

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

<b>SUBMITTED BY:</b> Division Director Community Services	<b>DATE SUBMITTED:</b> 11/06	<b>SECTION:</b> Emergency Procedures	
<b>BOARD APPROVED ON:</b> 12/07	<b>DATE REVISED:</b> 08/15/18, 08/12/2020	<b>SUBJECT:</b> Wandering and Elopement	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 08/15/18, 08/12/2020		<b>POLICY #:</b> IE-005	<b>PAGE #:</b> 1 of 2

**I. APPLICATION**

The provision stated herein shall apply to all programs operated by Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization to monitor the individuals supported as identified in the Individual Plan of Service (IPOS).

**III. DEFINITIONS**

**Elopement** – An individual that is not authorized and identified in the individual’s plan of service, but intentionally leaves a service site.

**Wandering** – Stray beyond the view of employee without the intent of leaving site.

**Interested Parties** – Parent or guardian, group homes, program sites, community housing, licensing, or contract agencies.

**IV. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Program Supervisor

1. If it is authorized for the individual supported to leave the home it would be identified in the individual’s plan of service.

**If it is not identified in the individuals plan of service, follow the below steps:**

Employee

2. When the individual receiving services elopes the employee should immediately notify the program supervisor. Search for the individual either on foot or in a company vehicle. The search should include surrounding streets of the place of residence, phone calls and verbal inquiry should be made to friends, family or other places familiar

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**IV. NOTIFICATION/PROCEDURE (continued)**

<b>WHO</b>	<b>DOES WHAT</b>
Employee	to the individual with the intent to inquire if the individual has been seen and alert them that the individual has eloped and to contact the home/program if the individual is seen or they become aware of the individual's whereabouts.
	3. If unable to locate the individual after 15 minutes of search, notify authorities to report missing person and authorities then assumes the responsibility of the search.
	4. Provide program supervisor with update.
Program Supervisor	5. If the individual is not found within the time frame designated the division director, guardian, and other interested parties will be immediately notified.
Division Director	6. Notifies the executive director of missing person.
Employee	7. Completes all required documentation including an incident report and follows incident report policy.
Program Supervisor	8. Once the individual is found contacts interdisciplinary team for a meeting to address elopement in the individual's plan of service.