

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued 07/24

Page 1

<b>CHAPTER</b> Recipient Rights	<b>CHAPTER</b> 05	<b>SECTION</b> 003	<b>SUBJECT</b> 0005
<b>SECTION</b> Individual Rights	<b>SUBJECT</b> Unauthorized Leave from Residential Program/Specialized Foster Care Home		
<b>WRITTEN BY</b> Residential Policy Committee	<b>REVIEWED BY</b> Sandy O'Neill	<b>AUTHORIZED BY</b> Telly Delor	

I. APPLICATION:

- SCCCMH Board
- SCCCMH Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health (SCCCMH) shall insure that interested parties will be immediately notified in the event a resident leaves a residential program/specialized foster care home (or related activities) without prior authorization. Each Corporation/Provider will set and post its own policy on unauthorized leaves from group homes/specialized foster care homes.

III. DEFINITIONS:

- A. Facility: Means a residential facility for the care or treatment of individuals with serious mental illness, serious emotional disturbance, or intellectual/developmental disability that is either a state facility or a licensed facility.
- B. Interested Parties: Parent or guardian, case holder, treatment team members, day program, law enforcement, the Office of Recipient Rights, and/or Licensing and Regulatory Affairs.
- C. Resident: An individual who receives services in a facility.
- D. Unauthorized Leave: Leaving the premises of the residential facility/residential facility sponsored activity without permission or consultation with residential facility staff/case holder.

IV. STANDARDS:

- A. The group home/specialized foster care provider shall monitor residents to ensure their health and safety.

V. PROCEDURES:

- A. When an Individual Informs Staff He/She Wants to Leave the Premises

<b>CHAPTER</b> Recipient Rights	<b>CHAPTER</b> 05	<b>SECTION</b> 003	<b>SUBJECT</b> 0005
<b>SECTION</b> Individual Rights	<b>SUBJECT</b> Unauthorized Leave from Residential Program/Specialized Foster Care Home		

### **Residential Program Staff & Specialized Foster Care Provider Staff**

1. Monitors the individual attempting to leave the premises without prior authorization and attempts to discuss with the individual his/her reason for wanting to leave.
2. Follows strategies incorporated in the resident's Individual Plan of Services.
3. Notifies supervisor/designee and continues monitoring individual if issue is not resolved.

### **Residential Program Supervisor/Designee & Specialized Foster Care Provider/Staff**

4. Decides, in consultation with treatment team members and other interested parties, whether to support the individual's departure from the premises, and, if allowed to leave, decides if the individual requires supervision while away from the group home/specialized foster care home.

## **B. When an Individual is Missing or Elopers without Staff Knowledge**

### **Residential Program Staff & Specialized Foster Care Provider Staff**

1. Searches facility and premises.
2. Notifies supervisor or designee if the individual is not located.
3. Proceeds immediately to locate the individual as per administrative procedures and/or staffing patterns allow.

### **Residential Program Supervisor/Designee & Specialized Foster Care Provider**

4. Notifies, as appropriate, interested parties to include but not limited to guardian, case holder or treatment team members, local police authority, day program, the Office of Recipient Rights, and/or Licensing and Regulatory Affairs.
5. Ensures form [#0057 Incident Report](#) is completed and forwarded to the Office of Recipient Rights per SCCCMH Administrative Procedure [#05-001-0040, Incident Reports](#).
6. Submits a request to the case holder for a review of the recipient's Individual Plan of Service, if warranted.

### **Case Holder**

7. Reviews, if requested, the recipient's Individual Plan of Services, and revises it as necessary to address future elopement concerns.

CHAPTER	CHAPTER	SECTION	SUBJECT
Recipient Rights	05	003	0005
SECTION	SUBJECT		
Individual Rights	Unauthorized Leave from Residential Program/Specialized Foster Care Home		

VI. REFERENCES:

- A. [#0057 Incident Report](#)
- B. [Administrative Procedure #05-001-0040, Incident Reports](#)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 05/88, 02/93,04/96, 08/98, 09/00, 08/02, 08/04, 10/06, 10/08, 10/10, 08/12, 01/14, 01/15, 01/16, 01/17, 03/18, 03/19, 03/20, 03/21, 08/22, 9/23.