

Assisted Living License Policy and Procedure for Vista Prairie Management, LLC

POLICY AREA	General
TITLE OF POLICY	2.28 Missing Resident
STATUE/RULE REFERENCE (if any)	144G.42 Subd. 10 (a) (5) & 4659.011
EFFECTIVE/REVISED DATE	08/2021

POLICY: When residents are noticed to be missing from Vista Prairie Management, LLC staff will conduct a thorough search to locate the resident.

PROCEDURE: In the event a resident is missing, the staff person that first notices a resident missing will notify the one of the following people, if they are in the facility at the time, Assisted Living Director, Director of Health Services, or other licensed nurse who will assume the lead role and responsibility for initiating the following steps. If an Unlicensed Personnel (ULP) is the one to notice the resident missing and the Assisted Living Director, Director of Health Services Supervisor, or other licensed nurse are not in the facility the ULP will assume the lead role in the following steps:

1. Notify and alert all co-workers within the building that a resident is missing. Include: name, apartment number, description, and where last seen.
2. Immediately search inside the building for the resident.
3. Call people listed on the emergency contact list and ask them if they have taken the resident out.
4. If resident is not found notify the Assisted Living Director and/or Director of Health Services if not in the facility.
5. Assign employees to search outside the facility, covering all grounds in front of or behind building and in the immediate neighborhood, as safe to do so.
6. If resident is still not found, notify 911. Have the following information available:
 - Name of resident
 - Description of resident including what the resident was wearing
 - Time when resident was last seen
7. Cooperate with local law enforcement and provide any information necessarily to identify and locate the missing resident.
8. Update the resident representatives, and contact the case manager if appropriate, to keep them updated with steps taken to locate resident.
9. When resident is found staff will immediately notify law enforcement, resident representatives, and the case manager, if any.
10. Staff will identify if any facility building needs that need immediately attention to assure resident safety (i.e., alarms/locks are working properly, windows and doors are secured appropriately, etc.)
11. An incident report will be completed to include all information concerning the resident disappearance. Including the following:
 - Time of first alert concerning resident disappearance
 - Procedure taken; staff involved
 - Time of notification of 911 and others, if involved
 - Time when found
 - Facility building needs addressed
12. Vista Prairie Management, LLC will review this policy and any individual resident plans that pertain to elopement at least quarterly, and all changes will be documented.