## TEXAS COMMISSION ON ALCOHOL AND DRUG ABUSE

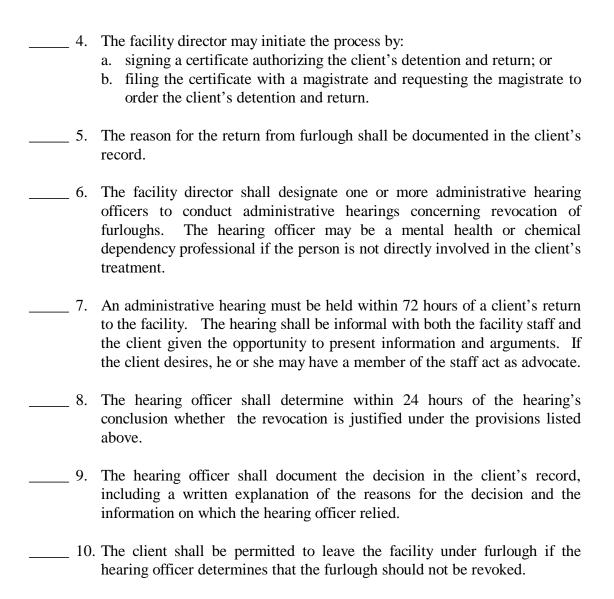
## CRITERIA FOR DEVELOPING A PROCEDURE FOR REPORTING UNAUTHORIZED DEPARTURES, A CONSENT TO RELEASE INFORMATION FORM, AND POLICIES & PROCEDURES REGARDING PASSES & FURLOUGHS.

## **Emergency Detentions and Commitments**

A.	There is a procedure for reporting unauthorized departures to the referring courts which complies with the following criteria:	
	1.	The procedure specifies that disclosure is made only to those individuals within the judicial system who have a need for the information in connection with their duty to monitor the patient's progress.
	2.	Consent to release information is obtained at the time of admission so that unauthorized departures may be reported to the referring courts.
	3.	The consent form must state the period during which it remains in effect.
	4.	The consent to release information is obtained on a form that has been modified to state that the consent is revocable only after a specified period of time or a specified event. This is no later than the final disposition of the court action.
	5.	The procedure includes a method for notifying the person who receives the information that it can be redisclosed and used only to carry out that person's official duties with the regard to the court action.
B.	Inpatient programs have a written policy regarding the use of passes and furloughs. If furloughs are permitted, there is a procedure for furloughs and revocation hearings that complies with the following criteria. If furloughs are not permitted, provide policy statement as such.	
	1.	The facility director may permit a client admitted to the facility under an order for inpatient services to leave the facility under a pass or furlough. A pass authorizes the client to leave the facility for not more than 72 hours. A furlough authorizes the client to leave for a longer period. The pass or furlough may be subject to specified conditions.
	2.	The facility director shall notify the court that issued the commitment order when a client is furloughed.
	3.	The facility director may secure the client's detention and return to the facility if:  a. the client is absent from the facility without permission;  b. the client has violated the terms of a pass or furlough;  c. the client's condition has deteriorated to the extent that his continued absence is inappropriate.

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