



**MONTANA STATE HOSPITAL
MENTAL HEALTH GROUP HOME
POLICY AND PROCEDURE**

**ESCORTING MONTANA STATE HOSPITAL
MENTAL HEALTH GROUP HOME RESIDENTS OFF GROUNDS**

Effective Date: December 11, 2015

Policy #: MSH MHGH-14

Page 1 of 3

- I. PURPOSE:** To provide for safety and security when escorting Montana State Hospital (MSH) Mental Health Group Home (MHGH) residents off grounds.
- II. POLICY:** All MSH MHGH residents will be escorted and closely supervised at all times when off grounds for grocery shopping trips, appointments, community outings, or other events.
 - A. STAFF TO RESIDENT RATIO:** A minimum ratio of one (1) staff member for up to two (2) MSH MHGH residents will be maintained. An increased level of staffing will be provided whenever a need is indicated; for example, if more than two (2) residents are going off grounds.
 - B. MSH MHGH RESIDENTS** will be assessed by the treatment team for safety and therapeutic appropriateness for going to the off grounds activity. (Attachment).
- III. DEFINITIONS:**
 - A. Forensic Patients** - Those admitted to MSH under criminal procedures Title 46, Section 14 of the Montana Code or people transferred from Montana Department of Corrections facilities who are on civil commitments. Forensic Patients must be approved for Privilege Level 8 or higher and meet leisure pass status as indicated by a green dot on patient name tag per MSH Policy "#TX-04, "Treatment and Leisure Pass, in order to be eligible for off grounds trips.
 - B. Civil Patients** – Those admitted to MSH under Title 53, Section 21 of the Montana Code including those on voluntary admission status.
 - C. Close Supervision** – To be physically present and within close proximity to resident so that the staff member may respond immediately, to any safety or security concerns.
 - D. Community Liaison Officer (CLO)** – To provide the transitional support between MSH and the community services offered in their area. The CLO performs a wide range of tasks to assist residents with community integration.
- IV. RESPONSIBILITIES:**
 - A. Licensed Independent Practitioner (LIP)** – To approve and order off grounds trips, activities, or appointments.

Montana State Hospital Mental Health Group Home Policy and Procedure

ESCORTING MSH MHGH RESIDENTS OFF GROUNDS

Page 2 of 3

- B. MSH MHGH Program Manager; Licensed Professional (LCPC, LCSW, RN, LPN) – To review the arrangements for off-grounds trips and to ensure that adequate supervision of each resident has been provided.
- C. Community Liaison Officer (CLO) – To follow procedures identified in this policy intended to protect the resident and the public, and to notify appropriate parties including law enforcement agencies and MSH if assistance is needed.
- D. Psychiatric Technicians – To follow procedure identified in this policy intended to protect the resident and the public and to notify appropriate parties including law enforcement agencies and MSH if assistance is needed.
- E. Patient Transport Driver (teamster) – to respond to calls (cell phone contact) from MSH or escorting staff and to provide assistance as needed or directed.

V. PROCEDURE:

- A. Prior to the off grounds activity, each MSH MHGH resident will be assessed (Attachment) by the treatment team as to the therapeutic appropriateness of each activity. The LIP will provide an order, upon approval, for off grounds activity, appointment or community integration trip.
- B. On the day of the activity, the resident should be re-evaluated by the MSH MHGH Program Manager, treatment team, or supervisor of the activity. This is intended to be an informal assessment, of their safety and appropriateness for the activity.
- C. Staff must always directly accompany each resident during the outing. In the event that a resident needs to use a restroom, or try on clothes, or requires privacy for a similar activity, staff may wait outside this area. Staff must be alert and attentive at all times.
- D. Trips should be taken to the intended destination and when the event is completed, should return directly to the MSH MHGH. Stops can occur as needed for meals, restroom use, etc. Stops may also occur for other MSH business as assigned to the Patient Transport Driver.
- E. In the event of a problem during transport, the vehicle should be stopped and assistance summoned from an appropriate source including law enforcement or by calling MSH to send additional assistance. Transport staff are to carry a charged hospital issue cell phone on all off campus trips.
- F. Staff shall directly supervise and approve of all items purchased and ensure that contraband (i.e.; lighters, cigarettes, etc.) is not purchased.
- G. Upon return to the MSH campus, MSH MHGH residents will return all unspent money to patient accounts.

Montana State Hospital Mental Health Group Home Policy and Procedure

- H. MSH MHGH residents will reconcile receipts of purchases to balance against money returned to patient accounts. Staff will verify by signature.
 - I. Upon return to MSH MHGH, outing staff will escort resident and ensure all items purchased or brought back to the living area are searched to determine items are cleared for safety and are in compliance with unit guidelines. All non-perishable items will be entered on Personal Effects sheet kept in chart.
 - J. If, due to safety concerns, the treatment team requires the resident to be searched, MSH staff will follow the MSH policy “#SF-02, Contraband and Searches”.
 - K. Any problems or other significant events occurring during an off-campus activity will be reported to the treatment team and be entered into the clinical record by a staff member with direct knowledge of what happened. Other documentation, such as Incident Reports, may be required.
- VI. REFERENCES:** Title 46, Section 14 of the Montana Code Annotated, Title 53, Section 21 of the Montana Code Annotated
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Clinical Services, and Program Manager of the Montana State Hospital Mental Health Group Homes.
- VIII. RESCISSIONS:** #TCU-14, *Escorting Transitional Care Unit Residents Off Grounds* dated November 20, 2013; #TCU-14, *Escorting Residential Care Unit Residents off Grounds* dated February 17, 2012.
- IX. DISTRIBUTION:** MSH MHGH Policy and Procedure Manuals
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Program Manager of the Montana State Hospital Mental Health Group Homes
- XII. ATTACHMENTS:**
- A. Montana State Hospital MHGH assessment for Supervised Off Grounds Trips

_____/____/____
John W. Glueckert Date
Hospital Administrator

_____/____/____
Thomas Gray, M.D. Date
Medical Director

**ASSESSMENT BY LICENSED PROFESSIONAL FOR MSH Mental Health Group Home SUPERVISED OFF
GROUNDS TRIP OF (Resident Name): _____**

DATE OF TRIP _____

1. Highlights of current mental status:
2. Harbors any thoughts to harm self or others, or escape? YES NO
3. Attending all recommended assigned activities? YES NO
4. Adhering to medication program? YES NO
5. Performing all assigned chores at the MSH MHGH? YES NO
6. Recent change in sleep or appetite pattern? YES NO
7. Successfully managed previous supervised off grounds trip? YES NO NA
8. Meeting financial responsibilities? YES NO NA
9. Has specific shopping needs? YES NO
10. Shopping list has been completed? YES NO
11. Agrees not to buy non-approved or contraband items? YES NO
12. LIP has been notified of the above information? YES NO
13. LIP approves trip and an order has been written? YES NO

COMMENTS:

Signature/Date