

THERAPEUTIC STANDARD OPERATING PROCEDURE FOR SERENITY HOME WHEN A RESIDENT RUNS AWAY:

1. THE staff on duty MUST encourage the youth to not leave and to talk about his/her concern that he/she wants to leave/run away.
2. If the youth refused to stay, to talk and work out what the reason(s) for wanting to leave/run away and he/she starts to leave, the staff must follow the youth and continue to urge the youth to return to avoid escalating into a more difficult situation.
3. The staff must follow the youth until worker loses sight of the youth and unable to track where the youth went.
4. The above depends on the situation, as it may vary and the issue of safety is paramount. The staff must make every effort to work with the youth to return. May tell youth to come back to the home within 5-10 minutes before reporting missing to authorities. May also call the worker to consult. Let youth know you need to return to the home to help out the other staff.
5. Staff returns to the home/SERENITY and immediately notifies the youth's Social Worker/Care Coordinator. If SW/CC is unavailable, contact CASD/IFam. Administrator to consult before contacting GPD. If unable to contact the SW/CC/Administrator, after 30 minutes, go ahead and contract GPD. SW/CC would notify CPS or legal guardian about the situation and update the Administrator.
6. The SERENITY staff must file the incident report form (form and P&P in AWARDS) before ending his/her shift. The incident report must be turned in to the SW/CC and CASD/IFam. Management upon completion.
7. When GPD responds and brings the youth back, the incident must first be processed therapeutically with the youth and the service providers involved, with most appropriate therapeutic decision considered unless legal issues prevail.
8. The processing and disposition decision must be documented by the SW/CC of the youth and a copy attached to the incident report. This must be completed within 24 hours and be made available for Administrator's review and disposition.
9. A summary of the above can be made available to the Court/CPS/Probation, etc., and recorded in the youth's medical chart. The incident report form is for **internal use** only and filed with Risk Management and not in the youth's medical chart.