

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	HDC Therapeutic/Trial Leaves	1037

1. Purpose. The purpose of this policy is to establish administrative guidelines governing leave for individuals who reside at Developmental Disabilities Services Human Development Centers.
2. Scope. This policy is directed to all employees of Developmental Disabilities Services and applies to all leaves of persons residing in HDCs.
3. Guidelines. Leave is granted to an individual from a Human Developmental Center, whose needs justify leave from center grounds and a guarantee of bed reservation during his leave. While the individual is on leave, his/her case remains the responsibility of the Human Development Center unless the case is transferred to another case management entity.
4. Types of Leave.
 - A. Therapeutic Leave – One (1) to fourteen (14) day visit out of the facility with parent/guardian:
 - B. Trial Placement Review Leave – Up to thirty (30) day period of time an individual is in a trial placement in a community program, prior to full admission.
5. Procedural Additions.
 - A. Therapeutic Leave
 - 1) Upon receipt of parent/guardian notification of a home visit, staff will review with the parent the preferable 14 day limit on leave, emphasizing the benefits for the individual.

Replacement Notation: This policy replaces DDS Policy #1037 effective July 13, 1981 and January 8, 1987.

Effective Date: December 1, 1993

Sheet 1 of 3

References: MR-DDS Institutional Services Policy RS-PO-9, September 21, 1977, which is hereby superseded.

Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: November 4, 1993.

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- 2) Staff will complete any required paperwork documenting leave.
- 3) Upon receipt of parent/guardian request for leave of more than fourteen (14) Days, the request shall be presented to the Superintendent for review and action.
- 4) All documents related to Therapeutic Leave shall be maintained in the Master File.

NOTE: Upon explanation to parent/guardian of fourteen (14) day limit, staff should encourage more frequent visits for shorter periods of time.

B. Trial Placement Review Leave

- 1) Recommendations for placement outside the HDC shall be based upon IDT review.
- 2) HDC staff shall communicate with Client Services staff and DDS licensed programs to assure the selected program site will meet the individual's needs.
- 3) HDC staff shall coordinate plans for trial placements.
- 4) Prior to the granting of leave, the parents/guardian will be contacted to explain the recommended trial leave from the HDC and all policies and procedures regarding leave. This will be documented by an authorization for leave signed by the parents/guardian and/or the individual if 18 or older and functioning as his/her own guardian. The length of the leave will not exceed sixty (60) days, in thirty (30) day increments.

If the individual will reside in another facility (i.e., State Hospital, Community Group Home, Child Study Center, etc.), the HDC will contact the facility to discuss case planning prior to actual placement; will assist in providing services; and will monitor the status of the individual. A member of the HDC staff will be established as contact point for the outside facility.

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- 5) Documentation recommending continuation of the leave will be sent by staff to the Superintendent for a decision. The Superintendent may choose to extend the leave further than thirty (30) days by making a one time only extension for a period of up to thirty (30) additional days.

