Indigent Psychiatric Medication Program, known as the Indigent Drug Program (IDP)

Requirement: Contract
Florida Statute 394.676

Frequency: Annual Monitoring
Due Date: N/A

The Indigent Psychiatric Drug Program (IDP) was created to assist uninsured indigent individuals gain better access to prescription medications. Network Service Providers contracted for IDP services must comply with the requirements of this Incorporated Document.

The IDP serves adults with serious mental illnesses and persons with co-occurring substance use and mental health disorders who meet financial eligibility criteria as outlined in Attachment I of this contract. IDP may be used to order additional psychotropic medications from the IDP “warehouse” or a pharmacy of choice (for urgent needs). IDP Network Service Providers are required to actively participate in patient assistance program (PAP) for medication offered by pharmaceutical manufacturers. Medications from PAP must be exhausted before use of IDP is permitted.

Definitions

- **IDP Dispensing Unit:** A pharmacy holding a current permit from the Florida Board of Pharmacy that dispenses medication for the IDP.
- **IDP/FSH Warehouse:** A physical space located on the campus of Florida State Hospital (FSH) at Chattahoochee, Florida. This space is reserved for receiving, storing, and shipping IDP medications.
- **Inventory:** A listing of medications available through the IDP/FSH Warehouse that can be ordered by agencies that participate in the IDP. An inventory is also known as a formulary.
- **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.
- **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 include but are not limited to the following major categories:
  - Antipsychotics;
  - Antidepressants;
  - Anxiolytics;
  - Mood stabilizers; and
  - Cerebral or psychomotor stimulants.
  - Other medications commonly used may include, but are not limited to, beta blockers, anticonvulsants, cognition enhancers, and opiate blockers.
- **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 patient. 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.
Eligibility Criteria

Funds allocated for purchasing psychotropic medications or medications accessed through line of credit from the IDP are used for individuals who meet any of the following criteria:

- **a)** Annual income that is at or below 150 percent of the Federal Poverty Income Guidelines, as published annually in the Federal Register.
- **b)** No liable third-party insurance or other source of psychotropic medications available, nor is the individual a participant in a program where psychotropic medications are paid for by any other funding source.
- **c)** If the individual has third party insurance for psychotropic medications but has temporarily been denied benefits for these medications until such time as eligibility has been reestablished.

The role of the Network Service Provider is to:

1. Assess and enroll individuals in the IDP who meet the clinical and financial criteria established in ch.394, F.S.
   - To meet the clinical criteria, individuals:
     - Must be a member of at least one of the Department’s priority populations; and
     - Must not reside in a state mental health treatment facility or an inpatient community unit.
   - To meet the financial eligibility criteria, individuals:
     - Must have a net family income that is at or below 150 percent of the Federal Poverty Income Guidelines, as published annually in the Federal Register;
     - Must lack third-party insurance or other psychotropic medications funding sources; and
     - Must not participate in a program where other funding sources pay for psychotropic medications. If individuals have third party insurance for psychotropic medications but were temporarily denied benefits for these medications, they may receive IDP medications until such time as eligibility is reestablished.

2. Establish and document client’s eligibility in the individual’s chart;

3. Provide information to individuals regarding adverse effects, side effects, possible allergic reactions, co-occurring disorders, and instructions on what to do in case of an emergency;

4. Submit updated information to the IDP/FSH Warehouse and to the ME with the first medication order, and ensure that the following information is updated as needed:
   - The providers’ IDP contact information including name, e-mail, and phone number;
   - The authorized person’s name who approves the Supply Requisition (See Appendix 1); and
   - A copy of the pharmacy license(s). Keep a copy of the license and the permit issued in accordance with the requirements specified in s. 499.012(1)(d), F.S.

5. Use the Supply Requisition (See Appendix 2) obtained via email from the IDP/FSH Warehouse to place orders, and select medications from the Mental Health Treatment Facilities Inventory found in the Department’s CFOP 155-1, Appendix G
   - Submit orders only as needed;
- Order no more than 12 different medications in each requisition; If ordering more than 12 different medications in one order, use an additional Supply Requisition;
- Fax or e-mail the completed, signed, and approved Supply Requisition directly to the IDP/FSH Warehouse; and
- Pay line of credit surpluses to IDP/FSH Warehouse before the Warehouse processes new orders.

6. Submit the last order and payment before May 15 of the fiscal year;

7. Review all orders for accuracy
   - Review the medication with the Issue Document (See Appendix 3) to ensure accuracy;
   - If discrepancies are found, call the IDP/FSH Warehouse within 24 hours or email the Issue Document with corrections; and
   - Retain a copy of the Issue Document.

8. Ensure that IDP prescriptions meet the following conditions:
   - There cannot be more than two refills, and one prescription cannot cover more than a 90 day supply;
   - Must be listed on the IDP Inventory; and
   - Must be filled at an IDP pharmacy.

9. Actively participate in Patient Assistance Programs (PAP) that provide psychiatric medications without cost;

10. Review updated video presentations for medication guidelines or read the adult medication guidelines available through the Florida Mental Health Institute (FMHI) of the University of South Florida’s Medicaid Drug Therapy Management Program for Behavioral Health, found at: http://flmedicaidbh.fmhi.usf.edu/

11. Review and validate the IDP/FSH Warehouse monthly statements.

12. Address emergency situations, including but not limited to:
   - Order additional psychiatric medications from either the IDP/FSH Warehouse or a pharmacy of their choice (for urgent needs); and
   - Pay dispensing fees to IDP Dispensing Unit for individuals who cannot afford them.

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

14. Contact via telephone or e-mail the IDP/FSH Warehouse to cancel backorders or portions of backorders; provide the Supply Requisition number.

15. IDP Providers may:
   1. Return outdated medications:
      - For inventory management purposes include a packaging slip that contains an itemized medication list; and
      - Clearly mark the package as outdated.
   2. Return overstocked medications:
Complete the Supply Requisition. Under the remarks section of the requisition state that overstocked medications are returned for credit and explain the reason for returning the medications;
Mail medications in package(s) clearly marked as overstocked; and
Only return unopened medications.

3. Submit a check to the IDP/FSH Warehouse accounting office to prepay orders to extend the line of credit. The remaining line of credit cannot be carried over into the next fiscal year.

Contact Information
For questions regarding IDP/FSH Warehouse contact:

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