

CHILDREN & FAMILY SERVICES
HANDBOOK



REPLACES:

SECTION: PAGE NO.: ISSUED/REVISED: NEW	EMERGENCY PRESCRIPTIONS FOR CHILDREN DETAINED AND/OR IN OUT-OF-HOME PLACEMENT	SECTION: 31-084.8 PAGE NO.: 1 EFFECTIVE: 07/01/08
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I. INTRODUCTION

Children & Family Services is responsible to:

- A. Serve vulnerable children removed from parental care for abuse and neglect, multi-disciplinary professionals work together at all levels for the benefit of children taken into protective custody.
- B. Ensure that children receiving child welfare services and who have been identified as needing prescriptions for medical care will have those prescriptions filled in a timely manner.

II. BACKGROUND

Walgreens is a nationwide retail pharmacy chain where patient care, medication safety and convenience are the cornerstones of their pharmacy services. With advance authorization, Foster Parents/caregivers/Social Workers will have access to Walgreens prescription drug program to facilitate obtaining prescription medications for those children entering and/or placed in the foster care system that have been evaluated by a medical physician and have been prescribed medications that are needed for their care. In those instances where a foster child's Medi-Cal card is pending or where a prescribed medication is not covered, Walgreens pharmacies will fill these prescriptions on an emergency basis to ensure that the medical needs of children in out-of-home care are met.

III. POLICY

If a child is prescribed medication that requires that it be filled on an emergency basis, CFS staff will take the prescription and a Contra Costa Health Plan Prescription Program Authorization form to Walgreens to have the prescription filled. This program is ONLY for emergency prescriptions.

IV. PROCEDURES

- A. CFS Roles and Responsibilities
 - 1. The CFS worker assigned to the referral/case is responsible for ensuring that a prescription for **EMERGENCY** medication is filled at Walgreens for the child when authorized by a physician.

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2. If a Medi-Cal card or proof of private health insurance is not available and medication is prescribed after 5:00 PM or on a weekend, CFS staff shall take the prescription, together with Walgreens voucher form (see Attachment 1) to one of the Walgreens Drug Stores listed in Attachment 2. The Walgreens voucher form will contain the Walgreens ID plan code and the last name of the foster child who will be taking the medication. (This information will have to be written in by the Social Worker.)
3. CFS staff shall obtain the authorization code by contacting the following CFS personnel: ; East, West and Central County Division Managers, East, West and Central ER Supervisors, Countywide Division Manager, Adoptions/HF Division Manager and the Afterhours ERP Supervisor.
4. Whenever use of the pharmacy code is authorized, the authorizing person should go to his/her computer's "G" drive, click on the Walgreens Authorization folder, and enter the following information into the log: Child's Name, Social Worker, Authorizing Individual. and Date Authorized.
5. CFS staff will ensure that the medical prescription information filled in by Walgreens is given to the HEP clerk for input into CWS/CMS HEP page.

CONTACT PERSON: First-line Supervisors and above may contact the CFS Program Analyst with questions regarding this Manual Section.

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PLACEMENT

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CONTRA COSTA HEALTH PLAN

Prescription Program Authorization

Plan Name: **CONTRA COSTA HEALTH PLAN**

Eligible Client/Patient: _____

Date of Service: _____

Authorization Signature: _____

Walgreens Input Code:

***PHARMACY STAFF PLEASE NOTE:**

This authorization is for the attached prescription(s) only.

Quantity Limitations – 30 day supply

Drug coverage is per Rx form

Please file this authorization form with the prescription.

***NO REFILLS ALLOWED**

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ATTACHMENT II

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Walgreens Stores that will accept the CFS Voucher:

Walgreens Store #4724 NCPDP 0514112 3416 Deer Valley Road Antioch, CA 94531 (has Drive-through)	925-978-8000 (PHONE) 925-978-4209 (FAX)	Walgreens Store #7376 NCPDP 5601984 2901 Railroad Ave Pittsburg, CA 94565 (has Drive-through)	925-439-8575 (PHONE) 925-439-1558 (FAX)
Walgreens Store #6871 NCPDP 595338 4520 Balfour Brentwood, CA 94513 (has Drive-through)	925-513-4055 (PHONE) 925-516-9544 (FAX)	Walgreens Store #3164 NCPDP 510710 1800 Concord Ave Concord, CA 94520	925-674-9477 (PHONE) 925-674-9258 (FAX)
Walgreens Store #6101 NCPDP 556386 3655 Alhambra Ave Martinez, CA 94553 (has Drive-through)	925-372-0337 (PHONE) 925-372-6018 (FAX)	Walgreens Store #3770 NCPDP 508549 11565 San Pablo Ave El Cerrito, CA 94530 (has Drive-through)	510-234-9300 (PHONE) 510-234-8986 (FAX)
Walgreens Store #2506 NCPDP 542399 1150 MacDonal Ave Richmond, CA 94801	510-236-5748 (PHONE) 510-236-5267 (FAX)	NOTE: Hours for all stores EXCEPT 5055 Telegraph, Oakland, are: M – F: 8 AM – 9 PM Sat: 9 AM – 6 PM Sun: 10 AM – 6 PM	Hours for the store located at 5055 Telegraph, Oakland are: M-F: 8 AM – 12 MIDNIGHT SAT: 9 AM – 9 PM SUN: 9 AM – 9 PM

Walgreens Store #9978
6570 Lone Tree Way
Brentwood, CA 94513
(has Drive-through)

925-240-6043 (PHONE)

925-240-6134 (FAX)

Walgreens Store #2112
5437 Clayton Road
Clayton, CA 94517

925-672-1356 (PHONE)

925-672-0587 (FAX)

Walgreens Store #2560
611 San Ramon Valley
Danville, CA 94526

925-743-0166 (PHONE)

925-743-0796 (FAX)

Walgreens Store #4049
3630 San Pablo Dam Rd
El Sobrante, CA 94803
(has Drive-through)

510-758-2365 (PHONE)

510-758-6172 (FAX)

Walgreens Store #5864
721 Gregory Lane
Pleasant Hill, CA 94523

925-944-1592 (PHONE)

925-944-5976 (FAX)

Walgreens Store #2435
13751 San Pablo Ave
San Pablo, CA 94806

510-233-9467 (PHONE)

510-233-8467 (FAX)

Walgreens Store #4491
15650 San Pablo Ave
San Pablo, CA 94806
(has Drive-through)

510-243-1100 (PHONE)

510-243-0576 (FAX)

Walgreens Store #11861
2455 San Pablo Dam Rd
San Pablo, CA 94806

510-235-0810 (PHONE)

510-235-0196 (FAX)

Walgreens Store #2485
21001 San Ramon Valley Blvd
San Ramon, CA 94583

925-803-0893 (PHONE)

925-803-4179 (FAX)

Walgreens Stores #4026
2900 North Main St
Walnut Creek, CA 94596

925.933.0307 (PHONE)

925-933-0559 (FAX)

Walgreens Store #2464
2923 Ygnacio Valley Road
Walnut Creek, CA 94598

925.256.7230 (PHONE)

925-256-7214 (FAX)

Walgreens Store #1625
5055 Telegraph Ave
Oakland CA 94612
(has Drive-through)

510-595-3605 (PHONE)
510-595-3264 (FAX)
M-F: 8 AM – 12 MIDNIGHT
SAT: 9 AM – 9 PM
SUN: 9 AM – 9 PM