

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
Pascua Yaqui Centered Spirit Program**

10C.9 Client Outings

I. STATEMENT OF PURPOSE:

To ensure CSP prepares for outings and conducts them in a safe manner.

II. STANDARDS:

A. The Program Director or designee shall ensure that:

1. An outing is consistent with the age, development level, physical ability, medical condition, and treatment needs of each client participating in the outing; and,
2. Probable hazards, such as weather conditions; adverse client behavior, or medical situations, that may occur during the outing are identified and staff members participating in the outing are prepared and have the supplies necessary to prevent or respond to each probable hazard.

B. CSP shall ensure that:

1. There is a sufficient number of staff members present to ensure each client's health, safety, and welfare on an outing;
2. There are at least two staff members present on an outing;
3. At least one staff member on the outing has documentation of current training in CPR and first aid according to R-9-20-207 (B);
4. Documentation is developed before an outing that includes:
 - a. The name of each client participating in the outing;
 - b. A description of the outing;
 - c. The date of the outing;
 - d. The anticipated departure and return times;
 - e. The name, address, and, if available, telephone number of the outing destination; and
 - f. The license plate number of each vehicle used to transport a client.

5. The documentation described in subsection (B) (4) is updated to include the actual departure and return times and is maintained on the premises for at least 12 months after the date of the outing;
6. Emergency information for each client participating in the outing is maintained in the vehicle used to transport the client and includes:
 - a. The client's name;
 - b. Medication information, including the name, dosage, route of administration, and directions for each medication needed by the client during the anticipated duration of the outing;
 - c. The client's allergies; and
 - d. The name and telephone number of the individual to notify at the agency in case of medical emergency or other emergency;
7. A copy of the agency's policy and procedure for outings, as required in R9-20-201 (B) (1) (a), is maintained in each vehicle used on the outing; and,
8. Each client participating in the outing is safely returned after the outing.

III. **PROCEDURES:**

- A. All outings planned must be scheduled one week prior to the date of the activity.
- B. All activities planned must be posted in an area visible to clients and staff.
- C. The subject of outings will be covered during CSP staff meetings.
- D. The outings scheduled will incorporate clients' treatment plan.