


VANDERHEYDEN, INC.

Policy and Procedure

	Effective Date: 4/2010	Last revision 6/2016	Page 1 of 4	Policy Number Volume II A.4.h
	Board Approval Date: 9/24/98	Title: Missing Individuals - OCFS Licensed Programs and Education		

I. BACKGROUND:

When an individual is found to be missing and/or has left the program without approval or the knowledge of staff it is considered to be a “leave without consent.” Upon discovery of the absence of the individual, staff will recognize the danger to the possible well-being of that individual or others. This is considered an unsafe situation and potentially life threatening. It is the responsibility of all staff to know the whereabouts of individuals that they are responsible for at all times when they are on duty.

II. POLICY

Staff will conduct informal search procedures immediately and formal search procedures within sixty (60) minutes of the disappearance/absence.

III. PROCEDURES

1. Leaving Program:

A. Behavioral Support Plans (BSP) will clinically indicate when an individual should be prevented from leaving. Consideration should be given based on:


- Diagnosis and medication
- Self harm risk
- History of AWOL
- Victimization potential
- Imminent danger

B. All individuals should be prevented from leaving the program if:

- Medical reason as directed by physician
- Adjudicated sex offender
- Adjudicated arson
- Under the age of 12
- Current suicidal/homicidal plan/gesture
- Wearing an electronic monitoring device
- Extreme weather conditions

VANDERHEYDEN, INC.

Policy and Procedure

	Effective Date: 4/2010	Last revision 6/2016	Page 2 of 4	Policy Number Volume II A.4.h
	Board Approval Date: 9/24/98	Title: Missing Individuals - OCFS Licensed Programs and Education		

2. Informal Search

- A. The staff on duty will check the living unit, school building or last area that the individual was seen. This includes looking into closets, under beds, in attics or cellars, around the grounds and in other areas in which individual may conceal or has become entrapped.
- B. A discussion should be held with other individuals for information as to the whereabouts of the absent individual.
- C. The AOD, Director of Education or Executive On Call should be notified as soon as this process is undertaken and at the latest upon its completion.

3. When an individual is deemed out of program (OOP), they will be supervised and followed by staff while on Vanderheyden property. No individual is to be left unsupervised or out of eyesight. BSP's (Behavioral Support Plans) and BIP's must be followed for specific interventions. Staff must follow in close proximity. If an individual leaves property, staff will follow the individual in close proximity via foot or vehicle for up to 1 hour. After the 1 hour, it will be considered LWOC and formal search procedures activated.

Safety precautions for the individual should be taken such as how close to follow or whether using a vehicle will cause the individual to behave more unsafe (via history or event).


Safety precautions for staff should be taken such as walkie-talkies, cell phones, flashlights and appropriate clothing.

4. Formal Search

- A. Upon completion of the informal search and the individual is still missing, appropriate notifications are to take place. This may include but not be limited to the AOD, Education Director, Vice President of Operations, Vice President of Community Services, Director of Residential Services, EOC, President & CEO, family members, nursing staff, clinical staff, caseworker of regulatory agency and/or after hours on call number. In reporting the absence the agency staff needs to speak directly to a caseworker and if unavailable to the caseworker supervisor. DO NOT just leave a message.
- B. Staff will immediately contact the local police department to file a missing person's report. In addition to notifying law enforcement, Vanderheyden must notify NCMEC that the individual is absent without consent, or

VANDERHEYDEN, INC.


Policy and Procedure

	Effective Date: 4/2010	Last revision 6/2016	Page 3 of 4	Policy Number Volume II A.4.h
	Board Approval Date: 9/24/98	Title: Missing Individuals - OCFS Licensed Programs and Education		

missing. This notification can be made either by phone at 1-800-The-Lost (1-800-843-5678) or online at <http://cmfc.missingkids.org/home> and clicking on the "Report a Missing Child Here" tab.

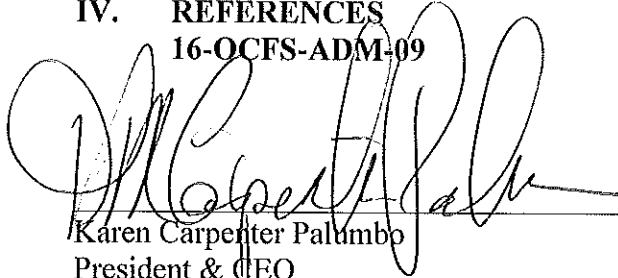
- C. An incident report form is completed. This incident is classified as a "Significant Incident", and all applicable regulatory agencies must be notified and possibly Justice Center if the individuals absence puts the youth at risk of harm or allegation of abuse if the absence is due to a lapse in staff supervision. Vanderheyden will cooperate with local law enforcement in all efforts to locate and return an individual.
 - D. The program completing the census/attendance sheet will mark the appropriate box indicating that the individual is not in program.
 - E. Documentation of all activities related to individual's absence must be made in Connections
5. Ongoing Efforts To Locate Individual
- A. Efforts to locate the individual must continue.
 - B. An updated photo may be shared with law enforcement and/or NCMEC. If an individual is suspected of being abducted, law enforcement may activate an Amber Alert.
 - C. Vanderheyden will cooperate with local law enforcement in all efforts to locate and return an individual.
6. Returns
- A. Transportation will be provided for an individual to return back. Vanderheyden staff may pick up at designated spot or at a local police station based on safety concerns.
 - B. Upon return to program, staff will conduct an interview with the individual to determine his/her physical and emotional well-being.
 - C. Physical and/or emotional needs that require staff follow-ups are to be addressed immediately (i.e., food, medical attention, counseling, etc.) All individuals will be assessed by Health Services.
 - D. The individual is on eyesight supervision to insure safety.
 - E. All notifications are made in reverse order.
 - F. The individual should be screened by clinical staff to determine:
 - Reasons for absence
 - Screened to determine if the individual was a victim of sex trafficking
 - Identify any services the individual may need

VANDERHEYDEN, INC.
Policy and Procedure

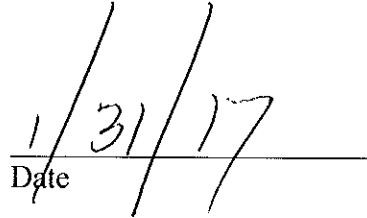
	Effective Date: 4/2010	Last revision 6/2016	Page 4 of 4	Policy Number Volume II A.4.h
	Board Approval Date: 9/24/98	Title: Missing Individuals - OCFS Licensed Programs and Education		

- Safety plan put in place to increase supervision

IV. REFERENCES
16-OCFS-ADM-09



Karen Carpenter Palumbo
President & CEO



Date