



**Division of Prevention and -Behavioral Health Services**  
Department of Services for Children Youth and Their Families  
State of Delaware

<b>NO. CS007</b>		<b>Travel With Clients</b>	
Authored by:	Julie Leusner, Psy.D.	Title: Clinical Services Management Director	
Approved by:	<i>Susan K. Cypelk 3/31/14</i>	Title: Division Director	
		Date: 4/1/14	Page: 1 of

- I. **Purpose:** This policy establishes expectations around transporting clients.
- II. **Applicability:** This policy applies to any DPBHS staff or Providers who may provide transportation to a client.
- III. **Policy Statement:** DPBHS promotes the safety of clients and staff. It is the goal of DPBHS to minimize risk and liability whenever possible. In the event that a staff member feels the benefits of the outing would outweigh the risks associated with travel the following steps need to occur:
  - a) The staff needs the approval of their supervisor
    - i. The request for approval needs to clearly identify how the activity is related to the client's treatment/service plan
    - ii. An approved request needs to be maintained in the client's record
  - b) Permission must be granted by a parent or guardian in writing
  - c) Sufficient adult supervision is provided based on the clinical needs of the child
  - d) A safety and contingency plan needs to be created which includes but is not limited to:
    - i. What to do in the event of a mechanical malfunction
    - ii. What to do in the event the client becomes emotionally, behaviorally or medically unstable
    - iii. Emergency/Crisis service contact information for the state in which the event will be occurring
  - e) Following the activity a progress note about the outing needs to be maintained in the client's record.