

Revised Exhibit N**Guidance 13****Indigent Psychiatric Medication Program known as the Indigent Drug Program (IDP)**

Contract Reference: Prime Contract, Sections A.1.1, A1.9, and C.1.2.6.9, Guidance 13

Authority: Section 394.676, F.S. and 65E-16, F.A.C.

Frequency: Ongoing

Due Date: Not Applicable

1. Purpose

The purpose of this guidance document is to:

- 1.1. Establish Indigent Drug Program administration procedures,
- 1.2. Provide written guidelines to the Managing Entities and Indigent Drug Program Providers, and
- 1.3. Establish medication order guidelines.

2. Definitions

- 2.1. **Indigent Drug Program (IDP) Warehouse:** A warehouse holding a current permit from the Department of Business and Professional Regulations, Florida Drug and Cosmetic Act, Chapter 499 that receives, stores, and ships psychiatric medications for the Indigent Drug Program .
- 2.2. **Formulary:** A listing of medications available in Cardinal Health's Order Express for pharmacies participating in the Indigent Drug Program, to select the medications to order.
- 2.3. **Patient Assistance Program (PAP):** Any program offered through private agencies or pharmaceutical manufacturers designed to provide medication at low or no cost to uninsured individuals.
- 2.4. **Psychiatric or Psychotropic Medication:** Any drug prescribed with the primary intent to stabilize or improve mood, mental status, behavioral symptomatology, or mental illness. The medications the following major categories:
 - 2.4.1. Antipsychotics,
 - 2.4.2. Antidepressants,
 - 2.4.3. Anxiolytics,
 - 2.4.4. Mood stabilizers,
 - 2.4.5. Cerebral or psychomotor stimulants, and
 - 2.4.6. Other medications commonly used to include, alpha-blockers, beta blockers, anticonvulsants, opioid agonists (Not available through the Indigent Drug Program Warehouse) cognition enhancers, emergency opioid antagonists, and opioid blockers.
- 2.5. **Side Effect and Adverse Drug Reaction:** Any effect other than the primary intended effect resulting from medication treatment. Side effects may be negative, neutral, or positive for the individual. An adverse drug reaction is an undesired or unexpected side effect, allergy, or toxicity that occurs with the administration of

medication. Adverse drug reactions can range from mild side effects to very severe reactions, including death. Onset may be sudden, or it may take days to develop undesired or toxic reactions to medications.

3. Program Administration

3.1. Managing Entities

If Managing Entities receive funding under the Indigent Drug Program , they will:

- 3.1.1.** Approve organizations requesting to become Indigent Drug Program providers. To be eligible, organizations must be under contract with the regional Managing Entity. Providers submit filled out forms to appropriate Managing Entity staff. The Managing Entity will then submit the form to Indigent Drug Program staff at Department Headquarters for processing or for them to have a copy.
- 3.1.2.** Provide updates to the list of approved Indigent Drug Program providers to the Department's Office of Substance Abuse and Mental Health Headquarters staff and Regional Operations Managers.
- 3.1.3.** Report bulk purchases into the Financial and Services Accountability Management System (FASAMS). Using the EVNT (non-client specific file upload) contractors should submit a service using the IDP Other Cost Accumulator (OCA) MH076 with the Incidental Expense covered service (28) and the actual dollar amount for the units.
- 3.1.4.** Ensure that agreements between Indigent Drug Program providers and participating pharmacies are current and executed. Make sure to notify Department Headquarters, Regional Operations Managers, and Florida State Hospital staff as changes occur.
- 3.1.5.** Actively monitor monthly Indigent Drug Program expenditures for approved organizations and expenses indicated on received monthly invoices/statements. The monthly invoices/statements are generated electronically and sent out via email by Florida State Hospital staff, by the 5th of each month.
- 3.1.6.** Ensure that Indigent Drug Program providers use Indigent Drug Program funds for individuals who meet the criteria.
- 3.1.7.** Actively monitor year to date Indigent Drug Program expenditures to ensure organizations are fully utilizing the allotted amount of funding.
- 3.1.8.** Actively work on recruiting new Indigent Drug Program providers to help the underserved populations.

3.2. IDP Providers

3.2.1. Indigent Drug Program providers will:

3.2.1.1. Assess and enroll individuals in the Indigent Drug Program who meet the clinical and financial criteria established in Ch. 394, F.S.

3.2.1.1.1. To meet the clinical criteria individuals:

3.2.1.1.1.1. Must be a member of at least one of the Department's priority populations; and

3.2.1.1.1.2. Must not reside in a state mental health treatment facility or an inpatient community unit.

3.2.1.1.2. To meet the financial eligibility criteria individuals:

- [illegible]

- 3.2.1.10. Implement medication receiving, storage, and administrative procedures that meet the current State approved prescribing instructions pursuant to s. 465.035, F.S.

3.3. Florida State Hospital

The Florida State Hospital will:

- 3.3.1. Maintain the Indigent Drug Program Formulary available in Cardinal Health's Order Express.
- 3.3.2. Check available funds and notify the Indigent Drug Program Provider of outstanding balances.
- 3.3.3. Review the orders and make changes if necessary.
- 3.3.4. Submit the orders in Cardinal's Order Express and email a copy of the invoices to the Indigent Drug Program Providers by the 5th of each month.
- 3.3.5. Ensure SAMH Regional Offices, SAMH Headquarters, and the Managing Entities receive copies of the monthly invoices/statements by the 5th of each month.