

Psychotropic Medication Advisory Committee (PMAC)
Open Meeting Minutes
Teleconference (Webex)
January 29, 2024
9:00 AM to 11:30 PM

PMAC Members

Judge Sue Crane (Chair)	Dr. Toby Mills	Carrie Bolm
Dr. Joshua Moore	Dr. Cla Stearns	Al Greimann
Dr. Manual Hernandez III	Jennifer Tidball	Julie Allen
Dr. Mark Roaseau	Chris Brown	Sarah Willson
Dr. Eric Martin	Nick Mebruer	
Dr. Maya Moody	Laverna "Renee" Riley	

PMAC Meeting Participants

Christina Barnett	Children's Division, Health and Well-Being Coordinator
Ellen Haynes	Division of Legal Services, Litigation Training and Development Counsel
Abby Sapp	Division of Legal Services, Children's Division, Special Counsel
Christopher Brown	Division of Legal Services, Children's Division, Special Counsel
Mark Gutchen	Department of Social Services, Miscellaneous Professional/Legal Counsel
Melissa Kenny	Children's Division, Health Information Specialist Unit Manager
Jill Pingel	Children's Division, Health Information Specialist Unit Manager
Lisa Luecke	Children's Division, Executive Assistant
Larry Smith	Children's Division, Health Information Specialist Unit Program Specialist
Sarah Beisner	Paralegal, Children's Rights
Omoshola Kehinde	University of Missouri, Data Validator Team Member

1. Opening Words from the Chair

- PMAC Chair requested an introduction from the attending members and participants. Upon conclusion of the introductions, a count of the attending PMAC members constituted a quorum and the meeting was called to order at 9:04 A.M.
- PMAC Chair asked the PMAC members if there were any additions or corrections that needed to be made to the meeting minutes for November 20, 2023. Hearing that there were no additions or corrections from the members, the minutes were approved through unanimous consent.
- PMAC Chair asked if any new members were attending the meeting.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager, said that there were some new members; however, they were not attending the meeting because Children's Division is waiting for the official appointment letters to be completed.

2. Agenda Topics

A. Vote on the PMAC Annual Report

- PMAC Chair asked the members if there was a motion to approve the PMAC Annual Report 2023 and send it to the Director of the Department of Social Services. The motion was moved and seconded by PMAC members.
- PMAC Chair asked the members if they approved, did not approve, or abstained from a vote on the report. Through verbal and visual communication the PMAC members who were present approved the report. There were no PMAC members who verbally and/or visually did not approve or who abstained. As a result, the PMAC Chair passed (approved) the report for submission to the Department of Social Services Director.

B. Update on PMAC Clinical Subcommittee Review i.e., excessive dosage

- PMAC Chair asked for an update on the efforts of the PMAC Clinical Subcommittee.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager, said that the Excessive Dosage Guidelines that were approved in 2023 includes a disclaimer that appears when the Guidelines are opened. The disclaimer is a reminder to case managers that any dose that exceeds the Guidelines requires a referral to the Center for Excellence. The Excessive Dosage Guidelines that were approved in 2023 have been posted on the Department's [Psychotropic Medication Settlement](#) webpage.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, mentioned that the disclaimer was a suggestion during the November 2023 meeting. Children's Division expressed appreciation for the PMAC member's/participant's feedback and recommendations regarding the Excessive Dosage Guidelines.

C. Update on PMAC Education and Collaboration Subcommittee

- PMAC Chair asked for an update on the PMAC Education and Collaboration Subcommittee.
- PMAC Education and Collaboration Subcommittee Chair said that attendance for the interactive webinars in 2023 was great and the subcommittee is making plans for topics for the 2024 webinars. Some of the potential topics are psychotropic medications and health information sharing.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager, welcomed any suggestions/ideas of possible training topics from members and participants.
- PMAC Chair said that one of the webinars needs to be best practices for the courts pertaining to psychotropic medications and the Joint Settlement Agreement (Agreement).
- PMAC Chair asked if there were was a way to look into training for medical students.
- PMAC member mentioned that there was an opportunity to reach out to the medical schools and to pediatric residency programs. PMAC member said that this will be a topic of discussion among the Education and Collaboration subcommittee members.

D. Update on Data Validation

- PMAC Chair asked for the latest information about data collection.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said that the Children's Division staff, data validator, and plaintiffs regrouped to review the Children's Division template utilized to collect data to review compliance with exit criteria. A template has been established and the official 1st semiannual reporting period for data validation was from January 2023 – June 2023.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, mentioned that the data from the reviews for the 1st semiannual reporting period has been submitted to the data validator. The data validator is working on their draft report.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said that when Children's Division receives the data validator report the plan is to share the report and the results with the PMAC members.

E. Update on Hospital Alert System

- PMAC Chair informed the members that the PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, would provide information on a hospital alert system.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said there have been several discussions within Children's Division to develop a better platform for tracking children/youth that are entering the emergency rooms and/or inpatient stays.

E. Update on Hospital Alert System (cont)

- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, mentioned that a platform has been chosen that can provide alerts to the case manager in real-time that a child/youth is in an emergency room and/or inpatient setting.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said that the goal of the new alert system is to improve information related to medication management and informed consent.

F. Annual Survey Results

- PMAC Chair requested information on the annual surveys, what the surveys were, and what was learned from the survey's results.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager, explained that the Agreement requires Children's Division to conduct three surveys each year. The surveys recipients are Case Management Staff, Resource Providers, and Prescribers. The purpose of the surveys is for Children's Division to review staffing levels.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager, said that the survey for the Case Management Staff is designed to assess the case manager's ability to perform their duties assigned to them in policy, regarding psychotropic medications. For resource providers and prescribers, the surveys are designed to assess the availability of the case manager for the purposes of informed consent.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager, mentioned that the survey population was a statistically representative sample of approximately 500 each and that the surveys began in September 2023.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Program Specialist, said that the results of the annual surveys have been posted on the Children's Division's reports website.
- PMAC Chair asked if the Agreement requires a certain percentage of responses for each survey or that the surveys needed to be conducted.
- PMAC participant, who is a Children's Division, Health Information Specialist Unit Manager, said the Agreement requires Children's Division to conduct the surveys using a statistically representative sample and post the results.

3. Open Discussion

- PMAC member asked if there is a requirement in the Agreement for the PMAC Annual Report to include quality and/or data metrics.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said that the requirements in the Agreement for the PMAC Annual Report are to list the work of the PMAC and the progress of the Department for implementing goals discussed during the PMAC meetings related to the Agreement.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, mentioned that data reviews are contained in the data validation report. The data validation report is being compiled and should be available for PMAC members' review before the PMAC meeting in April 2024. Children's Division plans to send the data validation report to the PMAC members to obtain the members recommendations/thoughts on how the PMAC could assist.
- PMAC Chair said that the Annual Report contains links to the Children's Division reports and advised all members to review the reports. PMAC Chair said that a focus of the April 2024 meeting would be reviewing the Agreement requirements, the data validation report, and discussing the annual survey results.

3. Open Discussion (cont)

- PMAC member said that a real-time hospital alerts system would be beneficial for communications between hospitals and Children's Division staff; however, another important part of the process is learning what medications the child/youth was on in a hospital and keeping them on that medication for at least 60 – 90 days following discharge.
- PMAC member said that the primary delay in medication reviews has been the lack of documentation and contact information for providers.
- PMAC member said that additional information would be needed to address the documentation and contact with provider's issue. When the specific information is obtained a member to member conversation would be arranged.
- PMAC member mentioned that from a primary care perspective the issue with lack of documentation rests more with residential facilities than acute hospitals.
- PMAC member said that obtaining documentation from the residential facilities is complicated because there may be several unknowns regarding placement arrangements when the child/youth has been discharged from a hospital.
- PMAC Chair asked if there were any discussions within Children's Division about mandating the completion of the annual surveys for Case Management Staff.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, said that mandating the completion of the annual surveys for Case Management Staff could be discussed with Children's Division administration.
- PMAC participant, who is the Children's Division, Health and Well-Being Coordinator, has informed the PMAC that a Children's Division Health Information Specialist Unit Manager has been selected to assist the coordinator with PMAC related duties. These duties include, but are not limited to: preparation of the agenda, PMAC membership process, and a point of contact for PMAC related topics.
- PMAC member who is a representative with expertise in the services of children/youth and their families engaged in the foster care system has resigned.

4. New Business

- None

5. Public Comment

- There were no public comments.

6. Meeting Adjourned

- Meeting adjourned at 10:29 A.M., by motion and unanimous consent.

The next scheduled PMAC meeting is April 29, 2024.