



Policy: PA.5201  
Title: **Medication Administration and Packaging**  
Department: CalOptima Health PACE  
Section: Not Applicable

*CEO Approval: /s/ Michael Hunn 08/22/2024*

Effective Date: 10/01/2013

Revised Date: 08/01/2024

Applicable to: ☐ Medi-Cal  
☐ OneCare  
☒ PACE  
☐ Administrative

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## **I. PURPOSE**

This policy describes the process by which the CalOptima Health Program of All-Inclusive Care for the Elderly (PACE) shall dispense prescriptions to CalOptima Health PACE Participants, in accordance with federal and state laws, and regulations.

## **II. POLICY**

- A. CalOptima Health PACE shall dispense prescriptions in packaging that is appropriate for the medication and the Participant's needs including, but not limited to, medication organizer, vial, punch cards (bubble packs), or original packaging.

## **III. PROCEDURE**

- A. CalOptima Health PACE shall ensure the integrity of prescriptions that are dispensed in medication organizers.
- B. CalOptima Health PACE shall permit self-administration of medication(s) by Participants only under the following conditions:
1. CalOptima Health PACE has approved policies permitting self-administration of medication when reviewed and approved by the Interdisciplinary Team (IDT);
  2. The Participant has received training in self-administration of medications, based on the recommendation of the IDT;  
and
  3. The Medical Record of each Participant who is capable of self-medication shall list all prescriptions which are to be self-administered.
- C. CalOptima Health PACE contracted pharmacy shall package Controlled Substances for Participant home supply in a vial or punch card (bubble pack).
- D. CalOptima Health PACE contracted pharmacy shall package Controlled Substances for Participant's home supply as follows:

1. Liquid Controlled Substances are packaged in graduated bottles; or
  2. Tablets are packaged in a drug counter with removable tabs, punch cards (bubble pack), or in the original medication bottle as dispensed by the contracted pharmacy.
- E. Only disposable syringes and needles will be utilized and accessible to licensed medical, nursing and pharmacy personnel.
1. Contaminated needles shall never be recapped and shall be disposed of in approved sharps containers in accordance with CalOptima Health PACE Policy PA.5044: Infection Control.
- F. Prescription Monitoring
1. The CalOptima Health PACE Quality Improvement Department and CalOptima Health shall:
    - a. Review medication incident reports for incidents that involve packaging and administration;
    - b. Identify any trends or patterns with incidents involving packaging to determine whether any corrective action is required; and
    - c. Conduct medication reviews pursuant to CalOptima Health Policy MA.6104: Opioid Medication Utilization Management.

#### **IV. ATTACHMENT(S)**

Not Applicable

#### **V. REFERENCE(S)**

- A. CalOptima Health PACE Contract with the Department of Health Care Services for the CalOptima Health PACE Program
- B. CalOptima Health PACE Program Agreement
- C. CalOptima Health Policy MA.6104: Opioid Medication Utilization Management
- D. CalOptima Health Policy PA.5044: Infection Control
- E. Title 22, California Code of Regulations (C.C.R.), §78317

#### **VI. REGULATORY AGENCY APPROVAL(S)**

None to Date

#### **VII. BOARD ACTION(S)**

None to Date

#### **VIII. REVISION HISTORY**

| Action    | Date       | Policy  | Policy Title                            | Program(s) |
|-----------|------------|---------|---|------------|
| Effective | 10/01/2013 | PA.5201 | Medication Administration and Packaging | PACE       |
| Revised   | 10/01/2014 | PA.5201 | Medication Administration and Packaging | PACE       |
| Reviewed  | 01/01/2015 | PA.5201 | Medication Administration and Packaging | PACE       |
| Revised   | 05/01/2016 | PA.5201 | Medication Administration and Packaging | PACE       |
| Revised   | 04/01/2017 | PA.5201 | Medication Administration and Packaging | PACE       |
| Revised   | 09/01/2018 | PA.5201 | Medication Administration and Packaging | PACE       |

| <b>Action</b> | <b>Date</b> | <b>Policy</b> | <b>Policy Title</b>                     | <b>Program(s)</b> |
|---------------|-------------|---------------|---|-------------------|
| Revised       | 05/01/2019  | PA.5201       | Medication Administration and Packaging | PACE              |
| Revised       | 10/01/2021  | PA.5201       | Medication Administration and Packaging | PACE              |
| Revised       | 07/01/2022  | PA.5201       | Medication Administration and Packaging | PACE              |
| Revised       | 04/01/2023  | PA.5201       | Medication Administration and Packaging | PACE              |
| Revised       | 08/01/2024  | PA.5201       | Medication Administration and Packaging | PACE              |

## IX. GLOSSARY

| Term                         | Definition  |
|------------------------------|---|
| Controlled Substance         | A drug or other substance, or immediate precursor included in Schedule I, II, III, IV, or V of the Federal Controlled Substances Act.   |
| Interdisciplinary Team (IDT) | <p>A team composed of members qualified to fill, at minimum, the following roles, in accordance with 42 CFR 460.102. One individual may fill two separate roles on the interdisciplinary team where the individual meets applicable state licensure requirements and is qualified to fill the two roles and able to provide appropriate care to meet the needs of members:</p> <ol style="list-style-type: none"><li>1. Primary Care Provider; Primary medical care must be furnished to a member by any of the following<ol style="list-style-type: none"><li>a. A primary care physician.</li><li>b. A community-based physician.</li><li>c. A physician assistant who is licensed in the State and practices within their scope of practice as defined by State laws with regard to oversight, practice authority and prescriptive authority.</li><li>d. A nurse practitioner who is licensed in the State and practices within their scope of practice as defined by State laws with regard to oversight, practice authority and prescriptive authority.</li></ol></li><li>2. Registered Nurse;</li><li>3. Master's – level Social Worker;</li><li>4. Physical Therapist;</li><li>5. Occupational Therapist;</li><li>6. Recreational Therapist or Activity Coordinator;</li><li>7. Dietician;</li><li>8. PACE Center Manager;</li><li>9. Home Care Coordinator;</li><li>10. Personal Care Attendant or their representative; and</li><li>11. Driver or their representative</li></ol> |
| Medical Records              | Written documentary evidence of treatments rendered to plan Members.  |
| Participant                  | An individual enrolled in the CalOptima Health PACE program.  |