

CEO/Designee Responsibilities Checklist

Immediately upon determination that a consumer is unaccounted for, the CEO /designee 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.

Task	Completed		Comments
	Yes	No	
Upon Notification			
1. Provide assistance to Manager in obtaining additional staff assistance for search efforts			
30 Minutes			
2. Contact additional management/ administrative staff to assist as deemed necessary			
3. Contact law enforcement in other towns to alert if individual is believed to be eloping to a specific location			
4. Liaison with local law enforcement as needed			
1 Hour			
5. Notify OIDD Residential Transition Coordinator (RTC) of situation			
6. Notify MaxAbilities Board Chairman of situation			
7. Notify other agencies if individual is in their custody (DSS/ Court)			
8. Initiate Critical Incident Report			
9. Monitor situation /document all contacts			
24 Hours			
10. Consult with local law enforcement to initiate media contacts			
11. Notify OIDD of pending media releases			
12. Notify SCDPH by phone (CRCF only)			
72 Hours			
13. Consult with local law enforcement to initiate "Crime Stoppers" reward			
Upon Location of Consumer			
14. Contact OIDD RTC to inform of status			
15. Contact MaxAbilities Board Chairman to inform of status			
16. Notify other custodial agencies (if applicable)			
17. * If individual physically resists return: contact OIDD for assistance in obtaining pick up order/ judicial admission			