

	<b>Addictive and Mental Disorders Division</b> Severe and Disabling Mental Illness, Home and Community Based Services Waiver Manual
	<b>Date effective:</b> July 1, 2020  <b>Date revised:</b>
<b>Policy Number:</b> <i>SDMI HCBS 125</i>	<b>Subject:</b> Medication Monitoring

### Requirement and Process

- (1) Medication management and monitoring is provided as necessary in residential habilitation settings and through Private Duty nursing.
- (2) Medication management is required for all members who self-administer medications in adult residential settings.
- (3) In residential habilitation settings that do not have nursing staff, a Private Duty Nurse may complete the medication management and monitoring for the member.
- (4) When a member requires medication management and monitoring, a nurse must:
  - (a) visit members in their homes/residential setting and review the member prescriptions, including all medications prescribed as needed;
  - (b) review prescription dates and amounts of medication prescribed to determine if there is missing or surplus medication;
  - (c) if there is missing or surplus medication, the nurse discusses the discrepancy with the member and documents it on the monitoring form.
  - (d) report the discrepancy and any other concerns to the CMT;
  - (e) use Medication and Wellness Monitoring Form to document the member's vital signs, pain level, and their adherence to their medication regimen;
  - (f) discuss with the member side effects or other health concerns and document any new or discontinued medications as well as additional information to be passed on to the primary provider and/or case managers; and
  - (g) meet monthly, either in person or virtually, with the CMT and provides the completed forms. The reasons for any missed medication monitoring sessions must be documented in the member's chart.
- (5) The CMT must upload the forms to the member's case file.

### **Reporting Medication Errors**

- (1) Staff are required to report all medication errors to their management and to the CMT (see SDMI HCBS #500).

### **Discontinuing Self-Administration**

- (1) If it is determined that the member cannot self-administer his or her medication the nurse must set up a process for safely distributing medication.