

Supervisors/Manager's Responsibilities Checklist

Immediately upon determination that a consumer is unaccounted for, the Supervisor/Manager 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.

Supervisor/Manager: _____ Date: _____

Task	Completed		Comments
	Yes	No	
Upon Notification			
1. Contact CEO/ designee to inform			
After Initial Grounds Search			
2. Contact individual's family to inform of situation			
3. Contact additional staff to help/ assign search areas/ assign supervision of remaining individuals			
4. Proceed to program of missing individual			
5. Contact local law enforcement to report missing individual			
30 minutes			
6. Notify CEO on search status			
7. Gather individual's fact sheet, recent photo and medication information from THERAP for officers			
After Law Enforcement contact- duration of search			
8. Oversee search efforts at facility/ check in with search parties every 30 minutes			
9. Maintain documentation of search locations			
10. Maintain family contact periodically			
Upon Location of Consumer			
11. Contact law enforcement, individual's family and CEO to inform			
12. Talk with individual to determine reason for elopement			
13. Develop 24 hour short term supervision level increase plan/ communicate to all staff			
14. Evaluate staffing patterns for additional staff (24 hours)			
15. Schedule ID team meeting for next working day			
16. Ensure all documentation is completed before leaving site			