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Policy: It shall be the policy of the division to account for the whereabouts of all

inpatient/ICFMR consumers at all times and that all consumers on special

watches are closely monitored.

Purpose: The Division will ensure consumers are properly supervised to protect and

promote for the safety of the consumer, staff and the community.

Procedure:

- I. Each inpatient/ICFMR facility shall conduct and document routine headcounts of all consumers. Procedures shall be developed to account for any consumer who leaves the unit for any reason, including time and reason of departure, call-in times, and return times.
- II. Any consumer assessed to be a risk to self or others, an elopement risk, a threat to property, and/or to have medical problems of a serious nature shall be placed on special watches and closely monitored. Documentation of such watch and monitoring shall be both on a special watch sheet and the consumer's medical record.
- III. Each inpatient/ICFMR facility shall develop coverage policies for outside courtyards to ensure proper supervision of courtyards to prevent injury or elopement.
- IV. Each inpatient/ICFMR facility shall develop transport policies to ensure that consumers escorted from the facility for any reason are supervised at a level to protect public safety and safeguard the consumer.
- V. Each inpatient/ICFMR facility shall develop procedures to prevent the importation of contraband, including alcohol, nonprescription medication, weapons, etc., into the facility. The procedure should include steps to be followed should importation or attempted importation of contraband be discovered.
- VI. Each inpatient/ICFMR facility shall develop procedures for tracking and accounting for consumer property and that consumer rights pertaining to personal property are maintained.
- VII. Each inpatient/ICFMR shall formulate policies and procedures to implement the provisions of this policy.

CHAS BRANDONSURJ)

Administrator

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