

# FOR YOUR INFORMATION

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Issue 19-22

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## YOUTH ENGAGEMENT WORKSHEET

As part of the County's efforts to closely monitor the administration of psychotropic medication to foster children, the Office of Child Protection has introduced a new tool to assist DCFS, the Department of Public Health (DPH) and the Court to understand what a child knows about his/her medication and health care needs. The goal of the [Youth Engagement Worksheet](#) is to engage youth in order to prepare them to make decisions about their ongoing medical care and to teach them to be capable of monitoring their medication regimen, should they choose to continue the medication upon reaching the age of majority. The Worksheet is designed to provide ongoing information to the Court so that the Court can exercise its oversight function by being aware of the youth's engagement in, knowledge about, and preparation for psychotropic medication use.

### Completing the Youth Engagement Worksheet:

On May 1, 2019, DPH's Public Health Nurses (PHNs) began administering the "Youth Engagement Worksheet" telephonically to all youth ages 14 to 18 who are prescribed psychotropic medications. Participation in the call by the youth is voluntary, but DPH will attempt to contact every youth several times if needed in order to complete this document.

- Completion of the Youth Engagement Worksheet occurs immediately prior to the CSW's completion of the [JV-224](#), County Report on Psychotropic Medication (see [0600-514.10](#), Psychotropic Medication: Authorization, Review, and Monitoring for DCFS Supervised Children).
- Once the PHN completes the Youth Engagement Worksheet, the PHN returns it in the purple folder to the CSW.
- The CSW is to attach the Youth Engagement Worksheet to the JV-224 when it is submitted to the court. If the PHN is unable to reach the youth, or the youth declines to speak with the PHN, the PHN will indicate this on the Youth Engagement Worksheet, sign it and return it to the CSW.
- The JV-224, County Report on Psychotropic Medication is to be submitted at the 45-Day PMA Hearing and all subsequent Status Review Hearings thereafter while the youth is on psychotropic medication.

CSWs and PHNs are expected to collaborate in their work to mutually monitor the use of psychotropic medication by foster children. CSWs are encouraged to seek assistance from PHNs in regards to any questions regarding the use of psychotropic medications by youth on their caseloads.

For further information regarding the completion of the [JV-220](#) and JV-224 forms, please refer to [0600-514.10](#), Psychotropic Medication: Authorization, Review, and Monitoring for DCFS Supervised Children.



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)  
(right click to open footer section and access link)

# Psychotropic Medication Youth Engagement Worksheet

	YES "Y"	NO "N"	N/A "X"	COMMENTS (as needed) <i>Do not include direct quotations from the youth.</i>
1. Does the youth know the name of the medication(s) being taken?				
2. Does the youth know the reason for the medication(s)?				
3. Does the youth know his or her diagnosis?				
4. Does the youth know the dosage(s)?				
5. Is the youth aware of the potential side effects?				
6. Does the youth know the medication schedule?				
7. Does the youth self-administer the meds?				
8. Does the youth know the prescribing physician's name and contact information?				
9. Does the youth know how to make an appointment with the prescribing physician?				
10. Does the youth understand the danger of stopping the meds without consulting the prescribing physician?				
11. Does the youth have medical coverage?				
12. Does the youth know how to use the medical coverage?				
13. Does the youth know how and where to refill medical prescriptions?				
14. Does the youth have copies of his/her medical records and history?				
15. Does the youth have a trusted adult to talk with about medical issues?				
16. Does the youth have contact information for the designated consulting public health nurse (PHN)?				

MARK APPROPRIATE BOX

Name of Youth	Case Number	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 2px;"></div> DCFS	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 2px;"></div> Probation
Name of Preparer	Agency	Date Prepared	

## PSYCHOTROPIC MEDICATION YOUTH ENGAGEMENT WORKSHEET INSTRUCTIONS

The goal of this tool is to ensure that youth under the court's jurisdiction who are being administered psychotropic medication are engaged in the medication process early enough so that—when they reach the age of majority and leave the system or move to extended foster care—they are prepared to make decisions about their ongoing medical care and are capable of monitoring their medication regimen should they choose to continue it.

The worksheet itself does not accomplish this goal. **It is the job of all who are involved with the youth to engage and prepare the youth.** That includes medical professionals, caregivers, social workers, probation officers, attorneys, CASAs, and more. Achieving this goal is the responsibility of literally “the whole village” affiliated with the youth.

The worksheet is designed to provide ongoing information to the Court so the Court can exercise its oversight function to be aware of the youth's engagement in, knowledge about, and preparation for psychotropic-medication use.

For implementing the worksheet, the following points should be noted:

1. In Dependency Court, the worksheet should be attached to all JV-224 forms (County Report on Psychotropic Medication) as part of that report provided to the Court for all status-review hearings conducted for youth age 14 up until their 18th birthday.
2. In Delinquency Court, the worksheet should be attached to all JV-224 forms as part of that report provided to the Court for all status-review hearings conducted for youth age 14 up until their 18th birthday.
3. In Delinquency Court, the worksheet should be attached to all camp progress reports for youth who are being administered psychotropic medication.
4. All worksheets, along with their JV-224 forms, should be placed in the confidential envelope in the court file in both Dependency and Delinquency courts.
5. While worksheets are to be filed with the Dependency Court by social workers and with the Delinquency Court by probation officers, it is not required that they be *completed* by social workers or probation officers. Nor is it required that worksheets be completed via interviews with the youth.

While nothing prevents social workers or probation officers from completing the worksheet themselves, both departments can rely on public health nurses (PHNs), Department of Mental Health personnel, or others (by agreement) to complete the worksheet and provide it to the social worker or probation officer for filing with the court of record.

The only requirements are that the information be **accurate** and given to the social worker or probation officer **in time for court filing**.

6. In completing the worksheet, not all questions are relevant for every court hearing. It is expected that only relevant questions will be completed.
7. The Comments section needs filling in only when the person completing the worksheet deems it appropriate. It should not include direct quotations from the youth.
8. It is expected that the worksheet will be used in Court in a variety of ways. Judicial officers may ask youth in court and/or attorneys and CASAs for youth to verify the accuracy of the information checked off on the worksheet. It is further expected that judicial officers will work with those involved with the youth to ensure that any knowledge gaps the youth may have that are relevant to the youth's age and stage in the system are filled in with the aid of the members of the youth's “village”—physician, therapist, caregiver, parent, attorney, CASA, and so on.