


**VANDERHEYDEN, INC.**  
**Policy and Procedure**

	<b>Effective Date:</b> 2/1/18	<b>Last revision</b> New	<b>Page 1 of</b> 3	<b>Policy Number</b> Vol. II a.4
	<b>Board Approval Date:</b> N/A	<b>Title:</b> Unsupervised Community Time Procedure for OPWDD Programs		

**I. BACKGROUND**

Individuals are encouraged and supported to have full access to the community buses upon their interests and preferences for meaningful activities to the same degree as others in the community.

The setting where the individual resides supports full access to the broader community. The CMS regulation states, "The setting is integrated in and supports full access of individuals receiving HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.

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**II. PROCEDURES**


**Procedure Regarding Unsupervised Community Time in Supervised IRA's:**

Treatment team will review individual's ability to utilize community time. It will be documented on treatment team minutes and the group locator.

"Unsupervised community time" - the individual can be in the community without staff supervision. The individual has the ability and has been deemed to be able to leave the IRA without a staff supervising. When determining an individual's ability to have unsupervised community time the treatment team will consider at minimum the individual's ability to ; independently navigate streets and parking lots, recognize emergencies, who to contact in an emergency and how to remove themselves from an unsafe situation, the individual's ability to recognize stranger and use appropriate communication with strangers, refrain from providing strangers with personal information, ability to safeguard personal belongings, ability to display appropriate behaviors independently.

- 1) The Individuals Plan of Protective Oversight will indicate if the individual has demonstrated the ability to have unsupervised community time. The length of unsupervised community time an individual has will be documented on the group


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locator. Staff are to review the locator at the start of each shift to ensure they are aware of individuals unsupervised community time.

- 2) Individuals will document using their unsupervised community time on the “Unsupervised Community Time” form. Staff will assist the individual with completing prior to leaving the home if needed.
- 3) If an individual does not return from unsupervised community time at the designated time staff will make every attempt to reach them via available number provided on the unsupervised community time form. If staff are unable to reach the individual via phone after 3 attempts if parameters can be maintained they will attempt to locate the individual at their last known whereabouts. Staff will notify the AOD of the situation. If staff are unable to leave the program at that time the AOD will be contacted for assistance and if able to will attempt to locate the individual. After 1 hour if the individual is unable to be located and no contact is made the AOD will initiate protocol for “unauthorized absence”.
  - a. \*\*\*\*\* If staff are able to reach the individual via cell phone and formal search procedures **ARE NOT** initiated this **WILL NOT** be considered an unauthorized absence. This will be followed up by individual treatment team and documented by staff in an ABR. (624.3(b)(9)(ii)(d) Unauthorized absence.)
  - b. 624.3(b)(9)(ii)(d) Unauthorized absence. The unexpected or unauthorized absence of a person after formal search procedures (see glossary, section 624.20) have been initiated by the agency. Reasoned judgments, taking into consideration the person's habits, deficits, capabilities, health problems, etc., determine when formal search procedures need to be implemented. It is required that formal search procedures must be initiated immediately upon discovery of an absence involving a person whose absence constitutes a recognized potential danger, except as defined in clause (c) of this subparagraph, to the wellbeing of the person or others; Commentary: • An Unauthorized Absence involve individuals who have community safety skills and is reported only after formal search procedures have been initiated. (aa) Procedures, formal search has been initiated.
  - c. If an individual has unsupervised community time in an agitated state that may pose a risk to themselves or others staff are to follow them if they can do so while program parameters are maintained. If staff lose sight of the

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individual formal search procedures should be initiated and the situation handled as an Unauthorized absence. Due to the individual's mental health status, he/she may pose a risk to others in the community.

- d. The DDRO, Justice Center and local authorities will be made aware of the unauthorized absence. AOD will continue to ensure attempts to contact/locate the individual are made.
  - e. Upon return from an unauthorized absence the program nurse or nurse on call will be notified.
- 4) Unsupervised community time cannot be removed or restricted as a form a punishment or consequence. Community time may only be removed if the individual poses an immediate danger to themselves or others.
- f. In the event of a safety issue where an individual compromises their ability to be safe in the community without staff supervision the staff member through discussion with management or Administrator on Duty or the treatment team can put unsupervised community time on hold. Treatment team will then review at next meeting individual and ability to re-instate.
  - g. If an individual exits the home and does not have unsupervised community time due to limited safety skills(unable to ensure ones safety without staff supervision, needs supervision at all times when in the community typically has no unsupervised community time) or posing a risk to themselves or others(impaired mental state that may inhibiting judgement or expressing wanting to harm self or others) staff are to follow the individual if they are able to do so safely while maintaining program parameters and contact the AOD/EOC immediately. If the staff member is unable to follow the individual, they are to call the local authorities immediately and report that the incident. AOD will initiate search procedures in attempt to locate the individual while contacting local authorities. The AOD in conjunction with the EOC will report the incident to the DDRO and Justice Center.
  - h. Upon return the Nurse will be notified of the individuals return to program to ensure no injuries were sustained during the absence.

**III. FORMS USED**

**IV. REFERENCES**

  
 \_\_\_\_\_  
 Karen Carpenter Palumbo  
 President & CEO

  
 \_\_\_\_\_  
 Date

**Unsupervised Community Time Sign Out**

- The purpose of this document is to ensure that in an emergency that would prevent your ability to return to the home the staff have a way to reach you to ensure you are aware and where the relocation will be.
- By giving an estimated time of return it ensures that staff follow up to make sure your safe if you don't return and to ensure they are there to meet you upon return to the home.

**Individual Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time Out:** \_\_\_\_\_

**Plan time to return:** \_\_\_\_\_

**Destination and address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Actual Return time:** \_\_\_\_\_