

## DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 06: Court

### Item 019: Dependency Court Authorization for Administration of Psychotropic Medication

Suggested changes send to: [DSS PSOA](#) Mailbox

Issued: October 11, 2016

References: [2016 California Rules of Court 5.570](#); [2016 California Rules of Court 5.640](#); [Family Code 6924](#); [Welfare and Institutions Code 349](#); [Welfare and Institutions Code 369](#); [Welfare and Institutions Code 369.5](#); [Welfare and Institutions Code 16010.5](#); [All County Letter 16-37](#)

Revisions in Red

Replaces Issue: August 31, 2012

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### Preamble

Child Welfare Policy and Procedure Guides are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

### Policy

Any dependent child of the Fresno County Juvenile Court who is taking psychotropic medication shall have the consent of the Juvenile Court as outlined in Welfare and Institution Code (WIC) 369.5 and the proper court forms shall be on file with the Juvenile Court. Pursuant to the California Rules of Court (CRC) 5.640 any party that opposes the JV-220 application must file a JV-222 within four court days after receipt of notice of the pending application. The **Juvenile Court** must approve, deny, or set the matter for a hearing within seven court days of the receipt of the completed JV-220 and JV-220(A) or (B). The **Juvenile Court** may, but is not required to, set a hearing when a party files a JV-222 opposing the application.

### Purpose

The purpose of this policy is to inform **Department of Social Services** (DSS) Child Welfare Social Workers of the statutory requirements when psychotropic medications are prescribed for dependent children of the Fresno County Juvenile Court. **Prior to the child being adjudged a dependant of the Juvenile Court the child's parent(s) or guardian(s) can consent to the administration of**

**psychotropic medication for the child.** The following policy has been developed to adopt the changes in the court forms and current practices.

**Definitions** (See [CRC 5.640](#))

Psychotropic Medications: Those medications administered for the purpose of affecting the central nervous system to treat psychiatric disorders or illnesses. These medications include but are not limited to:

- Anxiolytic Agents,
- Antidepressants,
- Mood Stabilizers,
- Anti-psychotic Medications,
- Anti-Parkinson Agents,
- Hypnotics,
- Medications for dementia and
- Psycho-stimulants

Authorization to Administer:

Once a child is removed from the physical custody of the parent(s) or guardian(s) and is declared a dependent of the **Juvenile Court**, only a Juvenile Court judicial officer is authorized to make orders regarding the administration of psychotropic medication(s) to the child.

In House Parties:

Those parties associated with the Juvenile Court and the **DSS** who have access to the Fresno County mail routing system (i.e. Fresno Child Advocate, Public Defender, Fresno Dependency Office – Barker, and Alternative Defense Office, Mental Health, and DSS Child Welfare Social Workers).

Emergency Situations:

As defined by WIC [369\(d\)](#), emergency situations are situations when a child requires immediate treatment for the alleviation of severe pain or an immediate diagnosis and treatment of an unforeseeable medical, surgical, dental, or other remedial condition or contagious disease, which if not immediately diagnosed and treated, would lead to serious disability or death. [CRC 5.640\(g\)](#) in concordance with 369(d) states emergency treatment may be administered without court authorization in an emergency situation where a physician finds that the child requires psychotropic medication to treat a psychiatric disorder or illness to protect the life of the child or others, to prevent serious harm to the child or others, or to treat imminent substantial suffering; and it is impractical to obtain court authorization before administering the psychotropic medication to the child. Court

authorization must be sought as soon as practical, but in no case more than two court days after the emergency administration of the psychotropic medication.

Delegation of Authority:

The **Juvenile Court** may order that the parent or guardian be authorized to approve or deny the administration of psychotropic medication. The order must be based on the following findings, which must be included in the order: (1) the parent poses no danger to the child, and (2) the parent has the capacity to understand the request and the information provided and to authorize the administration of psychotropic medication to the child, consistent with the best interest of the child.

**Procedure**

**Minor on Medication Prior to Disposition Hearing (Non-Dependent)**

Children on Psychiatric Medications at Time of Removal

The **Emergency Response Social Worker (ER SW)** shall determine if a child is on psychotropic medication at the time of removal.

The ER SW shall ask the following questions:

- Is the child on any medication?
- What is the diagnosis?
- Who is the treating physician?
- Does the parent authorize the DSS to continue to administer this medication?

If it is determined that the child will continue on psychotropic medication the parent shall complete the consent form, "Parental Consent to Administer Psychotropic Medication" ([CWS 0022](#)), authorizing the administration of the medication.

Immediately upon placement and within 48 hours of any subsequent placement of that child, the child's **careprovider** shall be provided with:

- The child's prescribed medication, with instructions for use of the medication and
- Information regarding any treatments that are known to the DSS and that are in effect for the child at the time of the placement.

The SW shall provide the treating physician and the **Juvenile Court** with the parent's or **guardian's** authorization. The SW shall advise the parent and treating physician that a **Prescribing Physician's Statement - Attachment [JV-220(A)]** must be completed if the child is made a dependent of the Juvenile Court.

If the parent or guardian objects to the administration of psychotropic medication prior to child being adjudicated as a dependent, a JV-220 will need to be filed. The parent or guardian may file a [JV-222](#), *Input on Application for Psychotropic Medication* with the Juvenile Dependency Court. The Juvenile Court may set a hearing when an opposition is filed; however a hearing is not required.

The child, caregiver, parent(s) or guardian(s), child's Indian tribe, and Court Appointed Special Advocate (CASA), if any, may provide input on the psychotropic medications being prescribed.

- Input can be by *Child's Opinion about the Medicine* ([form JV-218](#)) or *Statement About Medicine Prescribed* ([JV-219](#)); letter, talking to the judge at a court hearing; or through the SW, probation officer, attorney of record, or CASA.
- If a JV-218 or JV-219 is filed, it must be filed within four court days after receipt of notice of the pending application for psychotropic medication. If a hearing is set on the application, a JV-218 or JV-219 may be filed at any time before, or at, the hearing. Either form can also be filed before any status review hearing or medication progress review hearing.
- In the event that the JV-218 or JV-219 is sent in after the four court day time to file, the JV-208 or JV-219 must be submitted through discovery.

If a hearing is set, the Juvenile Court clerical staff shall mail all parties notice of the hearing date, time and location at least two court days before the date set for the hearing.

Notice shall be sent to:

- The parent(s) or guardian(s), their attorneys, the child, if 12 years of age or older, the child's attorney, the child's current caregiver, the child's SW, CASA, Indian tribe, the DSS JV220 Liaison Social Worker (JV220 SW) and the social worker's attorney.

The Juvenile Court may grant the application and authorize medical treatment; modify, then grant the application or deny the application with or without a hearing.

The Detention and Jurisdiction report shall include information regarding the child's medical condition and medication.

### **The JV-220 Process for Dependent Minors**

The *Prescribing Physician's Statement - Attachment [JV-220\(A\)](#)* or *Physician's Request to Continue Medication - Attachment [JV-220\(B\)](#)* is sent by the requesting physician to the DSS JV220 SW.

- Any SW who directly receives a copy of a JV-220 request, JV-220(A), JV-220(B), JV-218, JV-219, or JV222 shall immediately submit the documents to the JV-220 staff designated to deliver documents to the JV220 SW.

JV220 staff shall review the documents, keep a copy of the packet and file the original with the court.

Once signed by the **judicial officer, Juvenile Court** clerical staff shall place four certified copies in the “JV-220 Folder” for pick up by the JV-220 staff.

Upon receipt of the JV-220 and JV-220(A) or **JV-220(B)**, JV-220 staff shall determine if there is a JV-220 file for the child. If not, one is to be created by the JV-220 staff.

- Department 23 files are color-coded red, Department 22 files are green, and **Department 21 files are blue.**
- The tabs for the folders shall be listed with the child’s last name first followed by the first name, with the child’s birthday listed below.

If any of the medications being recommended is a Selective Serotonin Reuptake Inhibitor (SSRI) or **antidepressant**, a copy of the **JV-220(A) or JV-220(B)** shall be faxed to the Fresno County Chief Psychiatrist for his/her review. After reviewing the petition, the Chief Psychiatrist shall complete the “Consultant Physician-JV-220 Application-Review Request” form and **either fax or email** it back to **the JV-220** staff.

The petition, case files, JV-220 files, CWS/CMS, and **Odyssey** shall be used as sources to obtain the following information for tracking purposes:

- Child’s first and last name
- Child’s date of birth
- Date the completed **JV-220(A) or JV220(B)** was received by the JV-220 staff
- Court Department
- Court Number
- Mother’s name, address, phone number and attorney
- Father’s name, address, phone number and attorney
- **SW** name and district number
- **DSS** case name and number
- Doctor’s name, address, phone, and fax numbers
- Child’s diagnosis; and
- The medications being requested by the doctor.

The information listed above is to be logged on the JV-220 Tracking Log (Excel Spreadsheet).

The JV-220 staff shall then e-mail the assigned SW **requesting an updated 6127 for notice of the JV220 application.**

### **Required Notices**

JV-220 staff shall provide notice that a JV-220 application has been submitted on behalf of a **Juvenile Court** dependent. If the **Juvenile Court** schedules a hearing the court's clerical staff shall mail notice of the hearing. Per **CRC 5.640** notice shall be provided as follows:

Notice to the parent(s) or guardian(s) and their attorneys of record must include:

- A statement that a physician is asking to treat the child's emotional or behavioral problems by beginning or continuing the administration of psychotropic medication to the child and the name of the psychotropic medication;
- A statement that an *Application for Psychotropic Medication* (**JV-220**) and a *Physician's Statement-Attachment* (JV-220(A)) or *Prescribing Physician's Request to Continue-Attachment* (JV-220(B)) are pending before the court;
- A copy of *Guide to Psychotropic Medication Forms* (**JV-217-INFO**);
- **A blank copy of *Statement About Medicine Prescribed* (JV-219); and**
- A blank copy of *Input on Application for Psychotropic Medication* (JV-222).

Notice to the child's current careprovider and CASA, if one has been appointed, must include only:

- A statement that a physician is asking to treat the child's emotional or behavioral problems by beginning or continuing the administration of psychotropic medication to the child and the name of the psychotropic medication;
- A statement that an *Application for Psychotropic Medication* (JV-220) and a *Physician's Statement-Attachment* (JV-220(A)) or *Prescribing Physician's Request to Continue-Attachment* (JV-220(B)) are pending before the court;
- **A copy of *Guide to Psychotropic Medication* (JV-217-INFO);**
- **A blank copy of *Child's Opinion About the Medicine* (JV-218); and**
- **A blank copy of *Statement About Medicine Prescribed* (JV-219).**

Notice to the child's attorney of record and any Child Abuse Prevention and Treatment Act guardian ad litem for the child must include:

- A completed copy of the *Application for Psychotropic Medication* (JV-220);
- A completed copy of the *Physician's Statement-Attachment* (JV-220(A)) or *Prescribing Physician's Request to Continue-Attachment* (JV-220(B));
- A copy of *Guide to Psychotropic Medication Forms* (JV-217-INFO) or information on how to obtain a copy of the form;
- **A blank copy of *Child's Opinion About the Medicine* (JV-218);**
- **A blank copy of *Input on Application for Psychotropic Medication* (JV-222) or information on how to obtain a copy of the form.**

Notice to the Indian child's tribe must include:

- A statement that a physician is asking to treat the child's emotional or behavioral problems by beginning or continuing the administration of psychotropic medication to the child and the name of the psychotropic medication;
- A statement that an *Application for Psychotropic Medication* (JV-220) and a *Physician's Statement-Attachment* (JV-220(A)) or *Prescribing Physician's Request to Continue-Attachment* (JV-220(B)) are pending before the court;
- A copy of *Guide to Psychotropic Medication Forms* (JV-217-INFO) or information on how to obtain a copy of the form;
- A blank copy of *Child's Opinion About the Medicine* (JV-218);
- A blank copy of *Statement About Medicine Prescribed* (JV-219);
- A blank copy of *Input on Application for Psychotropic Medication* (JV-222) or information on how to obtain a copy of the form.

Proof of notice of the application regarding psychotropic medication must be filed with the court using *Proof of Notice of Application* ([JV-221](#)).

Notice packets shall be sent to all parties the same day the notice is generated in CWS/CMS. In-house parties shall have the notice packet placed in their mail box at Juvenile Court. All other parties shall be mailed notice packets via first class mail.

- If any party requests further information regarding the JV-220 application, staff shall refer the party to the prescribing doctor for further details.

**Opposition to the JV-220 Application**

Pursuant to CRC 5.640 any party that opposes the JV-220 application must file a JV-222, *Input on Application for Psychotropic Medication*, with the Juvenile Dependency Court within **four court days** of receipt of notice of the application. Should the assigned SW receive a JV-222 at any time, the SW shall file the JV-222 with the Juvenile Court. The JV 220 SW is available to assist with the filing of the JV-222.

If there is no opposition filed within **four court days of receipt of notice of the application**, the **Juvenile Court** staff shall route the application to the judicial officer for signature.

If a JV-222 is received by the court after the **fourth day**, the **Juvenile Court** clerk shall provide the opposing party with an "**Ex Parte Application to Calendar and Order**" should they wish to have the matter put on calendar. If so, the JV-222 will be attached to the Ex Parte request and calendared as an **Ex-Parte** hearing.

- The **Juvenile Court** must approve, deny, or set the matter for a hearing within seven court days of the receipt of the completed application. If the **Juvenile Court** sets 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 guardian(s), their attorneys of record, the dependent child if 12 years of age or older, a ward of the juvenile court of any age, a the child's attorney of record,

the child's current careprovider, the child's SW, the SW's attorney of record, the child's Child Abuse Prevention and Treatment Act guardian ad litem, the child's CASA, if any, and the child's Indian tribe at least two court days before the hearing.

The DSS JV-220 SW shall attend all medication hearings, unless other arrangements have been made. At the hearing on the application, the procedures described in [CRC 5.570](#) and [WIC 349](#) must be followed. The Juvenile Court may deny, grant, or modify the application for authorization. If the Juvenile Court grants or modifies the application for authorization, the court must set a date for review of the child's progress and condition. This review must occur at every status review hearing and may occur at any other time at the court's discretion.

### **Granting the Application**

The Juvenile Court may grant the application without a hearing.

If the Juvenile Court grants the request or modifies and then grants the request, the order for authorization is effective until terminated or modified by court order or until 180 days from the order, whichever is earlier.

### **Modifications Made to JV-220(A) or JV-220(B) Application by the Judicial Officer During the Hearing**

If the Juvenile Court modifies the JV-220(A) or JV-220(B) application, the JV-220 staff shall contact the doctor the day of the hearing regarding the modifications.

If the doctor agrees with the modifications, no further action is needed.

If the doctor disagrees with the modifications, then the JV-220 staff shall:

- Obtain the reason for the disagreement with the modification and any further information that may be needed.
- Request that the matter be set back on calendar via an "Ex-Parte Application to Calendar and Order".

### **Denials of the JV-220(A) or JV-220(B) Application**

If the Juvenile Court denies the JV-220(A) or JV-220(B) application, the judicial officer shall state the reason on the application.

JV-220 staff shall document the reason for the denial in CWS/CMS and on the JV-220 Tracking Log.

JV-220 staff shall immediately notify the doctor of the denial and the reasons why the application was denied. The doctor can then resubmit a new JV-220(A) or JV-220(B) application addressing the issues that prompted the denial.

### **Processing/Distributing the JV Documents**

Once the **judicial officer** has signed the [JV-223](#), *Order on Application for Psychotropic Medication*, (granting, modifying then granting or denying the application), the **Juvenile Court** clerk shall file stamp the JV-223 and attach the JV-220 and JV-220(A) or **JV-220(B)**.

- Four copies of each form shall be made and shall be certified. **One copy** shall be sent to the **assigned SW**. **One copy shall be sent to the doctor and one copy shall be sent to the child's current caregiver**. One copy shall be kept in the JV-220 file.
- **Juvenile** Court clerical staff shall place the certified copies in the "JV-220" folder at the court clerk's window for pick up and signature of the designated DSS staff.
- The **DSS** JV-220 SW shall provide the copies to the **assigned SW, careprovider**, and doctor.
- **The DSS JV-22 SW shall mail a copy of each form to the care provider or group home administrator on behalf of the assigned SW.**
- **If the child changes placement, the assigned SW must provide the new care provider with a copy of the order, the last two pages of JV-220(A) or JV-220(B), and the medication information sheets that were attached to either the JV-220(A) or JV-220(B).**

After the JV-223 is signed, the **DSS** JV-220 SW shall document the results of the hearing in the court and medical sections in CWS/CMS. The hearing results shall also be recorded on the JV-220 Tracking Log.

- The JV-220 Tracking Log shall be set up to indicate a date 45 days prior to a JV-223's expiration date.

The certified, filed copies of the JV-223, JV-220 and JV-220(A) or **JV-220(B)** shall be imported into CSW/CMS and scanned into the Q-Drive JV-220 Folder under the child's name by the **DSS** JV-220 worker. The document name shall be the date the JV-220 was granted by the **Juvenile Court**.

### **Emergency Situations and Administering Psychotropic Medications**

According to CRC 5.640, a physician may provide treatment in an emergency situation **if the physician finds that the child requires psychotropic medication to treat a psychiatric disorder or illness; and the purpose of the medication is:**

- To protect the life of the child or others, or
- To prevent serious harm to the child or other, or
- To treat current or imminent substantial suffering; and

- It is impractical to obtain authorization from the **Juvenile Court** before administering the psychotropic medication to the child.

Court authorization must be sought as soon as practical but in no case more than two court days after the emergency administration of the psychotropic medication.

If an emergency situation does meet the criteria as outlined in WIC 369(d), a JV-220(A) is required from the doctor. Question #3 of the JV-220(A) must be completed and explain the emergency situation in detail.

The **DSS JV-220 SW** shall attempt to obtain verbal consent from each parent and/or guardian. **The DSS JV-220 SW shall submit an emergency Ex-Parte Application and Order.**

- Copies of the submitted JV220 (A) and medication information **sheets** shall be attached to an emergency Ex-Parte for the **judicial officer's** signature.
- The Ex-Parte will be valid until the original packet is signed by the **judicial officer** on the **eighth** court day from **the** file stamp date of **the** original packet or until the hearing date, if a hearing is scheduled.
- A complete JV-220 packet shall be submitted to the court the same day as the Ex-Parte.
- **JV-220 staff shall mail the JV-220 packets to all parties informing them of the JV-220 emergency request. If parties oppose the JV-220, they must file a JV-222 opposition with the Juvenile court within four court days of receipt of notice of the application.**

The Ex-Parte application shall include the following information:

- A brief explanation of the emergency situation that is prompting the Ex-Parte request;
- The name of the psychotropic medication being prescribed;
- A listing of the symptoms the psychotropic medication is to treat; and
- The possible side effects of the psychotropic medication being prescribed.

The **DSS JV-220 SW** shall then attempt to contact the attorneys and obtain their written consent on the Ex-Parte application.

Once completed, the Ex-Parte application shall be presented to the judicial officer for review and signature.

If approved, four certified copies shall be obtained and distributed as described above under Processing/Distributing the JV Documents.

If denied, the **DSS JV-220 SW** shall notify the doctor immediately.

### Emergency Treatment Requests After Hours

If consent is needed after normal business hours, the Swing Shift or Stand-By SW shall attempt to contact the **assigned SW** to:

- Inquire if the **Juvenile Court** has previously ordered the Delegation of Authority to the parent(s) and/or guardian(s). If so, the Swing Shift or Stand-By SW shall make reasonable efforts to notify the parent(s) and/or guardian(s) to consent for treatment.
- If the **Juvenile Court** has not ordered the Delegation of Authority to the parent and/or guardian or the parent(s) and/or guardian(s) to whom the **Juvenile Court** has delegated authority are not available to consent for treatment, the Swing Shift or Stand-By SW shall contact the doctor immediately to obtain the following information:
  - A brief explanation of the emergency situation that is prompting the Ex-Parte request, including:
    - The name of the psychotropic medication being prescribed;
    - A listing of the symptoms the psychotropic medication is to treat; **and**
    - The possible side effects of the psychotropic medication being prescribed.

The Swing Shift or Stand-By SW shall advise the doctor of the criteria regarding emergency administration of psychotropic medication. If the situation meets the criteria the medication can be administered and the doctor is required to submit a JV-220(A) application within 2 **business** days. The SW shall provide the doctor with contact information for the **DSS JV-220 SW**.

The Swing Shift or Stand-By SW shall advise the JV-220 staff and the **assigned SW** the **morning of the next business** day of the emergency situation and provide all the necessary information.

### **Renewal Process**

The DSS JV-220 Tracking Log is set up to indicate a date 45 days prior to a JV-223's expiration date.

At the beginning of every month, an e-mail, **fax, or a phone call will be made** to the prescribing doctor's office with a list of the names of the children for whom a renewal is required. The date that the JV-223 will expire along with a request for the doctor to submit **either** a new JV220-(A) **or JV-220(B)** as soon as possible shall be included.

The policy and procedure for renewal of the JV-220(A) **or JV-220(B)** application is the same as for the initial request, as outlined above.

### **Progress Review**

After the JV223 is signed, the Juvenile Court must set a progress review which must occur at every status review hearing and may occur at any other time at the Juvenile Court's discretion.

Regardless of whether the progress review is held at the time of the status review hearing or not, notice under WIC [293](#) or [295](#) must include a statement that the hearing will also be a progress review on previously ordered psychotropic medication, and must include a blank copy of *Child's Opinion About the Medicine* (JV-218) and a blank copy of *Statement About Medicine Prescribed* (JV-219).

Before each progress review, the assigned SW must file a completed *County Report About Psychotropic Medication* ([JV-224](#)) at least 10 calendar days before the hearing. If the progress review is set at the same time as a status review hearing, the JV-224 must be attached to and filed with the report. The child, care provider, parents, and CASA, if any, may provide input at the progress review.

### **Public Health Nurses**

Information may be provided to public health nurses as governed by Civil Code Section [56.103](#).

**JV220 Desk Guide is attached for reference. Please see [Attachment A](#).**

**JV220 Desk Guide/Fresno County****Purpose**

**JV-220(A)/JV-220(B):** Is an application to administer psychotropic medication/s to a dependent child or ward of the court (probation). A dependent child is a person under the age of 18 that has been adjudicated by the Juvenile Court as a dependent, usually at the Disposition hearing. The doctor completes the application and sends it to the DSS JV220 Liaison Social Worker via email or fax: (559) 600-7608. The JV-220(A) or the JV-220(B) is processed with a packet that is filed with the court and approved or denied by a judicial officer. The JV-223 is the court order authorizing administration of psychotropic medication/s to a dependent child or ward of the court (probation).

\*JV-220s are needed for all dependent children or wards of the court (probation). Prior to the disposition hearing, the parent(s) or guardian(s) are able to consent to psychotropic medication/s and sign a release of information at the doctor's office. If the parents or guardians are unavailable or unwilling to consent for psychotropic medication, a JV-220(A) can be processed prior to Disposition. A JV-220(B) is processed to continue psychotropic medication/s from the same doctor, for the same medication/s, and at the same maximum dosage as the previously approved JV-220.

\*JV-220s are renewed every six months unless a change is needed before the six month time frame is due. A JV-220(A) can be done at anytime and as often as needed. Should a child go off of psychotropic medication, then restart them, the approved JV-220(A) or JV-220(B) is sufficient unless other medication or maximum doses are utilized. An updated JV-220(A) will be needed at that time. The JV-220 Liaison Social Worker will contact the doctor prior to the JV-220 expiring to request a new JV-220(A) or JV-220(B).

\*Once a child is placed on Family Maintenance, Guardianship without Dependency, adopted, or the case is dismissed, the parent(s) or guardian(s) can consent to the psychotropic medication/s if the Juvenile Court gives the parent(s) the right to make medical decisions or grants it to the guardian(s), a JV-220 is no longer needed.

\*Once a child turns 18, they are no longer a child and can sign or choose to take the psychotropic medication for themselves. A JV-220 is then no longer needed.

**Processing**

\*Should anyone receive the JV-220(A) or JV-220(B) from the doctor, it must be submitted to the DSS JV-220 Liaison Social Worker via fax (559) 600-7608. Call the JV-220 Liaison Social Worker at (559) 600-1794 if needed. Please send the JV-220(A) or JV-220(B) within 24hrs of receipt as it needs to be processed as soon as possible.

\*Once all documents, JV-220(A) or JV-220(B) and 6127 are received, the DSS JV220 Liaison Social Worker will submit the JV-220, JV-220(A) or JV-220(B), JV-221, Letter, JV-217-INFO,

Medication Information Sheets, JV-218 or JV-219, JV-222, and JV-223 for filing. The JV-220 will be pending an eight court day waiting period for any disputes. The judicial officer will review the forms and either approve the JV-220 or set a hearing date at which time the case will be heard in the Juvenile Court. If an opposition is filed by any party, the judicial officer may set a hearing at which time the case will be heard in Juvenile Court.

\*It usually takes two weeks to process the JV-220(A) or JV-220(B). However, in the event of an emergency, the JV-220 application can be processed quickly. An Ex-Parte will be filed by the DSS JV-220 Liaison SW in addition to the emergency JV-220(A) so as to expedite the process. A doctor may medicate based on an emergency basis without a court order, but an Ex-Parte is necessary to follow-up.

\*Once the JV-220 application is granted/denied/withdrawn, an email will be sent to the assigned SW informing them of the results and *subsequent review hearing date for the JV-224*. A certified copy of the JV-220 will be sent to the assigned SW for the case file. Another certified copy of the JV-220 will be mailed to the care provider by the DSS JV-220 Liaison SW on behalf of the assigned SW. A copy must be provided to the care provider at each placement change for the child by the assigned SW. An additional certified copy will be mailed to the doctor's office by the DSS JV-220 Liaison SW. When the JV-220 is authorized by the Juvenile Court, the recommended psychotropic medication is authorized for the dependent child. The parent/guardian, care provider, or assigned SW will defer to the prescribing doctor for further instructions on prescriptions, administration of the medication, and any follow-up doctor's appointments. The assigned SW is to end date the medication no longer used if there is not a specific date from the doctor prescribing the medication. Otherwise, the JV220 Liaison SW can end date the medication as long as there is a specific end date.

**A JV-224 must be filled out completely by the assigned SW and attached to the Status Review Report. Blank copies of the JV-218 and JV-219 must be mailed out with the notice.**

\*If anyone becomes aware of a change in doctor, medication, or discontinuance of medication, please notify the DSS JV-220 Liaison SW at (559) 600-1794 or via email at [beers@co.fresno.ca.us](mailto:beers@co.fresno.ca.us). Please also notify the DSS JV-220 Liaison SW once a child is placed on Family Maintenance, Guardianship without Dependency, dependency is dismissed, or the child is adopted.