

*This is a sample only. If your organization already has procedures for elopement you may add group treatment to your current procedure*

[Provider logo]

## **[provider name] Elopement Procedures**

Staff will verbally prompt a participant that has begun to elope to return to the group.

- Staff will also communicate with the other participants the need to stay in the room together while bringing the eloping participant back to the group.

If the participant will not respond to verbal prompts:

- Staff will communicate with another staff to watch the remaining group participants while they intercede with the eloping participant.

In cases where there is not another staff to communicate the need:

- Staff will prompt the remaining group members to wait for the staff to return.

### **If a participant has eloped and cannot be found:**

- Staff will call 911 and report this to the local PD
- Staff will then notify a manager
- Staff will then contact the Program Manager who will:
  - Contact Family
  - Contact BHPN
- Manager will contact all [name of provider] staff in that general location to assist.
- Manager will drive to the location and provide assistance
- Manager will investigate how the participant eloped, duration of time, and all aspects of how the participant eloped and create a Client Related Reportable Event Form.
- Client Related Reportable Event Form will be sent to BHPN.

Manager will meet with staff to discuss if this was an isolated incident or an ongoing issue. If eloping became an ongoing issue where the participant is not able to function at the 1:4 staff to participant ratio a meeting with the participant's parents and case manager will occur.