

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **11/23**

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☒ Community Agency Contractors
- ☒ Residential Programs
- ☒ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure safety of individuals who leave the premises of site-based services without authorization in accordance with the Commission on the Accreditation of Rehabilitation Facilities regulations and as set forth in the procedures delineated herein.

III. DEFINITIONS:

- A. Unauthorized Leave of Absence: The absence of a recipient from a site-based service in one of the following circumstances: a.) The recipient is in violation of a court order for treatment; b.) The recipient is in non-compliance with the written standards of treatment or care in their Individual Plan of Service; c.) The recipient's absence presents a safety risk to the recipient or others.

IV. STANDARDS:

- A. A coordinated effort shall always be made to find a missing person and monitor them as well as report the absence as appropriate.
- B. Recipient's court ordered for treatment must have Unauthorized Leaves of Absence addressed in their Individual Plans of Service (IPOS). If a court-ordered recipient chooses to leave their site-based service without authorization, not follow their Individual Plan of Service, or presents a safety risk, a Case Consultation meeting should take place to determine the need for additional intervention strategies and/or notification to the Court regarding the Unauthorized Leave of Absence. Court ordered individuals must have the issue of unauthorized leave addressed in their IPOS. If a court ordered person chooses not to follow the IPOS and leaves without authorization, a Planning Team Meeting is scheduled to determine further intervention strategies, which may include notification to the judge.

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- C. Therapeutic discharges may be considered a consequence to Unauthorized Leaves of Absence from site-based services.
- D. It is the responsibility of the site-based service to locate a missing recipient and return them to their site-based service. If necessary, an authorized provider or a residential service provider may be asked to assist in locating the missing recipient.

V. PROCEDURES:

A. **When a person in services informs staff he/she wants to leave site-based service**

Staff

- 1. Monitors the individual attempting to leave the premises against IPOS, and attempts to discuss with the person his/her reason for wanting to leave and resolve the issue accordingly.

Supervisor or Designee

- 2. Decides, in consultation with Treatment Team members and other appropriate parties, whether or not to allow the person to leave the premises and if allowed to leave, decides as to whether or not he/she needs to be accompanied and who will accompany them.

B. **When a person is missing or elopes without staff knowledge**

Staff Members

- 1. Searches building and premises.
- 2. Notifies supervisor or designee if person cannot be found.

Supervisor or Designee

- 3. Notifies all staff of person missing.
- 4. Determines the parameters for the search.
- 5. Notifies, as appropriate, relevant parties and/or authorities: to include but not to be limited to family, guardian, Planning Team, Prescriber, Access, Director, Probation Department, Sheriff and/or Police Departments, group homes, specialized foster care homes and per consultation with them, facilitates a plan for treatment interventions or further actions to be taken.
- 6. Completes an Incident Report. (Form #057 in the Form Index)
- 7. Requests the Person Centered Planning Team to review the IPOS and revise it as necessary.

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VI. REFERENCES:

A. CARF 1.H.9.f 9-10

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 01/84, 06/87, 10/90, 01/93, 12/95, 03/98, 02/00, 02/02, 12/03, 02/04, 02/06, 02/08, 02/10, 03/12, 05/13, 05/14, 11/15, 11/16, 11/17, 11/18, 11/19, 11/20, 11/21, 11/22.