

**Psychotropic Medication Advisory Committee**  
**Open Meeting Minutes**  
**Teleconference (Webex)**  
**November 23, 2020**  
**9:00 AM to 12:00 PM**

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

**Committee Members**

Dr. Manuel Hernandez	Nick Mebruer	Al Greimann	H.G
Dr. Josh Moore	Carrie Bolm	Sarah Willson	K.D.
Dr. Maya Moody	Connie Cahalan	Kristen Dickinson	
Dr. Patsy Carter	Marlo Williams	R.H.	

**Additional Psychotropic Medication Advisory Committee (PMAC) Meeting Participants**

Stacie Frueh	Children's Division, Health Specialist Coordinator
Mark Gutchen	Department of Social Services, Miscellaneous Professional/Legal Counsel
Ellen Haynes	Division of Legal Services, Children's Division, Special Counsel
Joanie Rodgers	Children's Division Interim Director
Dr. Alyssa Bish	Children's Division, Operational Excellence Coordinator
Melissa Kenny	Children's Division, Health Specialist Unit Manager
Jill Pingel	Children's Division, Health Specialist Unit Manager
Makena Mugambi	Paralegal, Children's Rights
Sharie Hahn	Department of Social Services, General Counsel
Dr. Clark Peters	University of Missouri, Data Validator
Dylan Sparrowk	Chafee Specialist:, OYS Service Coordinator
Nishell Minten	Great Circle Staff Member
Larry Smith	Children's Division, Program Development Specialist

**1. Welcome**

- PMAC participant from Children's Division (CD) Health Information Specialist (HIS) management called meeting at 9:02 AM.

**2. Agenda Review**

A. Words from PMAC Co-Chair

- Due to emergent circumstances, the PMAC participant from Children's Division facilitated the meeting as the chair and co-chair could not be present. This was done after discussion with, and by agreement of, the PMAC members present.
- Introduced three new youth PMAC members
- PMAC member representing the Department of Mental Health (DMH) is retiring and is searching for a replacement to be the DMH PMAC member.
- Motion to approve the minutes from October 26, 2020 was seconded and approved.

B. Update on Excessive Dosage Guidelines

- PMAC participant from CD's HIS management indicated the "PMAC Excessive Dosage Listing" was sent to Clinical Sub-Committee members for a review of the weight based medications. The review period is complete and the PMAC participant is waiting for comments from some of the members.

- PMAC participant from CD's HIS management indicated the "PMAC Excessive Dosage Listing" is scheduled to be posted on DSS's website by December 5, 2020.
- PMAC participant from CD's HIS management said HIS is working with MO HealthNet to have the University of Missouri Kansas City (UMKC) provide oversight through review and revision of the "PMAC Excessive Dosage Listing."
- PMAC participant from Children's Division said that the current version of the "PMAC Excessive Dosage Listing" will be posted on Internet. When UMKC recommends revisions and update the "PMAC Excessive Dosage Listing", it will be sent to the Clinical Sub-Committee and PMAC for review and approval. The PMAC will determine if the reviews will be scheduled quarterly or annually.
- PMAC participant from CD's HIS management said HIS is working on completing the excessive dosage guidelines trainings for case managers and prescribers.
- PMAC participant from CD's HIS management said the excessive dosage guidelines pilot project training for selected case managers in each of the five regions is going well. HIS staff plan to have weekly meetings with the case managers to assess the progress during the pilot project. Case managers participating in the project have said the excessive dosage guidelines document is helpful and easy to use.
- PMAC member presented a motion to the PMAC to approve the "PMAC Excessive Dosage Listing" with the stipulation that the listing would be reviewed by the clinical sub-committee. The motion was seconded and approved.

#### C. Annual review of Automatic Review process and criteria

- PMAC participant from CD's HIS management discussed changes in the Automatic Review Criteria per the Joint Settlement Agreement



AR criteria and process PMAC.pdf

- PMAC member from Center for Excellence in Child Well-Being said that the change in Automatic Review criteria would increase reviews due to a multiple prescriber requirement.

#### D. Discussion on Hospital Protocol and Informed Consent

- PMAC participant from CD's HIS management introduced the Hospital Protocol and Informed Consent topic and asked PMAC members and participants if there were any updates.
- PMAC member from the Missouri Hospital Association (MHA) said that since the emergency protocol is in place there was nothing else needed at this time.
- Another PMAC member from MHA said there was nothing to add at this time.

#### E. Update on Joint Settlement Agreement Requirements

- PMAC participant from CD's HIS management mentioned the second interactive webinar was presented.
- PMAC participant from CD's HIS management discussed the 2021 schedules for several mini WebEx trainings to include such topics as informed consent and learn your rights.
- PMAC participant from CD's HIS management mentioned that CD is working on providing training for the members of the legal community i.e., judges, attorneys.
- PMAC participant from Children's Division said HIS is working with the Data Validator to evaluate CD's progress on the Agreement benchmarks.

### **3. Open Discussion**

- PMAC participant from CD's HIS management shared the PMAC schedule for 2021.
- PMAC member mentioned Health Information sharing through web-based service.

#### **4. Action Items**

1. HIS will provide an update on CD's progress towards implementation of the Joint Settlement Agreement requirements.

#### **5. Meeting Adjourned**

Meeting was moved to adjourn at 11:01 A.M.

Due to the COVID-19 pandemic the next meeting(s) will be held virtually. The next PMAC meeting date is December 28, 2020.

January 25, 2021

April 26, 2021

July 26, 2021

October 25, 2021

November 22, 2021

December 27, 2021