

**CENTRAL CARE POLICY
CONSUMER MISSING**

SUBJECT:	<u>CONSUMER MISSING</u>
ANNUAL REVIEW MONTH:	<u>June</u>
RESPONSIBLE FOR REVIEW:	<u>Director of Central Care</u>
LAST REVISION DATE:	<u>August 2010</u>

1. When the whereabouts of any consumer cannot be determined, the QMRP will be informed at once.
2. If, after a thorough search of the premises, the consumer has not been located, he/she is considered missing.
3. The police department will be notified within 30 minutes and asked to assist. The Service Director, Central Care Community Services Director and Chief Executive Officer shall be notified immediately. All personnel will assist law officials to locate consumer.
4. Appropriate documentation is to be completed and forwarded to the Chief Executive Officer.

Reference: Central State Hospital Policy and Procedures 4.026 Leave Without Consent and Middle Georgia Policy and Procedures 5.06 Incident Reporting.

APPROVED: _____ **TITLE:** Director of Central Care **DATE:** _____
George Harris, LCSW