

**CENTRAL STATE HOSPITAL
POLICY**

SUBJECT: DAY PASSES, TEMPORARY LEAVES AND TRIAL VISITS

ANNUAL REVIEW MONTH: September

RESPONSIBLE FOR REVIEW: Chief Medical Officer

LAST REVISION DATE: April 2005 (Reviewed 1/25/06)

The purpose of this policy is to assure that clients will be given appropriate opportunities for day passes, temporary leaves or trial visits when clinically indicated and authorized by a physician. Client care divisions will establish internal policies/procedures suited to the clients served.

Day pass status applies to those clients who leave the hospital grounds in the company of a relative or significant other with the clear intent that they will return that same day. Such passes are usually for purposes such as going shopping, dining out, court dates or simply a social outing. *Exceptions: See below

Temporary leave (TL) status applies to those clients who leave the hospital grounds with the clear intent that they will return after a specified period of time and includes vacations with family, weekend or holiday visits at home, etc. There is no limit on the number of leaves for a client, but no single temporary leave may exceed 72 hours. Extensions or renewals are prohibited.

Trial visit (TV) status applies to those clients who are placed on leave for the purpose of determining the appropriateness of a specific discharge placement -- a relative's home, personal care home, group home, etc. Trial visits are for a specified period of time and no single visit may exceed 30 days.

Clients failing to return from passes, leaves or visits shall be discharged or placed on Leave Without Consent.

Leaves and Trial Visits with employees are prohibited although an employee who is related to a client such as a spouse, parent, sibling or adult son or daughter may be exempt from this restriction and be treated as a family member.

No temporary leave or trial visit shall be granted to a client transferred for treatment from the Georgia Department of

Corrections and who is still under sentence. A client other than these, who is under a hold order or detainer decreed by a court or sheriff's department, may be granted temporary leave or trial visit, provided that permission for the leave or visit has first been obtained, in writing, from the court or sheriff's department that issued the hold order or detainer. If such a client fails to return from temporary leave or trial visit, the court or sheriff's department shall be notified immediately by the unit director/designee. For the Conditional Release of NGRI patients, see Policy 4.14 Management and Release of Clients Acquitted Not Guilty By Reason of Insanity (NGRI).

This Policy does not apply to clients who attend activities or leave campus accompanied by CSH staff members. For more specific guidelines, refer to CSH Policy 4.38 - Non-Local And Overnight Activities For Clients.

* Exceptions: Clients in the Forensic Service Division who are on temporary leave to attend court hearings may be approved for periods beyond 72 hours.

Approved:

This policy has been approved by the CMO and CEO on 5/17/05.