

# NWF Health Network Policy & Procedure

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**Series:** 300: Medical and Behavioral Health Care  
**Policy Name:** Psychotropic Medication Management  
**Policy Number:** 301  
**Origination Date:** 3/9/2009 **Revised:** Board Meeting of 02/27/25  
**Regulations:** 39.407, F.S.  
394.459(3)(a), F.S.  
394.455(9), F.S.  
65C-35 F.A.C.  
CFOP 170-18

**Referenced Documents:** CF-FSP 5339: [DCF Forms](#)  
300-301 x 1, Monthly Medication Log

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## Policy

It is the policy of NWF Health Network (NWFHN), to mandate contracted CMOs ensure the proper administration of psychotropic medications to children in out-of-home care. Administration will be completed only with the appropriate authorization, according to clearly defined procedures. Behavioral health services shall be provided to children in out-of-home care without delay once the need for such services is identified. Prior to prescribing a psychotropic medication, the physician or psychiatric nurse practitioner must consider other treatment interventions that may include, but are not limited to, medical, mental health, behavioral, counseling, or other services. All decision making should be guided by the principle that it is important to comprehensively address all the concerns in a child's life family, legal, health, education, and social/emotional issues as well as to provide behavioral supports and parent training, so that a child's behavioral and mental health issues can be addressed in the least restrictive setting and in a comprehensive treatment plan pursuant CFOP 170-18 and 65C 35 F.A.C.

For detailed information, please see CFOP 170-18 and 65C-35 found here:

[CFOP 170-18](#)

[65C-35 Psychotropic Medication for Children in Out of Home Care F.A.C.](#)

## Procedure for Addressing Concerns/Issues

1. In the event an issue regarding compliance or the failure to understand the need for medication is noted on the report findings, the NWFHN Behavioral Health or Nurse Care Coordinator to address these issues with the DCM and caregiver. If necessary, the NWFHN Behavioral Health or Nurse Care Coordinator shall ask for assistance from the Medicaid Plan.
  2. If the caregiver comes across any barriers, the caregiver is responsible to inform the DCM. If the DCM cannot resolve the issue, he/she will contact the NWFHN Behavioral Health Coordinator for assistance. The NWFHN Behavioral Health Coordinator shall contact his/her Sunshine Care Manager as needed to resolve any and all barriers.
  3. The DCM shall notify the Behavioral Health Coordinator in the event there are any issues with the medication or its arrival to the new placement. The Behavioral Health Coordinator shall notify the staff of the Sunshine Health utilization management staff within one business day of any issues.
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## Training on Psychotropic Medication

1. Case managers shall receive training from NWFHN or its contracted provider on medication management and administration pursuant to F.A.C. Training must be completed prior to assuming responsibility for a child who is prescribed psychotropic medication.
2. Approved trainings are available on the Center for Child Welfare's website at <http://www.centerforchildwelfare.org>, or training may be developed by NWFHN or its contracted provider
3. All caregivers responsible for administering psychotropic medication must be trained by NWFHN or its contracted provider on the components pursuant to 65C 35.014 subsection (2), within 30 calendar days of the child's placement into the caregiver's home.