



**COUNTY OF YOLO**  
**HEALTH AND HUMAN SERVICES AGENCY**  


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**POLICIES AND PROCEDURES**

**SECTION 5, CHAPTER 12, POLICY 010**

**PSYCHOTROPIC MEDICATION APPLICATION, REVIEW AND MONITORING  
FOR COURT DEPENDENT YOUTH**

<b>POLICY NUMBER:</b>	5-12-010
<b>SYSTEM OF CARE:</b>	MENTAL HEALTH
<b>FINALIZED DATE:</b>	3.15.2021
<b>EFFECTIVE:</b>	3.1.2021
<b>SUPERSEDES #:</b>	Supersedes Policy #'s: N/A

**A. PURPOSE:** This policy provides guidelines for Yolo County Health and Human Services Agency (HHS) staff and its' subcontracted providers, to ensure that forms JV-220, JV220(A), JV-220(B), JV-221, JV-222 (if applicable), AND JV-223 are completed and in the beneficiary's medical record when psychotropic medication(s) are prescribed to court dependent youth pursuant to Rule 5.640 of the California Rules of Court.

**B. RELATED DOCUMENTS:**

1. JV-220 Application Regarding Psychotropic Medication  
(<http://www.courts.ca.gov/documents/jv220.pdf>)
2. JV-220(A) Physician's Statement  
(<http://www.courts.ca.gov/documents/jv220a.pdf>)
3. JV-220(B) Physician's Request to Continue Medication  
(<http://www.courts.ca.gov/documents/jv220b.pdf>)

4. JV-221 Proof of Notice of Application Regarding Psychotropic Medication (<http://www.courts.ca.gov/documents/jv221.pdf>)
5. JV-222 Input on Application for Psychotropic Medication (<http://www.courts.ca.gov/documents/jv222.pdf>)
6. JV-223 Order on Application for Psychotropic Medication (<http://www.courts.ca.gov/documents/jv223.pdf>)
7. Standards for Prescribing Policy and Procedure, Attachment J: Prescribing Psychotropic Meds to Minors

**C. DEFINITIONS:**

1. **Court Dependent Youth:** Children who have been removed from the custody of the parent(s) or guardian(s), which may include children who are placed in out-of-home placements, or who are dependents of the juvenile court, as defined in Welfare and Institutions Code section 727.4.
2. **Prescriber:** Anyone intending to prescribe psychotropic medication(s) to court dependent youth and may include child psychiatrist, general psychiatrist, pediatrician, primary care physician, clinical pharmacist, or nurse practitioner.
3. **Psychotropic Medication:** Medications prescribed to affect the central nervous system to treat psychiatric disorder or illnesses. They may include, but are not limited to, anxiolytic agents, antidepressants, mood stabilizers, antipsychotic medications, anti-Parkinson agents, hypnotics, medications for dementia, and psychostimulants, as defined by Rule 5.640 of the California Rules of Court.
4. **JV-220 Reviews:** Yolo County HHSA, as the Mental Health Plan (MHP), shall be responsible for completing a clinical review of all JV-220 forms by a licensed professional. Upon review, the information shall be entered into the HHSA Children, Youth, and Family (CYF) Children's health passport.
5. **Description of Forms:**
  - a. JV-220 Application for Psychotropic Medication
    - i. This form gives the court basic information about the child and their living situation. It also provides contact information for the child's social worker or probation officer.
    - ii. This forms shall be filled out by the beneficiary's social worker, probation officer, prescribing physician, prescribing physician's staff or child's caretaker.

- iii. Whoever completes the form must identify one's self by name and by signing the form. If the prescribing physician completes this form, they must also complete and sign form JV-220(A) and form JV-220(B).
- b. JV-220(A): Physician's Statement (Attachment)
  - i. This form is used to ask the court for a new order. The prescribing physician fills out this form then gives it to the person who files form JV-220.
  - ii. This form provides a record of the child's medical history diagnosis, previous treatments, as well as information about the child's previous experience with psychotropic medications. The physician shall list the reasons for recommending the psychotropic medication(s).
  - iii. Emergencies: A child may not receive psychotropic medication without a court order except in an emergency. A physician may administer the medication on an emergency basis. To qualify as an emergency, the physician must find:
    - a. A child's mental condition requires immediate medication to protect the child or others from serious harm or significant suffering AND
    - b. Waiting for the court's authorization would put the child or others at risk.
  - iv. After a physician prescribes emergency medication, they have 2 days at most to ask for the court's authorization.
- c. JV-220(B) Physician's Report to Continue Medication (Attachment)
  - i. This is a shorter version of form JV-220(A). It may only be used by the same physician who filled out the most recent JV-220(A) form if they are prescribing the same medication with the same maximum dosage.
  - ii. The prescribing physician fills out this form then gives it to the person who files form JV-220.
- d. JV-221: Proof of Notice Application
  - i. This form shows the court that all parties with a right to receive notice were served a copy of the JV-220 and attachments, in accordance to rule 5.640 of the California Rule of Courts.
  - ii. The person(s) in charge of notice must fill out and sign this form.
- e. JV-222: Input on Application for Psychotropic Medication
  - i. This is an optional form
  - ii. This form may be used when the parent or guardian, the attorney of record for the parent(s) or guardian(s), the beneficiary's CAPTA guardian ad litem, or the Indian beneficiary's tribe does not agree that the beneficiary should take the recommended medication. This form may also be used to provide input to the court.

- iii. If one of the above parties disagrees with the JV-220 and attachments, they shall complete, sign, and file form JV-222 within four days of service of notice of the pending JV-220. This shall be filed with the clerk of the juvenile court.
  - iv. The court is not required to set a hearing if a JV-222 is filed. If the court does set the matter for a hearing, the juvenile court clerk must provide notice of the date, time, and location of the hearing to the parent(s) or legal guardian(s), their attorneys, the child's social worker, the social worker's attorney, the child's CAPTA guardian ad litem, the child's CASA, if any, and the Indian child's tribe at least two court days before the hearing date.
- f. JV-223: Order on Application for Psychotropic Medication
- i. This form lists the court's findings and orders about the child's psychotropic medications. The agency who filed the JV-220 must provide a copy of the JV-223 to the child's caregiver(s).
  - ii. The copy of the JV-223 must be provided (in person or mailed) within two days of when the order is made.
  - iii. If the court approves the JV-220, the copy of the JV-223 must include the last two pages of form JV-220(A) and all of the medication information sheets that were attached to the JV-220(A).
  - iv. If the child's placement is changed, the social worker or probation officer must provide the new caregiver with a copy of the JV-223, the last two pages of the JV-220(A), and all of the medication information sheets that were attached to the JV-220(A).
- g. Forms are available online at the following web address:  
<http://www.courts.ca.gov/formnumber.htm>.

- D. POLICY:** Yolo County HHS and its's subcontracted providers shall adhere to all federal and state laws, rules, and regulations governing the prescribing of psychotropic medications to court dependent youth. All the following forms will be completed and in the beneficiary's medical record when received from the court: JV-220, JV220(A), JV-220(B), JV-221, JV-222 (if applicable), AND JV-223.

Juvenile courts mandate compliance with regulations concerning authorization and monitoring of psychotropic medication prescribed for dependent children of the court or children assigned to be wards of the court. A dependent child is a child whose custody is taken over by the court to stop or prevent harms caused by abuse or neglect. These children are often placed in foster care or an out-of-home placement. When a dependent child or youth is prescribed a psychotropic medication, it must be approved by the courts.

To initiate a psychiatric medication treatment for a dependent child or youth, the psychiatric care team must first file an application for medication authorization. The prescriber must submit an assessment and medication recommendation to the court. The child or youth, parent, caretaker, social worker, and representing attorneys, could express objection or support for the medication recommended. The Judge may order approval of the medication over objections of any party to the case, or may decide not to order the medication.

Psychotropic medication means medications prescribed to affect the central nervous system to treat psychiatric disorders or illnesses. They may include, but not limited to, anxiolytic agents, antidepressants, mood stabilizers, antipsychotic medications, anti-Parkinson agents, hypnotics, and medications for dementia, psychostimulants and other medications for Attention Deficit Hyperactivity Disorder.

**E. PROCEDURE:**

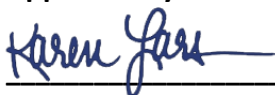
1. All Yolo County psychiatric prescribers must secure the approval of the Commissioner of the Juvenile Court prior to prescribing or renewing psychotropic medications for a child who is a ward or a dependent of the juvenile court and living in an out-of-home placement or in foster care. This includes prescribers prescribing medications in inpatient, outpatient, Youth Services Center, and/or group or foster care settings. The psychiatric care team must first file an application for medication authorization, JV220 (Application for Psychotropic Medication), to the court. The prescriber must examine the child/youth in person, thoroughly review available medical records, and then submit either JV-220(A) (Physician's Statement) for a new request of psychiatric medication, or JV220(B) (Physician's Request to Continue Medication) for the renewal of a previously approved medication.
2. The child/youth psychiatric provider(s) must ensure that all the Judicial Council forms produced in a particular case are incorporated in the child/youth medical records. These include above mentioned JV220, JV220 (A), JV220 (B), and JV221 (Proof of Notice of Application), JV222 (Input on Application for Psychotropic Medication), and JV223 (Order Regarding Application for Psychotropic Medication).
3. The JV-220(A) and JV-220(B) forms do not replace the need for a medication consent form, even though some elements in these forms are also covered in the medication consent form. A medication consent form needs to be completed, signed, and filed in the child/youth medical records.
4. Prescribers shall choose between the JV-220(A) and the JV-220(B) forms based on the description of forms above.
5. All fields on either the JV-220(A) or JV-220(B) shall be filled out, which can include marking "N/A" on specific fields if appropriate. Applications may be returned by the court if they are not completed.

6. Prescribers shall file either completed JV-220(A) or JV-220(B) in beneficiary's medical chart.
7. JV-220(A) or JV-220(B) applications will be clinically reviewed by JV-220 reviewing committee prior to being forwarded to the court.
  - a. Applications shall be received by HHSA and reviewed by the CWS nurse and entered into the HHSA Children, Youth, and Family (CYF) Children's health passport.
  - b. HHSA shall ensure documentation is distributed to appropriate recipients.
8. Courts shall make a final determination regarding whether or not psychotropic medication will be authorized and will complete form JV-223 reflecting the court's decision.
9. When the JV-221, JV-222 (if applicable) and JV-223 forms are received by prescriber, prescriber shall file these forms in beneficiary's medical chart, along with forms JV-220, JV-220(A), or JV-220(B).
10. Court authorizations shall last for a maximum of 180 calendar days. After 180 calendar days, a new application shall be submitted for continued use of the medication.
11. In cases of need for emergency treatment, a psychotropic medication can be started prior to obtaining court approval if certain criteria are met.
  - a. Emergency criteria are defined as:
    - i. A physician finds a youth requires psychotropic medication to treat a psychiatric disorder or illness,
    - ii. AND the purpose of the medication is to (select one of the following):
      - a. Protect the life of the youth or others OR
      - b. Prevent serious harm to the youth or others OR
      - c. Treat current or imminent substantial suffering
    - iii. AND it is impractical to obtain court authorization prior to administering the medication to the youth.
  - b. Court authorization must be sought as soon as it is practical, but no more than two court days after the emergency administration of the medication.

**F. REFERENCES:**

1. Rule 5.640 of the California Rules of Court
2. W&I Code, Section 300, 369.5, 727.4, 739.5

**Approved by:**



**Karen Larsen, Director  
Yolo County Health and Human Services Agency**

3/16/2021

**Date**