

Health Care Requirements

What you need to know to complete
the health care requirements at

New Leaf Alternative

Thank you for joining our training
segment.

In the beginning... a client is placed

- 1) A team meeting is required.
 - At the meeting ask what has been done and when
 - Ask what appointments are set and need to be followed
 - Ask what has not been arranged and where they have received services
 - Ask what medication they are on and who is the prescriber
 - What is their Medicaid number? And where is there card?

Realize the medical insurance

- You need to know how their insurance works.
 - Is it Medicaid? Or an MI706?
 - If it is Medicaid is it select access or healthy U?
 - This will determine where the services can be provided

Appointments

- Every child that comes into custody needs a **“WELL CHILD CHECK” every year.**
- Every child that comes into custody needs a **“MENTAL HEALTH ASSESSMENT” every year.**
- Every child that comes into custody needs a **“DENTAL APPOINTMENT” every six months.**
- Every child that comes into custody sometimes need special appointments such as blood work or specialists or specific medical needs.
- Every child that comes into custody often need visual, specific dental, etc.

What is an HVR?

- HVR stands for “HEALTH VISIT REPORT”
- Every appointment you attend whether it be routine or emergency requires an HVR
- The upper portion of the form is filled out by you the foster parent. The lower portion is filled out by the medical professional. Please check for the signature at the end of the form

Who gets the HVR?

- HVR's are generally a three part form.
 1. Goes to the medical professional
 2. Goes to the New Leaf Administrative team
 3. Goes into your files.

The form that goes into your files needs to be sent to the state division they are associated with. How is this done?

Sending out the HVR's

- Either the copy you make or the original can be mailed or faxed to the nurse or case-manager
- A copy is always submitted by scan and email to the nurse or case-manager via New Leaf Administration
- New Leaf keeps a copy of the medical on file.

The background of the slide is a solid orange color with a pattern of various leaf shapes in a slightly darker shade of orange, scattered across the surface. The leaves vary in size and orientation, creating a natural, autumnal feel.

MEDICATION MANAGEMENT

Medications

- All medications in the household need to be locked up at all times in a secure and locked cabinet,
- Medications are distributed by the foster parent only at the time prescribed by the medical provider
- Medications are notated that they have been taken on the medication log each time a medication is distributed. It is best that the client sign for the medication that they have received it.
- If the client refuses medication New Leaf Administration must be notified within 24 hours.
- Additionally the medical provider must be notified at once.

Refill Process

- Ideal Process set by New Leaf Alternative
 - Peggy Jerome 801 842-3107 9235 South Redwood #A West Jordan Utah is our medical PRN provider. She usually comes out to New Leaf Alternative once a month if there are more than 3 clients to see her. Otherwise you will need to make an appointment.
 - If your youth see's Peggy then the prescriptions are given to Becky Keller and she takes them to be filled to HCP.
- Secondary Process
 - If your youth or client sees a different prescriber than Peggy. It is the responsibility of the foster parent to get the prescriptions to Becky or get them filled themselves.

Who is HCP

- HCP is Health Care Pharmaceuticals located at 3950 South 700 East Suite #205. Salt Lake City Utah 84107
 - Phone number of 801-270-5656 Fax 801—270-5658
- HCP makes our process easier by filling and distributing the medication to the specifications of the agency.

What is HCP's process?

- A new client comes to New Leaf Alternative
- New Leaf fills out a client profile to submit to HCP
- HCP receives the prescriptions to be filled.
- HCP calls the foster family each month to confirm how the medications need to be packaged and distributed.
- Medications are mailed out to the foster family at the end of each prescription cycle.
 - If the medications are a controlled substance they must be received in by the foster home physically and not left at a mail box or door.
 - If your client is receiving controlled substance and the foster parent is NOT home they will be taken back to the local POST OFFICE and the foster parent will need to pick it up.
 - If the this is difficult for the foster parent, the prescriptions can come to the New Leaf Office and picked up during business hours.

Medication RECAP

- Client sees Peggy
- Peggy writes the prescriptions and NLA mails or delivers them in to HCP
- HPC fills the medication and mails it to the foster parent
- Foster parent distributes as directed
- Child initials the medication management worksheet.
- Worksheets are kept by the foster parent and turned into NEW LEAF at the finale of the clients stay with them.

QUESTIONS?

- If you have any questions please contact Rebecca (Becky) Keller Programs Director and Placement Coordinator of New Leaf Alternative at
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