Missing Individual	
Secondary Category	**Suggested Guidelines for Review by Secondary Category**

In Jeopardy	**Note: Incident should only be finalized after the individual is no longer missing.**
	
	☐ If the person is a known elopement risk, is there a plan in place and was it followed?
	☐ Does the incident contain the following information?
	  o Updated status
	  o Length of time missing
	  o Evidence that the provider checked for injuries
	  o Information on why the individual left
	  o When the individual was located
	☐ Does the report include a description of how staff intervene?
	☐ Does the report include what staff were doing when they realized the person was missing?
	☐ Did staff contact management and/or 911?
	☐ Did the team develop a plan to ensure everyone is safe (individual and staff)?
	☐ What is the individual's current status (returned safely, hospitalized, etc.)?
	  o If hospitalized, in prison, or deceased, is there a linked incident?
	☐ Was law enforcement notified that the individual was missing (due to potential risk to individual and/or community)?
	☐ Was medical treatment provided as recommended by medical professionals and was medical condition assessed?
	☐ Were supervision needs being addressed per the ISP?
	☐ Has an incident report for neglect also been filed and linked, if appropriate?
	☐ Does the corrective action contain adequate information on what the plan is to prevent the individual from going missing in the future?
	
	Reminder: Provider/AE/County should not finalize incident until the individual returns.