

SECTION - SECURITY
ADMINISTRATIVE DIRECTIVE NO. 816
(Replaces A.D. No. 816 dated 6/15/06)

Effective Date: May 10, 2007

SUBJECT: INDIVIDUALS' ROLES & RESPONSIBILITIES DURING INDIVIDUAL COUNTS

I. PURPOSE

To inform the Individuals at Coalinga State Hospital (CSH) the process for which they need to follow during all counts.

II. AUTHORITY

Department of Mental Health (DMH) Special Order 212.02, 227.06 and 242.01.

III. POLICY

CSH shall maintain an Individual count system that accurately reflects the presence or absence of all Individuals committed to the hospital. The system shall entail a physical count by unit, of all Individuals at scheduled times, and at other times as needed or required. All Individuals shall be knowledgeable regarding their roles and aspects of Individual count procedures.

IV. METHOD

All Individual counts require that each Individual shall be physically seen and identified at the time of the count. There shall be no movement during Individual counts.

A. Unit Actual Counts:

During Unit Actual Counts all Individuals shall go to their bed area (inside their dorm or single room), or day room and remain in place until count is cleared. Individuals on work assignments or attending group activities off their unit will be cleared by the area supervisor.

B. Hospital-wide Actual Counts:

During Hospital-wide Actual Counts all Individuals shall return to their unit immediately, and report to the day room and remain in place until Hospital-wide Actual Count is cleared.

C. Freeze Counts:

When a Freeze Count is called, the Individuals shall remain in place. Individuals not at a destination and who are in the main corridors will remain where they are until escorted to their units by staff.

V. Training

This Administrative Directive will be given to all new arrivals.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):
A.D. No. 814 Individual Counts
Nursing Procedure Manual