

Psychotropic Medication Advisory Committee (PMAC)

Open Meeting Minutes

Teleconference (Webex)

May 29, 2024

9:00 AM to 11:30 PM

PMAC Members

Judge Sue Crane (Chair)	Dr. Toby Mills	Laverna "Renee" Riley
Dr. Laine Young-Walker (Co-Chair)	Julie Allen	Nick Venute
Dr. Manual Hernandez III	Jennifer Tidball	Amanda Langley
Dr. Mark Roiseau	Chris Brown	Sarah Willson
Dr. Eric Martin	Al Greimann	

PMAC Meeting Participants

Christina Barnett	Children's Division, Health and Well-Being Coordinator
Christopher Brown	Division of Legal Services, Children's Division, Special Counsel
Melissa Kenny	Children's Division, Health Information Specialist Unit Manager/Review
Jill Pingel	Children's Division, Health Information Specialist Unit Manager/Medical Records
Ellen Haynes	Division of Legal Services, Litigation Training and Development Counsel
Mark Gutchen	Department of Social Services, Miscellaneous Professional/Legal Counsel
Lisa Luecke	Children's Division, Executive Assistant
Larry Smith	Children's Division, Health Information Specialist Unit Program Specialist
Katrina Braun	Staff Attorney, Children's Rights, Inc.
Dr. Clark Peters	University of Missouri, Data Validator
Amanda Carrillo-Perez	University of Missouri, Data Validator Team Member

1. Opening Words from the Chair

- The PMAC Chair called the meeting to order at 9:00 A.M. PMAC Chair asked the Children's Division, Health Information Specialist Unit Manager/Medical Records to introduce the new members.
- The new members who were in attendance provided self-introductions: Mr. Nick Venute, parent attorney and Ms. Amanda Langley, foster parent. PMAC Chair welcomed the new members.
- PMAC Chair asked all in attendance to provide an introduction of name and title for the new members. PMAC members and participants provided an introduction.
- PMAC Chair asked the members if there were any additions or corrections that were needed to be made to the meeting minutes for January 29, 2024. Hearing that there were no additions or corrections from the members, the minutes were approved through unanimous consent.

2. Agenda Topics

A. Approval of Excessive Dosage

- PMAC Chair asked for an update on the PMAC Clinical Subcommittee Review for the Excessive Dosage Guidelines.
- PMAC Co-Chair and Clinical Subcommittee Chair discussed with the Children's Division, Health Information Specialist Unit Manager/Review the status of the Excessive Dosage Guidelines review.
- PMAC participant, who is the Health Information Specialist Unit Manager/Review, said that a small group of the subcommittee members received the recommendations from the University of Missouri-Kansas City Drug Information Center; however, the recommendations have not been reviewed. The first review with a psychiatrist, Center for Excellence (CFE), and pharmacy must be conducted.
- PMAC Co-Chair and Clinical Subcommittee Chair requested a scheduled call between the Clinical Subcommittee members to review and discuss next steps.

B. PMAC Education and Collaboration Subcommittee

- As an additional Agenda topic, the PMAC Chair asked for an update on the PMAC Education and Collaboration Subcommittee.
- PMAC participant, who is the Health Information Specialist Unit Manager/Review, said the topic of the first interactive webinar is fetal alcohol syndrome and is scheduled for July 10, 2024. The focus of the second interactive webinar is on information for members in the legal community and is projected to be scheduled in October/November of 2024.
- PMAC Chair asked for an update on the members of the Education and Collaboration Subcommittee and was informed that after July 2024 the Subcommittee will not have a Chair. PMAC Chair said if there were any members who were interested in being on and/or chairing the Subcommittee to contact any member on the Education and Collaboration Subcommittee.

C. Purpose of Data Validation Report

- PMAC Chair asked for an update on what Children’s Division has done and/or not done regarding the Settlement.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said that due to the amount of information Children’s Division wanted to share, the Agenda topics have been separated to provide the structure for a presentation.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, began the presentation with the purpose and process of the “Data Validation Report.” A copy of the report was attached to the Webex invite. At this time, the PMAC participant visually shared and presented a PowerPoint entitled “Data Validator Report.”



DV Report
Presentation.pptx

- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, reviewed the slides and provided additional information such as:
 - The first official reporting period is a semiannual period that started on January 1, 2023, and ended on June 30, 2023.
 - Prior to the completion of the “Data Validation Report,” there was a long-term collaborative effort between the Plaintiffs representing class members in the Joint Settlement Agreement, the Data Validator team, and Children’s Division to create an agreed upon template. This template would be utilized to conduct and evaluate Children’s Division’s performance requirements. This was an in-depth process with several meetings and correspondence shared between the parties involved. The result was the development of the Alternative Care Medical Review form as the template. The level of cooperation between the parties was great, and Children’s Division expressed appreciation for all the hard work from the Plaintiff and Data Validator teams.
 - Described the Exit Criteria, compliance, and discussed the location of the Exit Criteria in Exhibit B in the Settlement.
 - Explained the purpose of the first report: Obtaining baseline data and create an ultimate compliance percentage from the current range of compliance percentages.
 - Upon completion of the baseline data, the Data Validator team proposed an ultimate percentage that must be agreed upon by Children’s Division and Plaintiffs. All parties agreed on the ultimate percentage for each Exit Criteria.
 - The Alternative Care Medical Review form is the agreed upon template that Health Information Specialist staff utilize for performance reviews.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, concluded the presentation by providing a summary about the purpose of the Data Validator report and informed the members that the discussion on the Data Validation process would be conducted by the Data Validator.

D. Data Validation Process

- PMAC participant, who is the University of Missouri, Data Validator, said to give insight on the validation work, the discussion would be about three things:
 1. How the Data Validator receives the Sample
 - The Settlement provides that the Data Validator needs to draw a representative sample of Class Members. The Data Validator must have confidence that the sample is a representation of the entire group of Class Members.
 2. How the Data Validator receives the Sample Data
 - Children’s Division provides the Data Validator team with a list of all children under 18 and receiving psychotropic medication.
 3. How the Data Validator determines the size of the Sample
 - The Data Validator reviews the list from Children’s Division and creates a randomized list for the Sample and a replacement case Sample. The purpose of the replacement list is to address the need for any additional case reviews. The need for additional case reviews is based on confidence level and a margin of error under 5%.
 - PMAC participant, who is the University of Missouri, Data Validator, discussed the concept of a specific percentage and the margin of error percentage. The margin of error is part of a give or take percentage range that is utilized to provide a level of confidence to the specific percentage. An example is a statement that there is confidence that a vote of 54% is accurate within a 3% margin of error.
 - PMAC participant, who is the University of Missouri, Data Validator, explained the confidence level as the degree to which the Data Validator is confident in the margin of error.
 - The margin of error and confidence level play a key role in the Sample size. The Settlement requires a 5% margin of error with 90% confidence level to ensure the Sample is an appropriate representation of entire Class member population. The Data Validator team has identified that many of the Exit Criteria have a Sample size that is well into the 90%.
 - PMAC participant, who is the University of Missouri, Data Validator, explained in an effort to keep the margin of error within the Settlement range the Sample size for some Exit Criteria may need to be changed. When a Sample size needs to be changed, the Data Validator team works with Children’s Division to identify additional cases from the replacement list.
- PMAC participant, who is the University of Missouri, Data Validator, mentioned that members of the Data Validator team have observed the Health Information Specialist team members during the Alternative Care Medical Care reviews. Observing this process allows the Data Validator to confirm that Children’s Division processes match data validation expectations, and that the data is accurate.

E. Data Validation Report Findings

- PMAC Chair asked for a presentation of the findings in the Data Validation report.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, visually shared the PowerPoint entitled “Data Validator Report,” reviewed the slides, and provided additional information such as:
 - A 34% turnover in the Children’s Division’s workforce in 2023, resulted in the case workers workforce being at 47%.
 - Currently, the workforce range is between 71% - 100% and 86% statewide.
 - For eight of the exit criteria, CD's performance met the newly-recommended ultimate percentage and the margin of error was 5% or less.

- For two exit criteria, CD's performance was within the benchmark range, but just short of the recommended ultimate percentage.
- For one exit criteria, CD's performance exceeded the recommended ultimate percentage, but the margin of error was above 5%.
- Described the eight (8) exit criteria where CD's performance met or exceeded the recommended ultimate percentage and where the margin of error was below 5%.
- Discussed Informed Consent and the importance of documentation. The presentation covered the various places where information on Informed Consent can be found, and how the CD-275 form is utilized to document the steps taken to obtain informed consent.
- PMAC participant, who is the Health Information Specialist Unit Manager/Review, discussed the purpose and use of the CD-275 for Informed Consent and that a revision of the CD-275 was the result of a collaboration with the Plaintiffs and the Data Validator. These revisions were not implemented until April 2023. Case managers are required to complete this form for every Informed Consent decision. A link to the form was provided to members and participants during the meeting.
- PMAC Chair asked why CD's performance in Exit Criteria 18, 19, and 20 were markedly lower than in other criteria. PMAC Chair further asked if the Data Validator report provided any suggestions for improvement and if further discussion among the PMAC members and participants was needed.
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- PMAC Chair asked for additional conversation around Informed Consent(Exit Criteria 18) at a future meeting.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said that discussions and reminders of the importance of CD-275 will be the primary method to address the performance percentage in Exit Criteria 18.
- PMAC Chair asked the members if there were any questions about Informed Consent, these Exit Criteria, or other findings.
- PMAC Co-Chair suggested that PMAC members review the PowerPoint presentation and bring specific questions to be addressed during the next PMAC meeting. PMAC Chair agreed with the suggestion and asked the PMAC members to review the "Data Validation Report" and PowerPoint and be prepared to ask questions during the next meeting. The PMAC Chair asked for a copy of the PowerPoint to be sent to the members.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said Children's Division will send the PowerPoint presentation to the members and schedule the focus of the next PMAC meeting on additional questions, feedback, and planning.
- On May 29, 2024, another copy of the "Data Validation Report" and the "Data Validator Report" PowerPoint presentation were sent to the PMAC members.

F. Improvement Planning and Takeaways

- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, continued to share the PowerPoint focusing on improvement planning and other takeaways including:
 - The Coordinator and Health Information Specialist Managers created a focus group of case managers and supervisors from each region to discuss Informed Consent and the Alternative Care Medical Review process.
 - Health Information Specialist and Data Validator teams continue to work on edits to the Alternative Care Medical Review form.
 - The annual in-service training on Informed Consent will soon be available for case managers.
 - The efforts to connect Health Information Specialist with new case managers.
 - The addition of a Nurse within the CFE to assist case workers with CFE recommendations.
 - Drafting a contract to establish a real-time alert system for case managers when a child in Children's Division custody is in an emergency room or admitted as an inpatient to the hospital.

- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager/Medical Records, said that after the focus group meeting it was determined that a training, structured as conversations for supervisors, would be needed. The Coordinator and Health Information Specialist Managers collaborated to schedule conversations with regional supervisors about providing oversight of policy and reviewing it with case managers. The conversations are scheduled to be in-person with topics of Informed Consent, Alternative Care Medical Review process, and compliance with Settlement Agreement requirements.

3. Open Discussion

- PMAC Chair asked how many periods of data validation are required under the Settlement.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, explained that data validation periods will continue until Children's Division has demonstrated compliance for three consecutive periods.
- PMAC Chair asked if the Settlement Agreement provided a method for exiting parts of the agreement when compliance is reached.
- PMAC participant who is the Staff Attorney with Children's Rights (plaintiffs), said that there must be three consecutive reporting period of compliance, then the parties would file a motion with the court requesting termination.

4. New Business

- None

5. Public Comment

- There were no public comments.

6. Meeting Adjourned

- Meeting adjourned at 10:58 A.M., by motion and unanimous consent.

The next scheduled PMAC meeting is July 29, 2024.