

Psychotropic Medication Advisory Committee
Open Meeting Minutes
Teleconference (Webex)
January 24, 2022
9:00 AM to 12:00 PM

Due to the impact of COVID-19 this was a teleconference meeting only

Psychotropic Medication Advisory Committee (PMAC) Committee Members

Judge Sue Crane (Chair)	Dr. Manuel Hernandez	Carrie Bolm
Dr. Laine Young-Walker (Co-Chair)	Dr. Josh Moore	Nick Mebruer
Dr. Nathan Buecke	Dr. Mark Roaseau	Al Greimann
Dr. Maya Moody	Marcia Ford	Sarah Willson
Dr. Patsy Carter	Laverna "Renee" Riley	Marlo Williams

PMAC Meeting Participants

Christina Barnett	Children's Division, Central Office
Ellen Haynes	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
Larry Smith	Children's Division, Health Information Specialist Program Specialist
Dr. Clark Peters	University of Missouri, Data Validator
Omoshola Kehinde	University of Missouri, Data Validator Team Member
Katrina Braun	Staff Attorney, Children's Rights, Inc.
Jennifer Schulte	Children's Division, Executive Assistant

1. Opening Words from the Co-Chair

- PMAC Chair called meeting at 9:05 A.M.
- Introduction of the new PMAC participant who is a staff attorney with Children's Rights, Inc.
- Introduction of the new PMAC member who is the Children's Director with the Department of Mental Health.
- PMAC Chair asked for a motion to approve the meeting minutes for November 22, 2021. The minutes were approved and seconded.

2. Agenda Review

A. PMAC Annual Report

- PMAC Chair informed the members that Children's Division has sent the members drafts of the PMAC Annual Report for 2021. The Chair has requested that the Children's Division, Central Office participant explain the process.
- PMAC participant from Children's Division, Central Office, said the Settlement requires the committee to prepare an annual report on the work of that committee and the progress of the department on implementing goals related to the Settlement. The committee shall give the report to the Director of the Department of Social Services (DSS) no later than February 15. In an effort to assist the PMAC, the Children's Division developed drafts of the PMAC Annual Report for 2021 for review.
- PMAC participant from Children's Division, Central Office, mentioned that the draft reports were based on a review of the PMAC section of the Settlement, PMAC meeting minutes, and information from the Excessive Dosage and Education subcommittees.

- PMAC participant from Children's Division, Central Office, asked the members to look at those report drafts, make any comments and adjustments to the reports, and send the comments to the Children's Division, Central Office participant by February 1, 2022. The comments would be reviewed to create a final version of the report. The Children's Division would work with the PMAC Chair to initiate the voting process via email. The Final version of the PMAC Annual Report for 2021 would be sent to the PMAC members for a vote. The voting process will end on February 10, 2022 at 5:00 P.M.

B. Update on PMAC clinical subcommittee review i.e., excessive dosage

- PMAC Chair asked for any updates from the Excessive Dosage subcommittee.
- PMAC participant who is the Children's Division Health Information Specialist (HIS) Unit Manager said that Children's Division has received new recommendations from the University of Missouri Kansas City staff and the recommendations have been shared with the Clinical Sub-Committee Chair.
- PMAC participant who is the Children's Division HIS Unit Manager mentioned that a meeting has been set up between the Clinical Sub-Committee Chair, Center for Excellence (CFE) and Relias staff to review the recommendations before presenting them to the Clinical Sub-committee.

C. Update on PMAC Education and Collaboration Subcommittee

- PMAC Chair asked for any updates from the PMAC Education and Collaboration Subcommittee Chair.
- PMAC Education and Collaboration Subcommittee Chair mentioned there were two (2) interactive webinars last fall that were well received. The requirements for the Settlement are for two (2) interactive webinars annually.
- PMAC Education and Collaboration Subcommittee Chair said that for the upcoming year the plan would be to keep track of the attendees and obtain formal feedback.
- PMAC Education and Collaboration Subcommittee Chair said the current topics for the interactive webinars are for information directed to the legal community and the child welfare community. In the future, there are plans for webinars that include additional topics for resource parents.

D. Discussion with Children's Division and Mo HealthNet Division regarding any professional and technical consultation and policy advice related to Psychotropic Medications for children in foster care.

- PMAC Chair initiated a discussion with the members about assisting Children's Division and MoHealthNet Division with any professional and technical consultation and policy advice related to the psychotropic medications for children and foster care.
- PMAC participant from Children's Division, Central Office, said that a primary focus was on communication strategies. The Children's Division has been working with the PMAC Education and Collaboration Subcommittee Chair to develop an Informed Consent handout.
- PMAC Education and Collaboration Subcommittee Chair mentioned a review of a four (4) or five (5) page summary from Children's Division based on the Settlement and the informed consent process. The summary has been converted into a handout and is with the Department of Social Services, Communications unit, for graphics and designing. The handout would go to professional organizations and providers to promote an understanding of the informed consent policy and process.
- PMAC member from CFE mentioned that there is a feeling from the general pediatricians, that there is a lot of back and forth communication with case managers regarding CFE recommendations and informed consent. In a typical care setting, the parent is there in the exam room and can provide consent.
- PMAC member from CFE mentioned that CFE recommendations should be reviewed with the provider. Provider to provider conversations are available to discuss any CFE recommendations.
- PMAC member from CFE requested that Children's Division resend a CFE document pertaining to CFE Guidance. The "CFE Automatic Review Guidance" document and four (4) other CFE documents were sent to the members on January 24, 2022.

3. Open Discussion

- PMAC member from the Missouri Alliance for Children and Families mentioned that in the Settlement the purpose of PMAC is to talk about the progress of the department, which is reported to the PMAC as part of the function of an advisory group.
- PMAC participant from Children's Division Special Counsel said that although there is a sentence in the Settlement about reporting progress there is some difficulty applying that one (1) sentence to the entire description of the purpose of the PMAC. The purpose of the PMAC is professional and technical consultation and policy advice, development and implementation of policy pertaining to the administration of psychotropic medications. The report would be about the work of the committee and the progress of the department with implementing the committee goals, not the entire goals of the Settlement. The primary emphasis in the Settlement for the PMAC was the Excessive Dosage, which has been met and described in the report.
- PMAC member from the Missouri Alliance for Children and Families asked about any data that could be presented to the PMAC.
- PMAC participant from Children's Division Special Counsel said that Children's Division is working with the Data Validator who is reviewing the data and providing Children's Division with guidance and feedback. There will be situations where Children's Division will review how the data is being collected and potentially changing the process if they feel that that data cannot be validated. The Data Validator is working on creation of a template.
- PMAC participant from Children's Division Special Counsel mentioned that the concern for releasing data that Children's Division has been collecting is that the data has not been validated. The data may not meet the measures and could be really disparate in future reporting.
- PMAC member from CFE said that it is understandable that Children's Division wants the data to be validated before publishing and that perhaps this year's annual report would be about process. However, the future report should add some data points.
- PMAC member from the Missouri Alliance for Children and Families asked if Children's Division had some data and reports available.
- PMAC participant from Children's Division, Central Office, said that Children's Division has published on their website several bi-annual/annual reports to include reports on progress about medical record systems and access to medical records.
- PMAC Chair asked if there could be a paragraph in the report about the Data Validator, the process and any data that reports that are on the website and so forth.
- PMAC participant from Children's Division, Central Office, said that the purpose of the report was to describe the work that was performed by the PMAC. The Data Validator's report will describe the data in terms of Children's Division's compliance with Exit Criteria in the Settlement.
- PMAC participant who is the Children's Division, HIS Program Specialist, mentioned that Children's Division has been reviewing the twenty-four (24) Exit Criteria benchmarks and provided data to the Data Validator. The Data Validator was developing a final report draft to send to Children's Division and the Plaintiff's for review.
- PMAC member from the University of Missouri Pediatrics posted a question and asked if the Data Validator's report would be available statewide or county level?
- PMAC participant who is the Children's Division, HIS Program Specialist, said that the Settlement indicates that thereafter within 30 days, the Data Validator shall issue a final report, which shall be a public document. It has not been decided if the report will be on the DSS, CD website or both.
- PMAC participant who is the Children's Division, HIS Program Specialist, explained that per the Settlement the Data Validator has the responsibility of reviewing Children's Division data and deciding whether Children's Division has met the Settlement Exit Criteria benchmarks and what processes may need to be reviewed to obtain compliance. If there are certain benchmarks that are not in compliance Children's Division could bring the data/process to the PMAC and request assistance on what to do to meet the benchmark.

- PMAC participant who is the Children's Division, HIS Program Specialist, indicated that the Exit Criteria data has not been validated and is not ready for review with the PMAC at this time.
- PMAC participant who is the Data Validator said that the Data Validator validates data with a focus on making sure the data is accurate. The Data Validator is trying to figure out roles and is creating a framework where they can understand whether Children's Division is in compliance with the Exit Criteria. If the data does not need any validation from the Data Validator, the data could be presented on a report.
- PMAC member from the CFE mentioned that the annual report seemed to be a description of the processes and did not have a focus on outcomes. However, upon review of the Settlement, this member felt that the focus of the Settlement is to change the processes and there was no requirement to change the ultimate outcomes of the children's medications.
- PMAC member who is the Children's Director for the Department of Mental Health asked where the list of the twenty-four (24) Exit Criteria benchmarks could be found.
- PMAC participant from Children's Division, Central Office, said the Exit Criteria benchmarks were located in the Settlement and a copy of the Settlement would be sent to the PMAC members and participants at the end of the meeting. The Settlement Agreement is linked on the Children's Division website.
- PMAC participant from Children's Division, Central Office, said that some time has been put on today's agenda to have an open discussion about the reports. Any feedback in terms of comments on the written drafts would be appreciated.

4. Public Comment

- There were no public comments.

5. Action Items

- As a group or within the Children's Division leadership think about what we want this report to do in the sense of the process and data measurements.

6. Meeting Adjourned

Meeting was moved to adjourn at 11:41 A.M.

7. Special Meeting

On January 20, 2022, the PMAC members were sent drafts of the PMAC Annual Report 2021 via e-mail for review and comments. As approved during the January 24, 2022 meeting, the deadline to submit comments was established as February 1, 2022. A Final version of the PMAC Annual Report 2021 was developed and the voting process began on February 8, 2022. As approved during the January 24, 2022 meeting, the voting process for the Final PMAC Annual Report 2021 ended on February 10, 2022 at 5:00 P.M.

Vote Count

- Members present: All twenty-four (24) members were sent an e-mail with the Final PMAC Annual Report 2021 and voting instructions from the PMAC Chair.
- Members absent: None

Yes	No	No Vote Received	Abstain
12	0	10	2

On February 10, 2022, at 5:43 P.M., the majority of the votes received were "Yes" to approve the PMAC Annual Report 2021. The results of the votes were sent to the PMAC Chair and Co-Chair. The report was approved and the PMAC Chair asked if the Children's Division Central Office participant would forward the Final PMAC Annual Report 2021 to the Acting Director of the Department of Social Services. The report was sent via-e-mail to the Acting Director on February 14, 2022.

Due to the COVID-19 pandemic, 2022 meeting(s) will continue to be held virtually. The next scheduled PMAC meeting is April 25, 2022.