



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations
for Human Services

May 28, 2021

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS,
SUPERVISORS, AND/OR TRAINING STAFF**

SUBJECT:

**Policy Update: Monitoring of Psychotropic and Other High-Risk Medications.
Form Change: DSS 5295 Monthly Permanency Planning Contact Record
Instructions for Counties Using NC FAST**

REQUIRED ACTION: Information Only Time Sensitive Immediate

The NC Division of Social Services (NC DSS) is committed to ensuring that all children and youth who are in the custody of Local Departments of Social Services experience optimal well-being.

The Healthcare Oversight and Coordination Plan (HOCP) 2020-2024 provides in detail the states plan to meet this objective. The HOCP is required under Sec. 422. [42 U.S.C. 622], and each year the Administration for Children and Families (ACF) provides program instructions for reporting on the implementation of the plan in the Annual Services and Progress Report.

Of the many ACF required components of the HOCP, is the state plan for the monitoring and oversight of psychotropic medications prescribed to children and youth in foster care. Requirements for monitoring have been in place since the 2011 passing of the Child and Family Service Improvement and Innovation Act (P.L. 112-34).

Additionally, since 2012 the Administration for Children and Families has required that states include in their Annual Services and Program Review the protocol in place for the effective medication monitoring at both the client and agency level.

To ensure that the children and youth in foster care are receiving appropriate psychotropic medication regimens and that the state is meeting federal reporting requirements the Division

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
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www.ncdhhs.gov • TEL: 919-527-6340 • FAX: 919-715-1068

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of Social Services has made policy and practice changes to increase the level of monitoring of psychotropic medication at the local level. The policy changes and the changes to the DSS 5295-NORTH CAROLINA MONTHLY PERMANENCY PLANNING CONTACT RECORD are attached to this document.

Policy changes will be posted in the online child welfare policy manual and the forms updated in the Divisions online form section, please use the attached documents until these changes are posted online. Directions for NC FAST counties on how to document the new requirements in the DSS 5295 are located below.

To support the implementation of this policy changes and to provide an overview of the resources to help local Department of Social Services with the responsibility of monitoring psychotropic medications for the children and youth in their legal custody a series of webinars will be available for local DSS staff to attend.

During these webinars you will hear from the DSS about the role of the state and county in the monitoring of psychotropic medications and resources available from The North Carolina Pediatric Society Fostering Health North Carolina (FHNC) Program and Community Care of North Carolina (CCNC) to support counties in implementing this policy change. In addition, there will be an overview of the *Best Practices for Medication Management for Children and Adolescents in Foster Care* and resources available from the North Carolina Psychiatric Access Line (NCPAL).

The webinars will be held on:

June 2, 2021 from 2-3PM EST.

<https://us02web.zoom.us/j/87806995511?pwd=SWtjR2I0OWJWM3BsU1BpUEJUNjJSUT09>

Meeting ID: 878 0699 5511

Passcode: 692509

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

June 11, 2021 from 1-2PM EST

<https://us02web.zoom.us/j/82690231681?pwd=UnJPZGh5anNxVDZFclQ2UC9sQ2pQQT09>

Meeting ID: 826 9023 1681

Passcode: 839619

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

June 17, 2021 from 2-3PM EST

<https://us02web.zoom.us/j/81055978459?pwd=RUxvCQkkzMHYxdkm1ZnRHeVN3UzJYZZ09>

Meeting ID: 810 5597 8459

Passcode: 611291

Dial by your location

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+1 646 876 9923 US (New York)
+1 301 715 8592 US (Washington DC)
Meeting ID: 810 5597 8459
Passcode: 611291
Find your local number: <https://us02web.zoom.us/j/81055978459>

For counties using NC FAST please use the free text narrative field labeled "Narrative" (step 6) the Contact Log for Monthly Permanency Planning Contact Record to record the information for prescribed medications, for each child on the Ongoing Case.

If you have any questions regarding the changes outlined in this letter or the attached forms, policy, or directions please contact the Regional Child Welfare Consultant assigned to your county.

Sincerely,



Lisa Tucker Cauley, MSW
Senior Director for Child, Family and Adult Services
Division of Social Services
North Carolina Department of Health and Human
Services

Cc: Susan G. Osborne, Assistant Secretary for County Operations
Teresa Strom, Section Chief for County Operations
Carla McNeill, Section Chief for Licensing and Regulatory
Kathy Stone, Section Chief for Child Protective Services and Prevention
Linda Wait, Section Chief for Regulatory and Licensing

CWS-17-2021

Attachment (1): Permanency Planning Psychotropic Medication Policy
Attachment (2): Revised DSS 5295- NORTH CAROLINA MONTHLY PERMANENCY PLANNING CONTACT RECORD
Attachment (3): NORTH CAROLINA MONTHLY PERMANENCY PLANNING CONTACT RECORD INSTRUCTIONS
Attachment (4): Best Practices for Medication Management for Children and Adolescents in Foster Care July 2020

North Carolina Child and Family Healthcare Oversight and Coordination Plan 2020-2024
<https://files.nc.gov/ncdhhs/documents/files/dss/statistics/2020-2024-CFSP-HOCP-Final.pdf>

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