

DSP Responsibilities Checklist

Immediately upon determination that a consumer is unaccounted for, direct care staff (DSP) will complete the following tasks as part of the search efforts. Please review to procedure for additional detail. Retain completed checklist as part of the documentation required for documentation purposes.

Assigned DSP Names: _____

Task	Completed		Comments
	Yes	No	
First 15 Minutes			
1. Alert other staff members on shift of missing individual			
2. Contact Supervisor (use on-call if necessary)			
3. Search home/grounds- notify supervisor of results			
4. Maintain supervision on other individuals while searching- until help arrives			
15 Minutes-Duration of Search			
5. Decide which staff will stay back with other individuals and who will search neighborhood			
6. Search party to obtain cell phones to use during search			
7. Receive search assignment from supervisor/ begin search			
8. Contact program with progress every thirty minutes			
9. Document all searched areas on back of form			
Upon Location of Consumer			
10. Complete health assessment- contact EMS if serious injury/ contact law enforcement if individual resists return			
11. Contact Supervisor to inform			
12. Take individual back to facility- provide water			
13. Complete physical assessment- document on Injury/Illness report			

