POLICY: It shall be the policy of the Division to have uniform prevention, reporting, investigation, review and response to each episode of elopement.

PUPOSE: The purpose of this policy is to reduce the incidence of elopement by providing a uniform basis through out the Division for the prevention, reporting, investigation, and review of all episodes of elopement.

REFERENCE: Division Policy #4.003 Reporting of Serious Incidents
Division Policy #4.048 MHDS Investigations Manual

SCOPE: Division wide

DEFINITION: Elopement: a consumer is eloped when they leave a 24 hour facility, or custody of 24 hour staff, without authorization of a physician, treatment team or director. The term elopement is used in some settings, and for purposes of this policy is considered to be synonymous with eloped.

PROCEDURES

I. HOSPITAL AND ICF FACILITIES:

A. Prevention of Elopement Episodes:

1. Each hospital/ICF facility will develop a procedure for the assessment of each consumer for elopement risk. The following must be addressed:
    a. Initial assessment
    b. Documentation of risk level
    c. Communication of risk Level
    d. Frequency of reassessment
    e. Triggers for reassessment
    f. Prevention plans to be used depending on risk level

2. All division inpatient/residential agencies will develop and implement a procedure of regularly monitoring buildings, units, and security locking systems for adequacy of elopement prevention.

3. Each Division hospital/ICF will develop a procedure identifying elopement prevention training for staff. The following must be addressed:
    a. Categories of staff required receiving training
    b. Frequency of Training
    c. Method for assessing the effectiveness of training

B. Reporting of Elopement Episodes:

1. All division agencies will develop procedures for the reporting of elopement incidents, which will include:
   a. Reporting of elopement incidents using the SIR format and reporting time frames as given in Division Policy CRR-1.4;
   b. Notifying the local law enforcement agency immediately; and
   c. Notifying any person in the community toward whom the consumer had been known to make a threat verbal or otherwise.

C. Investigation of elopement Episodes:

1. All staff immediately involved in the elopement incident will provide statements regarding the elopement prior to the end of their work shift.

2. Environmental risk assessment will be completed immediately and in no case more than one (1) day following an elopement episode.

3. All staff involved in an elopement episode will undergo debriefing within one (1) working day which will be documented.

4. All elopement episodes from hospitals or ICF will undergo formal investigation by division investigators according to Policy A-5.1.

II. <u>GROUP HOMES:</u>

A. Prevention of Elopement Episodes:

1. Service Coordination will make and record environmental rounds on a quarterly basis.

2. Elopement risk will be assessed by Service Coordinators on a quarterly basis.

3. When elopement risk is considered to be present or when there is a history of elopement, it will be listed as part of the consumers treatment plan as a problem and addressed as such.

B. Reporting of Elopement Episodes:

1. All elopement will be reported to division using a SIR and reporting time frames as given in Division Policy CRR-1.4, within one business day of discovery.
2. Elopements exceeding 24 hours will be reported to law enforcement as missing persons.

C. Investigation of Elopement Episodes:

1. Elopement episodes from a community group home may be subject to a Division investigation after consultation between the Deputy Administrator and the agency director.

Harold Cook

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Administrator

EFFECTIVE DATE: 11/3-97
REVIEWED / REVISED DATE: 2/04/99; 07/18/01; 03/10/05; 05/09/07; 09/08/10, 5/20/11
SUPERSEDES: POLICY # 4.069 MANAGEMENT OF ELOPEMENT EPISODES
APPROVED BY MHDS ADMINISTRATOR: 5/20/11
APPROVED BY MHDS COMMISSION: 5/20/11