

## **POLICY AND PROCEDURE ON RELEASING PARTICIPANTS**

### I. PURPOSE

The purpose of this policy is to protect the safety of individuals served by ensuring they are released to appropriate personnel or family members when requested.

### II. APPLICATION

This policy applies to all participants and staff at Achieve.

### III. POLICY

It is the policy at Achieve to release participants only to persons authorized to do so. This plan is written upon admission to Achieve's program and is reviewed annually with the interdisciplinary team.

### IV. AGENCY PROCEDURES

1. All participants have a Plan that outlines each person's areas of vulnerability. Included in this are names of individuals who are NOT authorized to have contact with the participant. A list will be kept at the front desk with the names of any individuals not authorized to see a person in Achieve space and/or take them out of the program.
2. If a participant is their own guardian, they may sign themselves out during the program day. This is reviewed annually by the interdisciplinary team, and is documented on their Individualized Plan.
3. Upon admission to the program and on an annual basis, releases of information are written to determine with whom information can be shared. This is decided by the participant, and/or their guardian, based upon the wishes and capabilities of the participant or their guardian if they are unable to. Primary contact and emergency contacts are listed on the cover sheets in the main file.
4. All visitors are requested to enter Achieve through the office area.
5. There is a sign in log at the receptionist's desk in the Achieve front office, and visitor tags if the person wants to go into the program areas.
6. In general, persons authorized to take individuals out of Achieve include:
  - Guardians
  - Residential staff
  - Family members
  - County Case Managers

## Achieve Services, Inc.

- Others authorized through the release of information
7. If a participant is going to be picked up, families or other caregivers will notify Achieve (either through a phone call to the office, notification to the driver or note to staff) about the pickup information (including but not limited to); date, time picked up, who will be picking them up and if they are going to be returning to Achieve that day. Achieve staff will also be notified with the name of the individual that is picking the participant up, so Achieve staff know who to expect.
  8. Upon arrival, the individual picking up the participant, will go to the front office. The person will sign their name, and what time they are leaving, and if the participant is returning that day or not. If the office staff are not familiar with the person picking up the participant, or if Achieve had not been notified prior about the pickup, Achieve staff will contact the guardian and/or residential staff for verification. In addition, they may contact an Achieve staff person that works with the individual for verification. Achieve staff may ask for identification as well.