**PURPOSE:**

This policy outlines Trouves process when a resident leaves the facility.

**SCOPE:**

This policy applies to all Trouves employees and residents.

**POLICY:**

1. Trouves complies with RCW, WAC and our ALTSA contract when a resident decides to leave our facility.
2. When a resident is found missing, the staff person immediately notified the Charge Nurse. It is the Charge Nurses responsibility to notify the Director of Nursing (DON).

**PROCEDURE:**

1. Trouves leadership completed the following:
2. Files a missing persons report with Tacoma Police Department
3. Submit online ALTSA CRU report
4. Submit Fax or call BEACON Crisis alert form.
5. Incident report
6. Progress Note in PCC
7. Notification to DON, Deputy Administrator or Administrator
8. All Trouves leadership notification email is sent.
9. HCS notified within 24 hours (Fridays you have till next business day)

**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None

**Effective Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greg Unruh, CEO Date**

**Trouves Health Care Corporation**

**Information Contact:**