper documentation gathered during provision of services to that family. FSFN is the primary record for each investigation and case.

Lead Agency means an eligible lead community-based provider as defined in Section 409.1671(1)(e), F.S. The functions of a lead agency include: (a) Organize and manage a network of service providers; (b) Provide case management for any children/families referred.

Managed care or MMA means a health care system that integrates the financial management for those eligible for Medicaid to deliver appropriate health care services to covered individuals by arrangements with selected providers to furnish a comprehensive set of health care services and formal programs for ongoing quality assurance and utilization review.

Medicaid is a program authorized by Title XIX of the Social Security Act. It is a state-administered health insurance program that is jointly funded by the Federal and State governments. Medicaid is an open-ended entitlement program, with states receiving federal reimbursement for every eligible claim they submit. Medicaid" as defined in Rule 59G-1.010, F.A.C. which includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).

Medication Administration Record (MAR) means the document on which all administered or refused medication is noted.

Residential care means long-term or short-term care provided to children in a residential setting rather than a family foster home. These settings provide daily living skills; educational support, and additional support which may include behavioral health overlay services (BHOS).

Specialized Therapeutic Foster Care is an intensive mental health treatment provided in specially recruited foster homes. The program is designed to provide the supervision and intensity of programming required to support children with moderate to severe emotional or behavioral problems and to avoid the need for admission to an inpatient psychiatric hospital or residential. The child and family receive therapeutic support services from a contracted provider.

Specialized Therapeutic Group Care means community-based psychiatric residential treatment services designed for children and adolescents with moderate to severe emotional disturbances. They are provided in a licensed residential group home setting serving no more than 12 residents.

Statewide Inpatient Psychiatric Program (SIPP) is a secure psychiatric residential treatment center designed for children and adolescents with moderate to severe emotional disturbances.

Suitability Assessment means assessment for children in Out of Home Care and adjudicated dependent. These assessments are limited to children referred for placement in a specialized therapeutic group home (STGC) or statewide independent psychiatric program (SIPP).

A Qualified Evaluator (QE) is a professional who is required by state law to be either a licensed psychologist or psychiatrist and have no financial or business relationship with a SIPP or TGH facility.

Requirements

When a child in licensed out of home care changes placements, the following steps must be followed:

1. Once an appropriate placement has been located, prior to the movement of the child, the Care/Case Manager or designee shall review the client's Medication Administration Record (MAR) and inventory any medication which the child is prescribed in order to ensure continuity of care and to minimize the replacement of any medication. The Case Manager or designee will use the Medication Log sheet located in the child's Resource (Blue) Book/Visual Vault
2. The Care/Case Manager or designee ensures all medications are identified prior to the move that need to follow the child, accompanies the child to his/her new

placement. The Care/Case Manager ensures Consent has been obtained, and a copy accompanies the medication. If possible, the Care/Case Manager shall ensure a refill prescription is prepared should there be a need close to the time of the move. The Care/Case Manager confirm all the medication arrives once the child is in his/her new placement. The Care/Case Manager shall confirm that the new caregiver is educated about the medications and shall answer any questions that the new caregiver has regarding the medication. The Care/Case Manager ensures that the new caregiver signs acknowledge receipt of the medication. If the child moves out of Family Partnerships of Central Florida (FPOCF) catchment area and courtesy supervision is needed, the Care/Case Manager shall remain in communication with the Courtesy Child Welfare Dependency Case Manager to verify any initial and ongoing issues/concerns.

3. The Care/Case Manager or designee notifies the FPOCF Nurse Care Manager in the event there are any issues with the medication or its arrival at the new placement.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 12/08/2025