

Health Care Providers: How do I find status of current psychotropic medication consents?

Michigan Department of Health and Human Services (MDHHS) policy “Psychotropic Medication in Foster Care” (FOM 802-1) requires documented informed consent for EACH psychotropic medication prescribed to a child in foster care. Each consent is valid for one year from the appointment date (date medication is initially prescribed or refilled). New consents are not required by MDHHS **solely** because of a transition in care or change in placement. Consent documentation should be included in health records. If you are a new provider for the child, knowing what consent documentation MDHHS has on file will help you determine if a new consent is necessary. The Foster Care Psychotropic Medication Oversight Unit (FC-PMOU) can help you with consent status. **The FC-PMOU hours are 8am – 5pm, Monday-Friday.** It is possible to leave a message after hours and the FC-PMOU staff will return your call the next business day.

Following are the steps to determine the status of existing consents:

Step 1: Facility staff/physician calls the FC-PMOU 1 844 764 7668

Step 2: Provide the following information to the FC-PMOU staff:

- Child’s date of birth.
- Child’s name.
- Prescriber’s name (including spelling).
- Prescriber’s contact information (e.g. fax number).

Step 3: Ask the FC-PMOU to send

- Listing of medication(s), dose maximum(s), and date(s) of current consent.
- Copies of current consent documents.

Step 4: Review documents sent by the FC-PMOU – complete new consents for:

- New medications you are recommending.
- Medications you are recommending increasing the dose higher than the maximum dose documented on consent form.
- Consents for medications at/nearing annual expiration date.
- Medications you are continuing where a prior consent is not located.

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Note:

- The FC-PMOU will only have consent information/documents **IF** the medication was prescribed to the youth while they were in foster care **AND** it has been sent from the foster care worker.
- If you have information about existing medications for which there **should** be consent documents on file, you will need to work with the child's foster care worker and the FC-PMOU to obtain outstanding consent documents.
- The MDHHS consent document ([DHS-1643](#)) may or may not **substitute** for any consent documentation required by your office/clinic. Check your organization's policy.