



Policy Title:	Unauthorized Leave from Site Based Services
Policy #:	03-003-0030
Effective Date:	11/26/2024
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Site Based Programs and Residential Services
Responsible Leader:	Kathleen Gallagher, Chief Clinical Officer
Policy Owner:	Kristen Thompson, Adult Services Director
Applies to:	All SCCCMH Staff, Direct Operated Programs, Contracted Providers

Purpose: To set guidelines to ensure the safety of individuals who leave the premises of site-based services without authorization.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to ensure the 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.

II. 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 court.

- 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 attempt 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. Guardians (if applicable) and local police may also be notified if it is determined that the individual is unable to maintain their own safety or is a risk to others.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Primary Caseholder	<ol style="list-style-type: none"> 1. Responsible for assuring response for Unauthorized Leave of Absence is noted in the Individual Plan of Service and triggering a case consultation as needed. 2. Responsible to alert court, if determined from case consultation, regarding Unauthorized Leave of Absence.
Site based service provider or residential provider	<ol style="list-style-type: none"> 1. Responsible to attempt to locate and return missing recipient. 2. Responsible to contact treatment team and guardian (If applicable) to alert of Unauthorized Leave of Absence. 3. Responsible to contact police if it is determined the individual is a risk to himself or others. 4. Completes incident report.

Actions – When a person in services informs staff, they want to leave site-based service

Action Number	Responsible Stakeholder	Details
1.0	Site Based/Residential Staff	<ol style="list-style-type: none"> 1. Monitor the individual attempting to leave the premises not agreed upon in the IPOS and attempt to discuss with the person their reason for wanting to leave and resolve the issue accordingly.
2.0	Site Based/Residential Supervisor or Designee	<ol style="list-style-type: none"> 2. Decide, in consultation with Treatment Team members and other appropriate parties, whether or not to agree with the person's desire to leave the premises and if leave is agreed upon, decides as to whether or not they need to be accompanied and who will accompany them.

Actions – When a person is missing or elopes without staff knowledge

Action Number	Responsible Stakeholder	Details
1.0	Site Based/Residential Staff Members	<ol style="list-style-type: none"> 1. Search building and premises. 2. Notify supervisor or designee if person cannot be found.
2.0	Site Based/Residential Supervisor or Designee	<ol style="list-style-type: none"> 3. Notify all staff of person missing. 4. Determine the parameters for the search. 5. Notify, 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. Complete form #0057 Incident Report 7. Request the Person-Centered Planning Team to review the IPOS and revise it as necessary.
3.0	Primary Caseholder	<ol style="list-style-type: none"> 8. Arrange case consultation with treatment team and supervisor to discuss current interventions and determine if court should be alerted. Alert court if it is determined based from case consultation.

B. Related Policies

N/A

C. Definitions

1. *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 not following 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.

D. Forms

[#0057 Incident Report](#)

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

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

IV. History

- Initial Approval Date: 01/1984
- Last Revision Date: 9/2024 BY: Kristen Thompson
- Last Reviewed Date: 11/2023 BY: Amy Kandell
- Non-Substantive Revisions: N/A
- Key Words: Unauthorized Leave, missing, elopes