



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

TREATMENT AND LEISURE PASS

Effective Date: November 19, 2015

Policy #: TX-04

Page 1 of 5

- I. **PURPOSE:** To provide guidelines for patients attending on campus treatment and leisure activities.
- II. **POLICY:**
 - A. Montana State Hospital (MSH) will offer patients with appropriate and safe behavior reasonable opportunities to participate in treatment, recreational, and leisure activities outside of the treatment units but within designated areas of the hospital campus, when authorized by the patient's treatment team.
 - B. Patients may be eligible for treatment or leisure pass with escort after the initial assessments (Nursing, Physical, Psychiatric) indicate they are stable, safe, and appropriate for this privilege.
 - C. Treatment and leisure pass may be granted after the patient's treatment team determines that the patient is stable, may benefit from the treatments, and is a low risk for harm to themselves, harm to others, elopement, or escape. The privilege may be limited, supervised, unsupervised, suspended, or revoked depending on the patient's history, legal status, or behavior.
 - D. The granting of these privileges is a treatment team decision documented by a written order from a Licensed Independent Practitioner (LIP) and referenced in the patient's medical record. Treatment Teams will use a color coded system to designate the patient's current treatment and leisure pass privileges, as follows:
 - a. Red – No treatment or leisure pass authorized
 - b. Yellow – Treatment or leisure pass with staff escort
 - c. Green – Treatment or leisure pass without staff escort
 - E. Patients on criminal court order status (forensic commitments) may be subject to additional restrictions of this privilege. Forensic patients must have the additional approval of the Forensic Review Board and the Hospital Administrator before receiving these privileges.
 - F. Patients with simultaneous commitment to the Department of Corrections (transferred or committed from prison) may be subject to additional restrictions of this privilege. They must have additional approval from the Forensic Review Board, Hospital Administrator, and sending correctional institution or authority.

- G. Patients on Emergency Detention or Court Ordered Detention status will not be granted pass without escort. They may be permitted to have pass with escort upon approval of the treatment team. Exceptions to this rule must be approved by the Hospital Administrator.
- H. Patients on civil commitments who have pending criminal charges that are known to hospital staff may not be granted treatment or leisure pass without escort unless the treatment team has obtained authorization from the Hospital Administrator. Decisions to approve exceptions to this rule will be based on the nature of the charges, severity of the charges, information received from prosecutors and/or law enforcement authorities, and discharge plans.
- I. Patients on forensic commitments with a known history of conviction for violent or sexual offenses will not be granted treatment or leisure pass without escort unless the treatment team has obtained authorization from the Hospital Administrator. Decisions to approve exceptions to this rule will be based on the nature of the charges, severity of the charges, information received from prosecutors and/or law enforcement authorities, and discharge plans.
- J. Patients authorized to participate in treatment and leisure pass will remain within the campus boundaries, which may vary for patients residing in the main hospital units and patients residing in the on-campus group homes.

III. DEFINITIONS:

- A. Green treatment and leisure pass: Permits the patient to walk to and from on-campus hospital treatment activities without staff escort. This level of pass is designated with a green sticker on the patient's identification badge.
- B. Yellow treatment and leisure pass: Permits the patient to walk to and from on-campus hospital treatment activities, but only with staff escort. This level of pass is designated with a yellow tag on the patient's identification badge.
- C. Red treatment pass: Patient is restricted to the unit unless escorted by staff to medical or legal appointments.
- D. Treatment and leisure pass with telephone confirmation: The patient may go to and from hospital treatment activities without escort, but telephone confirmation is required by the treatment team. The team may require that the patient call the unit to confirm their location, or that the group facilitator or work supervisor call to confirm the patient's location.
- E. Photo ID: A photograph taken for the purpose of identification of the patient.

- F. Licensed Independent Practitioner (LIP): Physician, advanced practice nurse or physician assistant with prescriptive authority.
- G. Admission, clinical, and risk assessments: Psychiatric, History and Physical, Nursing, Social Work, Rehabilitation, Felony Background checks, and consultation with criminal justice officials, and other consultation as indicated.

IV. RESPONSIBILITIES:

- A. LIP - Assess and order specific passes.
- B. Licensed Nurses - Assess, revoke or restrict passes.
- C. Hospital Administrator or designee– Adjust curfew times in relation to daylight hours; authorize exceptions to this policy; consult with review boards; and approve treatment or leisure pass for patients serving criminal sentences, with pending criminal charges, or who are on forensic commitments.
- D. Forensic Review Board- Consult with treatment teams about risk assessment, risk management, privileges, and restrictions

V. PROCEDURE:

- A. Prior to receiving campus privileges, a photo ID card must be issued by the Hospital's Admission Office to ensure proper patient identification. Photo ID's are normally issued at the time of admission, and updated periodically if hospitalization continues for an extended period. Patients on passes will wear photo ID badge.
- B. In an instance where a patient's religious beliefs preclude taking of a photo ID, the Hospital will maintain current descriptive information including hair color, hair length, eye color, height, weight, and other physical characteristics. In this exceptional situation the patient will be allowed to have a physical description of their appearance on the identification card rather than a picture.
- C. An order from a LIP will document that a patient has been granted treatment and/or leisure pass with or without escort. Specific conditions related to the type of pass granted will be included in the order and individualized according to the needs of each patient. This may include the length of time granted for each pass. An explanation of rules and expectations will be provided to all patients receiving passes by treatment unit staff.
- D. Unless otherwise specified in the order, patients on passes are expected to check in on their treatment unit on an hourly basis so that staff can verify their safety and presence on campus. Treatment teams may permit telephone verification in lieu of

physical presence on the unit and will specify if the patient's call is adequate or if a staff member is required to call and verify the patient's location.

- E. Each treatment team will develop procedures for verifying the whereabouts of patients on pass during the shift change period, 1445 to 1515 (2:45 pm to 3:15 pm).
- F. Treatment and Leisure passes may be revoked or restricted by licensed nursing staff in circumstances where it may not be safe to allow the patient off the unit, or if the patient is uncooperative with his/her treatment plan or hospital rules. Revocations or restrictions must be documented in the medical record and reviewed by the treatment team at the earliest opportunity. Examples are:
 - ◆ Failure to report to assigned unit hourly;
 - ◆ Dangerous or disruptive behaviors while on pass;
 - ◆ Failure to appear at prescribed employment or other therapeutic activities;
 - ◆ Entering off-limit areas;
 - ◆ Threats or actions to harm others, run away, or harm to oneself;
 - ◆ Failure to return to the unit by evening curfew;
 - ◆ Serious or repeated violations of hospital rules;
 - ◆ Unauthorized leave or attempt to leave the grounds without authorization.

The reason for any restrictions or revocation must be explained to the patient.

- G. MSH patients are prohibited from entering any construction or maintenance areas, employee housing areas, vacant buildings or area adjacent to correctional facilities unless appropriate authorization has been granted.
- A. Curfew hours will be designated by the hospital administration or designee. Curfew time will be extended during the summer season when daylight extends later into the evening. Exceptions to curfew hours may be made for patients with an employment schedule that necessitates leaving the ward before breakfast or a return after the evening curfew.
- B. An order for patient resident employment will specify any special provisions for escorting people to their job or for supervising them while they are on the job. Unless such provisions are specified, it is assumed that patients may be unsupervised at times while working in resident employment programs.

VI. REFERENCES: None

VII. COLLABORATED WITH: Hospital Administrator, Director of Clinical Services, Program Managers, Nursing Supervisors, Medical Director, Director of Nursing, and Director of Quality Improvement.

Montana State Hospital Policy and Procedure

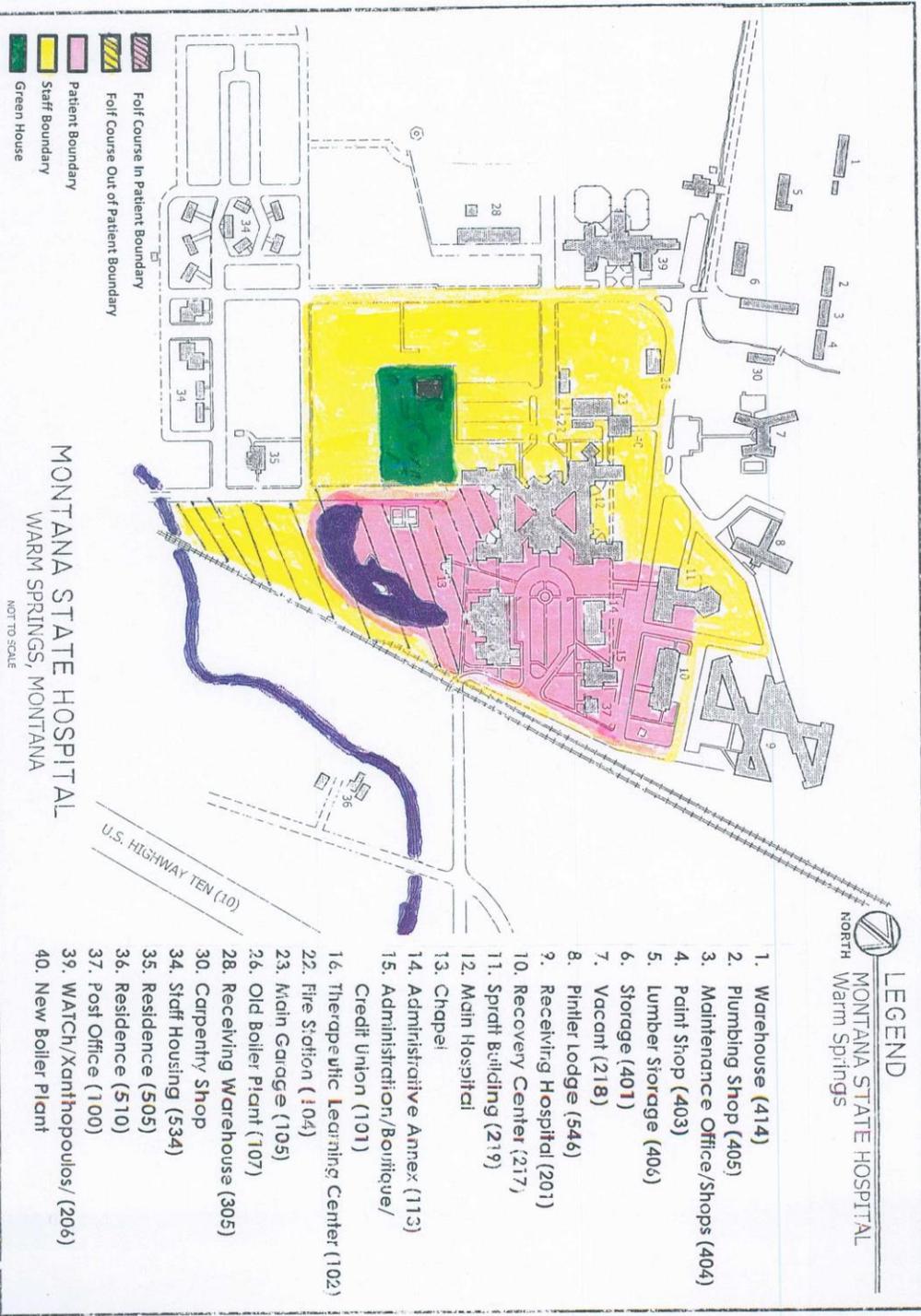
TREATMENT AND LEISURE PASS

Page 5 of 5

- VIII. RESCISSIONS:** #TX-04, *Treatment and Leisure Pass* dated July 15, 2011; # TX-04, *Campus Privileges* dated June 1, 2010; # TX-04, *Campus Privileges* dated July 13, 2007; # TX-04, *Campus Privileges* dated April 1, 2003; # TX-04, *Campus Privileges* dated July 6, 2001; Policy # TX-04, *Campus Privileges* dated February 14, 2000; HOPP #TX-02-96-R, *Campus Privileges*, dated September 1996
- IX. DISTRIBUTION:** All hospital policy 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:** Director of Clinical Services
- XII. ATTACHMENTS:** [Attachment A – Treatment and Leisure Pass Boundaries Map](#)

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

_____/____/____
Thomas Gray, MD Date
Medical Director



LEGEND
 MONTANA STATE HOSPITAL
 NORTH
 Warm Springs

1. Warehouse (414)
2. Plumbing Shop (405)
3. Maintenance Office/Shops (404)
4. Paint Shop (403)
5. Lumber Storage (406)
6. Storage (401)
7. Vacant (218)
8. Pinler Lodge (546)
9. Receiving Hospital (201)
10. Recovery Center (217)
11. Spratt Building (219)
12. Main Hospital
13. Chapel
14. Administrative Annex (113)
15. Administration/Boutique/
Credit Union (101)
16. Therapeutic Learning Center (102)
22. Fire Station (104)
23. Main Garage (105)
26. Old Boiler Plant (107)
28. Receiving Warehouse (305)
30. Carpentry Shop
34. Staff Housing (534)
35. Residence (505)
36. Residence (510)
37. Post Office (100)
39. WATCH/Xanthopoulos/ (206)
40. New Boiler Plant

MONTANA STATE HOSPITAL
 WARM SPRINGS, MONTANA

NOT TO SCALE

- Folf Course In Patient Boundary
- Folf Course Out of Patient Boundary
- Patient Boundary
- Staff Boundary
- Green House