



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

July 13, 2017

PIN 17-06-CRP

TO: ALL LICENSED CHILDREN'S RESIDENTIAL PROGRAMS AND HOMES
ALL CHILDREN'S RESIDENTIAL PROGRAM STAFF

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: NEW MEDICATION ADMINISTRATION RECORD (MAR)
FORMS AVAILABLE

Provider Information Notice (PIN) Summary

PIN 17-06-CRP provides information about a new optional form that the California Department of Social Services (CDSS) has created due to the passage of SB 484.

Senate Bill (SB) 484, (Statutes of 2015, Chapter 540), adds recordkeeping requirements for licensed Group Homes serving foster children who are prescribed psychotropic medications. Health and Safety Code (HSC) 1507.6 requires psychotropic medication to only be used in accordance with the written directions of the prescribing physician and as authorized by the juvenile court pursuant to Welfare and Institutions Code sections 369.5 or 739.5. HSC 1507.6 also requires that Group Homes shall maintain a separate log for each psychotropic medication prescribed for the child that includes the name of the medication, date of the prescription, the quantity of medication prescribed, and the number of initial refills as well as any additional refills prescribed. The log shall include the required dosage and directions for use in writing by the prescribing physician and the date and time of each dose taken by the child. CDSS will use its broad authority to apply these same requirements to all Licensed Community Care Facilities and Homes serving children.

Providers and other stakeholders involved in the implementation of SB 484 requested that CDSS create and make available a standardized Medication Administration Record (MAR) that includes the specified documentation requirements.

For ease of use, attached are the newly created MAR forms, [LIC 622A](#) and [LIC 622B](#), for optional use. All Licensed Community Care Facilities and Homes serving children may utilize these new forms. LIC 622A is the record form that includes all of the

medications that a child is currently taking. If a child is currently taking a psychotropic medication, form LIC 622A should be followed by a separate LIC 622B for each psychotropic medication that a child is taking.

For additional information on the implementation of SB 484, the CDSS Community Care Licensing Division has released their implementation plan for SB 484 on the CDSS website and can be found at <http://cclid.ca.gov/res/pdf/16APX-04.pdf>.

If you have any questions or need further information, please contact Marisa Sanchez of the Children's Residential Program at (916) 651-5380.