


## TEXAS CIVIL COMMITMENT OFFICE

 <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b>	<b>3.6</b>
	<b>EFFECTIVE:</b>	<b>09/16/2019</b>
	<b>SUPERCEDES:</b>	<b>05/16/2016</b>

**SUBJECT: KEEP ON PERSON (KOP) MEDICATION AT CONTRACT FACILITIES**

**PURPOSE:** To provide procedures for clients of the Texas Civil Commitment Office (TCCO) to be in possession of prescribed and over-the-counter medication while housed at contract facilities and for the purpose of self-administration of medication.

**POLICY:** TCCO clients who reside in contract facilities and who have Health Care Practitioner authorization, are allowed to keep prescription medication and/or non-prescription medication in their possession. Included is a list of specific medication that shall not be authorized to be in a client's possession when they reside at a contract facility with a Health Care Practitioner. Clients residing in a facility without a Health Care Practitioner shall follow the rules of the facility and the instructions of the Case Manager regarding Keep on Person medication.

### **DEFINITIONS:**

**“Keep on Person” or “KOP”** is a process whereby designated clients are allowed to keep prescribed medicines and over-the-counter (OTC) medications secured in their possession for self-administration.

**“Health Care Practitioner”** is the senior level staff medical position at a contract facility responsible for the health care of the clients.

**“Over-the-counter medication” or “OTC”** is a drug or medication that can be purchased without a physician's prescription.

### **PROCEDURES:**

#### **I. KOP Process at Contract Facilities With a Health Care Practitioner**

- A.** Facility medical staff will authorize KOP medications and document such in an electronic medical record or a medication log. Medications which are noted in Section I.E of this procedure will be kept by facility medical staff and disbursed as

prescribed by the Health Care Practitioner. Facility medical staff shall ensure that prescription medication is in a container or a blister pack labeled by the pharmacy. OTC medication may remain in its original container.

- B.** After the medication/product is authorized and documented by the Health Care Practitioner, the client may be allowed to keep the product on their person.
- C.** If, during a home visit or on the monthly visit report form, a client indicates issues with medications or KOPs the Case Manager shall refer the client to the medical department for assistance. The Case Manager shall follow up with the medical department to verify that the client was seen and provided assistance with the client's medications.
- E.** Medications that shall not be administered as KOP at contract facilities with a Health Care Practitioner include any:
  - 1. Controlled/addictive substance (Schedule I-V);
  - 2. Psychotropic medication or medication used off-label for the treatment of mental illness;
  - 3. Tricyclic antidepressant;
  - 4. Medications to treat HIV or Hepatitis C;
  - 5. Injectable medications;
  - 6. Medications requiring refrigeration; and
  - 7. Other medications deemed by the facility Health Care Practitioner to pose a risk to the client or another client if they are administered as KOP.

## **II. KOP Process at Contract Facilities Without a Health Care Practitioner**

- A.** The Case Manager shall request the client provide all prescription and OTC medication for inspection and documentation. All medication shall remain in the original container.
- B.** The TCCO Case Manager shall examine each client's prescription or OTC medication that is kept on their person on a monthly basis during a home visit to verify the client's medication and to be aware of any medication changes. The results of the Case Manager's examination shall be recorded onto the "Case Manager KOP Worksheet" (Form TCCO-13-16). The Case Manager shall scan the form into the automated case management system and place it in the client's case management file within two (2) working days of completion.

- C.** The Case Manager shall notify the Facility Director or designee of the medication in the client's possession by providing a copy of the Case Manager KOP Worksheet (TCCO-13-16).
- D.** The Case Manager shall report any missing prescription medication and non-compliance and abuse of prescription medication via email to the Civil Commitment Manager and the Facility Director.

**SIGNATURE ON FILE**

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Marsha McLane  
Executive Director

Associated Form

- TCCO Case Manager KOP Worksheet Form TCCO-13-16