



7.2.16 MENTAL HEALTH PLAN (MHP) MEDICATION MONITORING

Issue Date: 10/27/2003

Revision History: 04/22/2025, 12/22/2015

References: CCR, Title 9, Chapter 11, Section 1810.440; MHP Contract; Exhibit A, Attachment 5 Quality Improvement System, Exhibit A, Attachment 8, Provider Network, Exhibit E, Attachment 2, Service Definitions. Annual Quality Assessment and Performance Improvement Work Plan.

Policy Owner: QAPI Section Manager

Director Signature: **Signature on File**

I. Policy Statement

It is the policy of Sonoma County's Department of Health Services, Behavioral Health Division's (DHS-BHD), Mental Health Plan (MHP), to have a medication monitoring system in place to ensure the safety and effectiveness of medication practices.

II. Scope

This policy applies to all DHS-BHD staff that prescribe medications, the Medical Director or designee, and Division Leadership.

III. Definitions

None

IV. Policy

- A. All prescribers must have five charts reviewed each year, to determine the degree of adherence to Psychotropic Utilization Guidelines.

- B. Psychotropic Utilization Guidelines are set forth in corresponding Policies and Practice Guidelines: Practice Guidelines for the Use of Clozapine, Practice Guidelines for Psychoactive Medication Utilization, Psychoactive Medication Utilization Guidelines for Children and Adolescents Policy; Outpatient Medication Monitoring, General Psychoactive Medication Utilization Guidelines, and Crisis Stabilization Unit Services Medication Management.

V. Procedures

- A. DHS-BHD Medical Director, or designee, is responsible for Medication Monitoring with support from the psychiatric-medical provider. A Summary sheet of programs, number of clients seen for Medication Support Services, and the number of medical records reviewed, is maintained by Program Support staff.
- B. Each member of the psychiatric-medical staff shall have five charts subject to peer review, utilizing the Sonoma County Behavioral Health Medication Monitoring Checklist (MHS-114). Results of the peer review will be conveyed to each provider.
- C. DHS-BHD Medical Director, or designee, reviews all completed Sonoma County Behavioral Health Medication Monitoring Checklists (MHS-114), and follows up on obtaining additional information when necessary.
- D. If it is determined by the DHS-BHD Medical Director, or designee, that there is a need for improvement, a summary of Medication Monitoring Results is forwarded to the Section Manager and involved psychiatric provider.
- E. Should significant action be required, the Section Manager will work with the DHS-BHD Director and DHS-BHD Medical Director, or designee, to arrive at a Plan of Correction.
- F. Medication Monitoring results are reported annually to the Quality Improvement Committee (QIC).

VI. Forms

- A. MHS 114 Sonoma County Behavioral Health Medication Monitoring Checklist

VII. Attachments

None