

**Delaware Health and Social Services
Division of Developmental Disabilities Services
Community Services/Adult Special Populations**

Title: Missing Individual

Approved By: _____
Division Director

Written/Revised by: Policy & Records Committee Original Development Date: May 1983

Revision Date: August 2007

This policy replaces the Missing Individuals Receiving Residential Services and Unauthorized Absence from Day Habilitation Program policies.

I. Purpose

To provide guidelines for the reporting of an individual during his/her period of unauthorized absence.

II. Policy

Unauthorized absences shall be reported to appropriate authorities and the necessary remedial action taken in a timely manner.

III. Application

All DDDS Staff

All Contracted Staff (Day/Residential/Shared Living Provider)

DDDS Day Programs

IV. Definitions

A. Unauthorized Absence: The status of an individual who has moved outside the provider's area of supervision without prior consent; this includes disappearances, evasions, or any other absence without permission.

V. Standards

A. Staff shall receive training regarding the appropriate procedure to follow in the event of an unauthorized absence of an individual receiving services.

B. There shall be a 24-hour emergency, DDDS telephone number available to providers for reporting an unauthorized absence.

C. An emergency network of communication shall be available, as identified in the Community Services/Adult Special Populations Emergency Contact Policy, for providers to report unauthorized absence.

D. Each incident of an unauthorized absence shall be documented in the individual's COR (ID Note) by the assigned Case Manager/Family Support Specialist (for persons residing in a Shared Living home or within the Family Support Unit who attend a day program) or by contracted residential-day program staff.

E. Notifications re: an unauthorized absence shall be made without delay.

VI. Procedures

<u>Responsibility</u>	<u>Action</u>
<u>Normal Business Hours</u>	
Contracted Agency Provider Shared Living Provider DDDS Day Program	1. Follows the person’s Essential Lifestyle Plan/Behavior Support Plan, if applicable, as it relates to unauthorized absence. 2. Contacts police to report the person’s unauthorized absence. 3. Contacts assigned DDDS Case Manager/ Family Support Specialist. 4. Provides police and/or whomever is searching for the missing person the following information <ul style="list-style-type: none"> a. when and where the person was last seen; b. description of clothing the person was wearing; c. possible destination of the person; d. telephone number and address where the provider can be immediately contacted; e. individual's age and birth date; f. individual's height and weight; g. individual's skin, hair and eye color; h. individual's level of adaptive functioning; i. relevant health conditions such as epilepsy, diabetes, etc.; j. past history and outcome of any similar behavior; k. current photograph of the person; l. any other relevant data.
DDDS Case Manager Family Support Specialist	5. Informs DDDS Regional Program Director of the unauthorized absence. 6. Assists contracted agency, Shared Living Provider or DDDS Day Program as needed.
DDDS Regional Program Director/Designee	7. Notifies Community Services Director or Director of Adult Special Populations/designee of incident.
DDDS Community Services Director or Director of Adult Special Populations/Designee	8. Notifies Deputy Director of incident and action taken thus far.
DDDS Case Manager Family Support Specialist	9. Notifies individual's parent/guardian/surrogate of individual's unauthorized absence if he/she remains absent for 30 minutes or otherwise written into the person’s ELP or Behavior Support Plan.

VI. Procedures (continued)

<u>Responsibility</u>	<u>Action</u>
Regional Program Director Director of Adult Special Populations	10. Consults with DDDS Case Manager and the contracted agency provider; after the return of the individual, to determine the adequacy of the person's supports 11. Follows up with ID team to ensure that identified supports are being implemented.
DDDS Case Manager (for Shared Living Provider) Contracted Agency Provider DDDS Day Program	12. Prepares Incident Report, as per protocol.

All Other Times

Contracted Agency Staff Shared Living Provider	13. Follows the Crisis Matrix of the Emergency Contact System Policy and the Emergency Medical Response Policy.
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VII. Synopsis

This policy is intended to merge (and replace) the policies entitled Missing Individuals Receiving Residential Services and Unauthorized Absence from Day Habilitation Program policies. It expands on the reporting requirements currently within the Emergency Contact System policy, for people who have unauthorized absences from their home or day program.

VIII. References

- A. Emergency Contact System Policy
- B. Emergency Medical Response Policy

IX. Exhibits

None